

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Thursday, October 7th, 2021, at 4:00 PM**

Call to Order: Trustee Stierwalt called the meeting to order at 4:00 PM.

Present: Committee members Ann Berens, Deborah Hill, Elan Long, and Karen Stierwalt. Also present were Director Emily Compton and Operations Manager Katie Cangelosi.

Visitors: Trustee Cathy Ruggeri

Minutes: The September 9th, 2021 minutes were approved.

New Business

a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in September 2021.

- The Oak Brook Mechanical (OMS) contract has been signed for 3 visits per year. The first service visit of the new contract was October 6th. OMS reported that various parts need to be replaced, including air filters, boiler replacement parts and dielectric unions in the ceiling of the Children's office. OMS has also received the chilled water pump replacement piece and will be installing it in early November. Ms. Cangelosi is working with OMS on what the replacement service visit involves and whether the cost of the air filters for the fan coil units are included in the service contract price.
- The leaking water fountain on the second floor has been removed and the floor repaired on October 5th for \$800 by Franzen Plumbing. S&D Prime Maintenance was on site that afternoon and was able to sand down the concrete floor and glue the carpet square into place. This cost is included in a recent invoice for \$149.84 for these tasks and other facility checklist items completed that day.
- Douglas Simons performed the limestone cleaning on October 5th. Ms. Cangelosi reported that the limestone looks markedly better. As expected, the pressure washing did not remove the carbon crusting on the east windows. Douglas Simons was unable to clean the flagstone wall on the south side of the building because of the proximity of cars parked in the adjacent lot to the wall. The committee did not think that it was worth the extra cost to have Douglas Simons return during a weekend to clean the wall.

b. Library Maintenance Schedule – September

- Fall Plantings: The fall plantings have been replaced by Good Earth Greenhouse.

c. Library Maintenance Schedule – October

- Fireplace Inspection and Cleaning: Both fireplaces have been inspected. There is a damaged fireplace screen on the roof that needs to be repaired. Southwest Fireplace will provide a quote to repair the screen. Trustee Stierwalt asked whether we have a fireplace screen or a fireplace cap. Ms. Cangelosi will follow up with Southwest Fireplace.
- Annual Security Maintenance: Will be scheduled for October.
- Oak Brook Mechanical Regular Maintenance: OMS performed regular maintenance on October 6th.

- Trustee Stierwalt asked whether the budget line for Maintenance Service is adequate after the Library increased the annual cost for regular maintenance performed by OMS.

Director Compton stated that she has a note that this line item may need to be increased in next year's budget.

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Old Business

a. Air Handler Project – Updates

- Director Compton reported that the Development Review Board application passed the Technical Review Committee on September 29th with the following updates:
 - The River Forest Park District signed an affidavit affirming its approval of the project.
 - The Library provided an interior room plan for the River Forest Fire Department's approval.
 - Williams Architect suggested an alternative door for the exterior enclosure with an interior latch (for emergency exit purposes).
 - Williams Architect provided a construction plan indicating how construction vehicles would gain access to the construction site and where construction materials would be stored on site.
- Director Compton reported the following updated project timeline:
 - October 20th: Williams Architect will have prepared the applications for building permits and put the project out to bid.
 - October 21st: The first Development Review Board meeting.
 - November 4th: The second Development Review Board meeting: findings of fact.
 - November 8th: Village Board meeting: final vote.
 - November 18th: Bids are due, and contract negotiations will begin.
 - December: Construction contracts will be signed, permits issued, and the air handler will be ordered.
 - January: Construction preparation including tree removal and pouring of the concrete pad which needs one month to cure.
 - March: Expected project completion.
 - Director Compton will keep Roosevelt and the Park District informed about the timing of construction during the course of the project and will let the Park District know that Jackson is the recommended entrance for the construction trucks.
- Mark Sullivan from OMS stated that the current air handler unit should last through the winter and through the completion of the project.
- Trustee Berens asked Director Compton if she could coordinate the construction with Roosevelt's spring break. Director Compton will work with Williams Architect to have construction done before the Park District's sports season begins.
- The Committee took a tour around the building to discuss the construction plan and review the limestone cleaning. On the tour, the Committee noted:
 - The cleaning made a very positive difference in the appearance of the limestone.
 - Tuck pointing needs to be repaired at the top of an east window. Ms. Cangelosi will contact Classic Restoration for tuck pointing services.
 - The following landscaping items need to be removed: the remaining live ivy on the building, two dead bushes at the front of the building, a large weed growing at the rear of the building, and ivy debris. Ms. Cangelosi will contact Hulen Landscaping regarding these issues.
 - A non-operational water fountain is on the east wall of the building near the baseball diamond. Ms. Cangelosi will contact Franzen Plumbing to inquire about cost for removal of the fountain.

o The Committee returned to the building to adjourn the meeting.

Next Meeting: Thursday, November 11th, at 11:00 AM at the Library.

Adjournment: President Hill moved to adjourn the meeting, seconded by Trustee Long. Meeting was adjourned at 4:44 PM.