

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES  
Thursday, February 11, 2021 at 9:00 AM**

**Call to Order:** Trustee Stierwalt called the meeting to order at 9:05 AM.

**Present:** Committee members Karen Stierwalt and Alice Calabrese-Berry (arrived at 9:20 AM). Also present were RFPL Board President Deborah Hill, Director, Emily Compton-Dzak, and Operations Manager, Joanna Bertucci

**Visitors:** Cathy Ruggieri

**Minutes:** The January 14, 2021 minutes were approved.

**New Business**

- a. General Facility Updates: Ms. Bertucci provided an update of building projects since the committee last convened in January 2021.
- The Library approved a \$700 proposal from Wireline to replace the phone system server.
  - The Library approved a \$900 proposal from S&D Prime Maintenance to replace 3 exterior light fixtures.
  - Director Compton-Dzak and Ms. Bertucci are finalizing the maintenance-service budget for FY22. RFPL has received a competitive bid from CleanNet USA for daily cleaning services. If approved, this would result in \$8,000 in savings for RFPL. Additionally, RFPL is working with a snow removal contractor and is including \$5,000 in next year's maintenance budget for this service.

**Old Business**

- a. Air Handler Project Update: Director Compton-Dzak provided an update regarding the air handler project.
- Chicago Project Management and Oak Brook Mechanical were onsite on January 27, to review the scope of the air handler study. This study was commissioned to address questions from RF Park District Commissioners. The preliminary assessment has confirmed the following items:
    - The air handler unit cannot be relocated to the Library's roof, nor can it be placed underground.
    - There will be no impact to the tree adjacent to the space on the North side of the Library. RFPL will confirm this with an arborist from the VRF.
    - The clearance around the unit, if positioned on the North side, can be reduced slightly.
    - Relocating the unit to the East side of the building is not optimal as it would require excess energy thereby making the unit less efficient.
    - The formal study will be shared with the RF Park District at their next meeting.
  - The RFPL Foundation met on January 26 and reviewed RFPL's grant proposal regarding funding a portion of the air handler project. The Foundation did not approve or deny RFPL's request.
  - Andy Dogan from Williams Architects offered to provide concepts of the reclaimed space to RFPL at no cost. Ms. Compton-Dzak will present these drawings to the Foundation at their February 23 meeting.
  - RFPL's Finance Committee met on February 4 to review funding options for the air handler project and its impact to the 5-year capital reserve plan and fund. Funding scenarios will be presented to the Board at the February 16 meeting.

**Next Meeting:** Thursday, March 11<sup>th</sup> at 9:00 AM

**Adjournment:** The meeting was adjourned at 9:30 AM