

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Tuesday, September 27th, 2022, at 5:00pm**

Call to Order: Trustee Stierwalt called the meeting to order at 5:03pm.

Present: Committee members Deborah Hill, Cathy Ruggeri, Karen Stierwalt, and Ann Berens. Trustees Jim Hopkinson and Elan Long joined via phone. Also present were Director Emily Compton and Operations Manager Shannon Duffy.

Visitors: none

Approved Minutes: The August 19th, 2022 minutes were approved with one grammatical edit.

New Business

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in August 2022:
 - a. Anderson Elevator was on-site earlier this summer for regular maintenance and found that the elevator phone was not operational. Comcast and Outsource Solutions Group (OSG) inspected the elevator phone, and they found a wiring issue, which we were told was repaired. Anderson confirmed that the elevator phone was working at that time.
 - b. The Fire Department subsequently conducted its annual inspection of the Library. It found two violations: the phone in the elevator was out of service, despite Anderson's representation that it had been fixed, and the emergency light in the stairwell to the roof needed a new battery. The emergency light is now functional, and the elevator phone repair is in progress.
 - c. S&D Maintenance removed the graffiti in the garden.
 - d. OSG installed 9 new computers in Children and Teen Services.
 - e. FSS Technologies is in the process of installing the Library's new burglar alarm system.
 - f. Good Earth Greenhouse installed the Library's fall planters.
 - g. The Library's water bill has been increasing recently. Ms. Duffy looked into the matter and found that the cost per unit went up in June. Additionally, the staff bathroom toilet had been running continuously, leading to higher usage. The toilet has since been fixed. If the water expense continues to run

higher than expected, the amount budgeted for this item in next year's budget may have to be increased.

B. Library Maintenance Schedule- October

- a. Fireplace Inspection
- b. Security Camera Maintenance

C. Library Maintenance Schedule- November

- a. Gutter cleaning
 - i. Ms. Duffy will ask if S&D can also clean the windows.

Old Business

A. Burglar Alarm Update

- a. Ms. Duffy will be in charge of training staff on the new system.
- b. Director Compton looked into the Library's fire monitoring contract to see if FSS Technologies could add fire monitoring to the Library's contract. The Library's current contract with Alarm Detection Services (ADS) for fire monitoring is in effect until 2026. Director Compton stated that we have had no issues with service from ADS.

B. HVAC repairs and maintenance contract discussion

- a. Director Compton reported that Hartwig Mechanical had assessed the Library's HVAC systems. Hartwig agreed with Oak Brook Mechanical (OMS) that the Library should update its hot water valves and VAV boxes to digital control from pneumatic control. Hartwig reported that the boiler could last another 10 years with maintenance, while OMS recommended replacing the boiler now. Hartwig also reported that the Library's hot water valves and VAV boxes are functional, while OMS reported that the some of the hot water valves and VAV boxes are failing.
 - i. The committee discussed both recommendations and asked clarifying questions about OMS's and Hartwig's proposals and service contracts.
 - ii. Trustee Berens raised the issue of considering digital controls as a more energy-efficient option in the future.
 - iii. Trustee Hill suggested that the Library wait until the air handler project is complete before considering major upgrades to the HVAC systems.

- iv. Trustee Hopkinson suggested asking the HVAC subcontractors working on the air handler project if they can offer recommendations about HVAC upgrades.
- v. Director Compton will solicit further information about the boiler from OMS, including determining what servicing OMS has recently performed on the boiler and whether it has already performed the cleaning of the burner and heat exchanger recommended by Hartwig. Director Compton will also ask OMS whether it can clean or replace components of the boiler to keep it running rather than replacing the entire boiler.

Next Meeting: TBD

Adjournment: Trustee Stierwalt moved to adjourn the meeting at 5:45pm, seconded by Trustee Berens.