

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Monday, November 7th, 2022, at 2:30pm**

Call to Order: Trustee Stierwalt called the meeting to order at 2:32pm.

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

Visitors: none

Approved Minutes: The September 27th, 2022 minutes were approved.

New Business

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in September 2022:
 - a. FSS Technologies finished installing the Library's new alarm system.
 - b. Southwest Fireplace was on-site to inspect both upstairs fireplaces.
 - c. Heritage Technology Solutions will be on-site for general security camera maintenance.
 - i. The Committee discussed adding a security camera to cover the air handler unit construction site. Ms. Duffy will ask for a cost proposal.
 - d. The Fire Department was back on-site to finish their annual inspection. Both violations found in September had been resolved.
- B. Library Maintenance Schedule- November
 - a. Security camera maintenance
 - b. Gutter cleaning
- C. Library Maintenance Schedule- December
 - a. Turn on automatic ice melting system
 - b. Winter planters

Old Business

- A. Boiler maintenance and Oak Brook Mechanical Recommendations

- a. Director Compton reported on Oak Brook Mechanical's (OMS) most recent inspection of the HVAC system. They recommended replacing the boiler's flame safeguard controller box and adding more glycol to the chilled water system in addition to replacing the hot water valves and VAV boxes as previously reported.
 - b. The Committee discussed the differences between OMS's recommendations and Hartwig Mechanical's report.
 - c. The Committee discussed next steps for replacement and upgrading of the VAV boxes and hot water valves. Given the cost of this project, it would need to go out to bid. Director Compton will reach out to the RAILS Facilities Group for information about engineering contractors and HVAC bid preparation.
- B. OMS's proposal to replace the boiler's flame safeguard controller box and to add glycol to the chilled water system (\$5,315)
- a. Director Compton presented OMS's proposal to replace the flame safeguard controller box and to add glycol.
 - b. The Committee asked clarifying questions about pricing breakdown and whether glycol needed to be added to the system prior to the installation of the new air handler unit.
 - c. Director Compton will get more information from OMS about the proposal prior to the upcoming regular Board meeting.

Next Meeting: January 9th, 3pm

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 3:13pm, seconded by President Hill.