

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES  
Monday, March 6th, 2023, at 3:00pm**

**Call to Order:** Trustee Stierwalt called the meeting to order at 3:02pm.

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

**Visitors:** none

**Approved Minutes:** The January 9<sup>th</sup>, 2023 minutes were approved with minor edits.

**New Business**

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in January 2023:
  - a. The annual elevator inspection was performed by Anderson Elevator.
  - b. Oak Brook Mechanical (OMS) inspected the Library's HVAC system and repaired a drainage pipe and leak in the boiler room.
  - c. Cintas Fire Protection inspected the Library's fire extinguishers. Two additional extinguishers were added to the Adult and Teen Services department.
  - d. Outsource Solutions Group (OSG) was on site to install security software on all of the Library's computers.
  - e. S&D Maintenance painted the wall outside of Director Compton's office to cover up some patches.
- B. Library Maintenance Schedule- March
  - a. Fire extinguisher inspection
  - b. Spring planters
- C. Library Maintenance Schedule- April
  - a. Spring garden cleanup
  - b. Mulch garden
- D. Future Major Facilities Updates- discussion

- a. Director Compton presented a chart of major items from the master building plan that were scheduled to be completed between FY 22-23 and FY 26-27, including repairs to the skylight, roof, and elevator.
- b. Director Compton mentioned that department heads have requested various furniture items, including new tables for the meeting room, new study room chairs, and bookshelves near the bay window in the Children's Department. Before ordering new chairs for the study rooms, Director Compton will see if S&D Maintenance can tighten the existing wooden chairs.

### **Old Business**

#### A. Air handler relocation and mechanical room renovation

- a. Interior remodel- discussion of questions for Williams Architects.
  - i. The Committee reviewed and discussed electrical and plumbing plans prepared by Williams for the mechanical room renovation. Director Compton will raise the Committee's questions on the plans with Williams, including the nature of the temporary lights, increasing the number of outlets on the south wall, and the height of the electrical outlets.

### **Next Meeting: TBD**

**Adjournment:** Trustee Long moved to adjourn the meeting at 3:54pm, seconded by Trustee Ruggeri.