

**River Forest Public Library
Facilities Committee Meeting
MINUTES**

Wednesday, December 9, 2020, 3:30 pm

Call to Order: Trustee Calabrese-Berry called the meeting to order at 3:32 pm

Present: Committee members Alice Calabrese-Berry and Karen Stierwalt. Also present were RFPL Board President Deborah Hill, RFPL Library Director Sue Quinn and RFPL staff member Joanna Bertucci.

Minutes: The October 28, 2020 minutes were approved.

New Business

- a. General Facility Updates: Ms. Bertucci provided an update of building projects since the committee last convened in October 2020
 - Annual gutter cleaning was completed in November
 - Winter planters have been installed in the library garden by Good Earth Greenhouse
 - Ms. Bertucci received an estimate for \$600 from S&D Prime Maintenance to install a new fan in our server room. Ms. Bertucci will sign off on the estimate before the end of the month.

- b. Air Handler Project Update
 - Trustee Stierwalt submitted questions prior to the meeting regarding the air handler project. The committee thanks Trustee Stierwalt for providing framework for the meeting's conversation.
 - Costs:
 - Interior replacement: \$100,000, plus \$60,000 for redundant heat source
 - Exterior replacement: \$180,000, plus \$20,000 for redundant heat source
 - Noise:
 - Ms. Bertucci spoke with Mark Sullivan, President of Oak Brook Mechanical who recommended a masonry enclosure to attenuate sound and provide a pleasing aesthetic. Trustee Stierwalt suggested an additional \$25,000 be added to the project budget for a masonry enclosure.
 - Scope of work:
 - Ms. Bertucci explained that the scope of work (and associated costs) will be determined by the location of air handler.
 - Engineer:
 - Ms. Bertucci explained that the services of an engineer would be required for either installation scenario and recommended that we contract with an engineer once the scope of work is determined. An engineer is required for either scenario as the engineer would produce bid documents, facilitate the bid opening, and oversee the installation.
 - Next Steps:
 - President Hill has reached out to Park District Commissioners Cargie and Brown to tour the interior and exterior spaces the week of December 14th and is working to schedule tours with remained Park District Commissioners.
 - Ms. Bertucci and President Hill reached out to Eric Palm and the Village of River Forest to determine if a planned development was needed for the project, should RFPL be able to move the unit outside.
 - Ms. Bertucci feels that it is too early to make a funding request of the RF Foundation as the scope has not yet been determined. President Hill will update the Foundation at their January 2021 and gauge the Foundation's level of interest for funding a portion of the project.

The committee scheduled its next meeting for Tuesday, January 12th at 2:30 pm.

Adjournment: The meeting was adjourned at 4:12 pm.