

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES  
Tuesday, January 16<sup>th</sup>, 2024, at 5:00 pm**

**Call to Order:** Vice-President Hill called the meeting to order at 5:00pm.

**Present:** Committee members: Deborah Hill, Cathy Ruggeri, Scott Delano, and Ann Berens.

Committee members absent: Elan Long.

Others present: Trustee Jim Hopkinson, RFPL Director Emily Compton, and RFPL Operations Manager Shannon Duffy.

**Visitors:** none

**New Business:**

The September 29<sup>th</sup>, 2023 draft minutes were approved.

**Air Handler Update:** Director Compton explained that on Sunday, January 14<sup>th</sup>, the air handler was in alarm mode and had turned off, causing there to be no heat in the building. As a result, the Library did not open on Sunday. Director Compton called Ron Marlowe (Construction Solutions of IL), who contacted Building Automation Solutions (BAS), who said the problem was likely the freezestat alarm. No one from CSI or BAS was able to address the problem on site so Director Compton called Oak Brook Mechanical (OMS), and a technician was able to override the freezestat alarm to get the system operational again. Director Compton notified Williams Architects and IMEG, who have hypothesized that the extremely cold temperatures and the overnight schedule caused the freezestat alarm to trip as the system switched to daytime mode. Accordingly, as a temporary solution, the controls have been modified so the system does not go into nighttime mode, and, so far, the air handler has remained operational. IMEG and BAS are working on a long-term solution.

The southeast corner of the second floor is very cold. OMS told Director Compton that it is not a system issue and that the air handler and boiler are working. The extremely cold temperatures outside are causing that area with its high ceilings and many windows to remain colder than other parts of the building.

**Old Business:**

- a. Air handler relocation and room renovation project
  - a. Floor proposals discussion
    - i. There are three flooring options: interlocking tiles that would be placed over the floor; painting the floor; and installing an epoxy floor coating.
    - ii. The RFPL management team met to discuss the options. The team suggested that if the flooring is temporary, the interlocking tiles would be best as they are the most economical. If the flooring may be a

permanent solution, the team preferred the standard flake basalt epoxy finish.

- iii. The Committee discussed the options and decided that because painting the floor would cost only slightly less than installing epoxy and is less desirable in terms of stain resistance, durability, and appearance, painting should be eliminated as an option. The interlocking tiles would provide sound dampening and the opportunity to sub out damaged tiles, but their cost (which is only an estimate as the Committee did not have a firm quote) would be only slightly less than the painting and epoxy options but would look less attractive, scuff more easily, and would not be stain resistant. The solid color epoxy option was also eliminated because it would show footprints and require a non-slip additive that would add texture to the finish.
- iv. The Committee concluded that the basalt color in standard flake with a semi-gloss finish would be the best choice because the epoxy coating is stain resistant, would be more durable, and would be aesthetically pleasing since it looks the most similar to the terrazzo floor in the lobby of the Library, and the semi-gloss finish would not show scuffs.

Vote: Trustee Berens moved that the Committee recommend to the Board that it choose the standard flake epoxy option in the basalt color with a semi-gloss finish. Trustee Delano seconded the motion.

Ayes- Berens, Ruggeri, Delano, Hill

b. Construction budget update

- i. Director Compton presented a breakdown of the construction costs and budget. Vice-President Hill inquired how the reimbursement check from Williams Architects for the three-way valve was included in the calculations. Director Compton said she deducted that amount from the total in FY23-24 expenditures. That money was deposited into the Capital account. The invoice in the amount of \$1,700 from OMS for the work restarting the unit this past weekend will be added to the costs for which the Library will be seeking reimbursement from CSI against the cost of the project.

c. Open issues

- i. The Committee did not discuss any open issues.

d. Phase two planning

i. Architect selection process

1. The Library does not need to go through the statutory Request For Qualifications process because architectural fees are not expected to go over \$40,000. Williams Architects estimated the fees to be approximately \$24,000-\$30,000. The Library will invite architectural firms to give proposals for the project. The Live and Learn grant includes a condition that the work must

be completed by a certain date or the grant money will be forfeited; however, the Library can apply for an extension of time if necessary.

ii. Limestone slab donation offer

1. The Library received an offer of limestone slabs from a donor to use in the new room. After discussing the offer, it was decided to discuss with the architects selected for phase two whether and how the slabs could be used.

**New Business:**

a. Capital budget planning

- a. Director Compton presented imperative items from the Library's building plan, including replacing the 2<sup>nd</sup> floor skylight, HVAC system replacements, and phase two of the new room and bathroom project. She noted that during the development of the strategic plan, patrons had commented on the poor quality of the lighting on the second floor. The Committee discussed modifications to the study rooms to make them more functional. The Committee also discussed whether the Library should have a facilities assessment and/or needs assessment prepared. Trustee Berens inquired about meeting room technology being part of the phase two plan, specifically updating the room to be Zoom capable. Director Compton will ask Outsource Solutions Group (OSG) if anything can be done to make the space Zoom capable.

**Adjournment:** A motion was made by Trustee Berens to adjourn the meeting at 5:59pm. It was seconded by Trustee Delano.