

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Friday, April 12th, 2024, at 3:30pm**

Call to Order: Vice-President Hill called the meeting to order at 3:47 pm.

Present: Committee members: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, Ann Berens.

Committee members absent: None

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

Visitors: Jim Hopkinson attended the meeting by telephone.

The February 20th, 2024, draft minutes were approved.

Old Business:

- a. Air handler relocation and room renovation project
 - a. Open Issues
 - i. Construction Solutions of IL (“CSIL”) has stated that the interior punch list items have been completed. Williams Architects (“WA”) disagrees. The Library plans to revisit the status of the interior punch list items when WA visits the Library to review the exterior installation for completion. This visit will be scheduled once the gate is installed, delivery of which is due in May. CSIL still needs to confirm that its masons used the proper cold weather materials in raising the height of the wall.
 - b. Credit Change Order
 - i. Director Compton presented invoices and back-up documentation of the costs for which the Library is seeking a credit from CSIL. Most of the costs documented relate to heating and cooling the building when the air handler was not operational. Director Compton will let WA know that the Library would like to review the Credit Change Order with them at the appropriate time, possibly during the final punch list visit (see above).
 - c. Phase 2 Architectural Services
 - i. The Committee discussed the draft Request for Proposal (“RFP”). The scope of the project will include the Community Room, the ADA-accessible bathroom adjacent to the Community Room, and the storage/office space adjacent to the bathroom. Given that the Library knows the square footage of these areas, the Committee decided that it would be best served by requesting that the interested architects

provide their qualifications, along with a budget for their services in a separate sealed envelope. Consideration of the upstairs office space will be held for later.

New Business:

a. Study Space Furniture

The Library determined that the furniture in the two study spaces on the second floor needs to be replaced. The Library received one estimate from LFI to replace 2 tables and 8 chairs for a cost of \$13,750. A second vendor, Demco, will provide another quote. Once the second quote is received, the Committee will review. The Library plans to apply for a grant from the RFPL Foundation for the cost of the furniture.

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