

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES  
Thursday, June 1st, 2023, 5:00pm**

**Call to Order:** Trustee Hill called the meeting to order at 5:00pm.

**Present:** Committee members Deborah Hill, Cathy Ruggeri, Elan Long, and Ann Berens. Also present were Director Emily Compton, Operations Manager Shannon Duffy, and Trustee Hopkinson. Committee member Delano joined the meeting late.

**New Business**

**Old Business**

- A. Air handler relocation and mechanical room renovation
  - i. Proposals to relocate chiller valves
  - ii. Proposals to update and relocate boiler panel
  - iii. Change order to relocate pipes above air handler ductwork
  - iv. Ceiling renderings from Williams Architects
  - v. Recommended further action

Director Compton presented change orders for three (3) proposals: 1) relocate chiller valves and pipes; 2) install new duct liner and remove/reinstall VAV and diffuser branch duct; and 3) drywall around pipes to remain in room and install drywall soffit in ceiling. The committee discussed effect of proposed work on height of ceiling and at whose cost work should be undertaken. Prior to the meeting, Director Compton had requested proposals for some of the work from Oak Brook Mechanical, who advised that their quotes would not be lower and that they would not be available to complete the work in the near future. The Committee discussed: 1) the order in which the work will need to take place in order to get the air handler operational; 2) the length of time the Library has not had HVAC services (over nine weeks); and 3) the substantial completion date for the project set forth in the Construction Solutions of Illinois contract.

The Committee discussed whether the plastic sheeting in the Children's Room can be temporarily taken down, since drywall work will not be happening for a while.

Director Compton will look into how much additional money has been spent on this project. The Library currently has \$5,300 left of the \$15,000 contingency amount in the contract.

Trustee Delano arrived and provided some insight on the proposals and questions to ask Williams Architects.

**Next Meeting: TBD**

**Adjournment:** The meeting adjourned at 6:32pm following a motion by Trustee Berens, seconded by Trustee Ruggeri.