

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Tuesday, February 20, 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, Elan Long, Scott Delano. Ann Berens arrived at 5:05pm.

Committee members absent: None

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

Visitors: Trustee Jim Hopkinson arrived at 5:35pm.

The January 16th, 2024, draft minutes were approved.

Old Business:

- a. Air handler relocation and room renovation project
 - a. Open issues
 - i. IMEG has asked Construction Solutions of Illinois (“CSIL”) to have its subcontractors test the system moving from occupied to unoccupied mode to gauge whether the freezestat alarm would continue to be tripped, shutting down the system; IMEG has not yet received a response from CSIL. Cold weather seems to trigger the alarm, but since temperatures have been mild, it’s unclear whether the problem is fixed. The AHU warranty with CSIL will extend for another heating season in case temperatures for the rest of this winter and the spring do not drop below freezing. Williams Architects approved CSIL’s gate submittal last week. Fabrication will take 10-12 weeks, and shipping will add 1-2 weeks. A representative from Williams Architects was recently onsite and found that most items on the interior punch list remain incomplete; he confirmed that the holes in the enclosure are weep holes and that the metal flaps are drip edges to direct water away from the wall. Scott Morlock, Williams Architects, confirmed that the trash enclosure does not need to be moved. Williams Architects asked the mason to confirm in writing that the proper cold weather materials were used in the most recent masonry work to raise the height of the enclosure but has not yet received a response. CSIL needs to determine if the stained tile in the Community Room is the result of an ongoing leak.
 - b. Credit change order discussion
 - i. Director Compton prepared for discussion a list of items to potentially include on a credit change order, including the heaters/coolers from

Axis Air, the time it took staff to assist with their upkeep, and staff compensation for when the Library needed to close due to HVAC issues. The Committee discussed whether to attempt to seek reimbursement for costs incurred in the Library closure in addition to staff compensation and decided not to do so at this time since such costs are less straightforward and less easily quantified.

- c. Phase two architect selection process
 - i. The Committee discussed the architect selection process and tentatively decided to invite four architects to submit proposals.
 - ii. The Committee discussed commissioning a Facilities Assessment. Since some grant funding requires that such an Assessment be less than one year old, the Committee decided to delay completing such an Assessment in order to coordinate its timing with a possible grant request.

New Business:

No new business to report.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 5:50pm. It was seconded by Trustee Long.