

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

**Tuesday, June 2nd, 2022, at 2:00 PM**

**Call to Order:** Trustee Stierwalt called the meeting to order at 2:00 PM.

**Present:** Committee members Hill, Berens, Long, Hopkinson, Ruggeri and Stierwalt (attended remotely). Also present were Director Emily Compton and Operations Manager Katie Cangelosi.

**Visitors:** Trustee Smedinghoff

**Minutes:** The May 10th, 2022 minutes were approved.

**New Business**

a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in May 2022.

- The Library's carpets were deep cleaned in May.
- Oak Brook Mechanical (OMS) was onsite in May for their regular maintenance service.
- Director Compton stated that OMS will be providing a quote to replace the Library's HVAC valves.
- Director Compton also stated that OMS was onsite June 2<sup>nd</sup> to replace a component of the boiler which had failed earlier in the week.

b. Library Maintenance Schedule – June

- There is no scheduled maintenance to perform in June.

c. Library Maintenance Schedule – July

- OMS will visit the Library to perform a regular annual Chiller maintenance.

d. Book Drops replacement proposal

- a. Director Compton presented the book drop replacement proposal and asked if the Committee would like additional information before voting on the proposal at the June Regular Board Meeting. The Committee asked for Director Compton to investigate ways to safeguard the drive up book drop, including concrete bolsters and reflective tape. Director Compton will also investigate book drop lead time.

**Old Business:**

a. Air Handler Project Discussion: Director Compton provided an update on the Air Handler Project.

- Project permits have been submitted. The permitting office charged the Library \$300, which was a mistake and will be refunded. Director Compton will call the permitting office the week of June 6<sup>th</sup> to ask if their application needs any major updates. If there are no updates, then the project can go out to bid the week of the 13<sup>th</sup> with a deadline of July 8<sup>th</sup>.
- Director Compton has reached out to the school and park districts with updates on the project plan, who are in support of the Library's project.
- Director Compton asked Williams Architects about including the air handler equipment in the bid packet. Williams Architect created the bid using the engineering specifications of the specific air handler unit that OMS intends to provide. Williams Architect is not prepared to put the air handler equipment out to bid. The bid includes all other components of the project; the concrete pad, masonry enclosure, and interior electrical and plumbing work.

- The Committee discussed the most recent quote from OMS to replace the air handler unit of \$185,970. The quote is subject to cost changes as it was provided more than 90 days prior (January 27th 2022).
- Trustee Ruggeri presented on information provided by Johnson Controls during recent site visits. The representatives discussed four options for the Library:
  - Option 1: Replace the air handler's motor for roughly \$7-8,000.
  - Option 2: Replace the internal components of the air handler but leave the sheet metal structure for roughly \$200,000.
  - Option 3: Replace the entire unit inside the room for roughly \$300-400,000.
  - Option 4: Replace the entire unit outside of the building, have the unit arrive pre-assembled, for roughly \$400-500,000.
- Trustee Ruggeri presented other pieces of information shared by Johnson Controls:
  - In general, there is a higher margin of error when assembling a unit piece by piece. The equipment reliability may be affected.
  - An external unit will be more efficient because it does not have to pull fresh air into the building.
  - To replace the unit inside the room, the contractor can take out the piece of limestone in the exterior wall to access the room.
- Trustee Ruggeri stated that Johnson Controls will provide quotes on the four options in the coming weeks.
- The Committee discussed the Library's overall HVAC system and the merits of asking OMS or Johnson Controls to provide a detailed document of the Library's mechanical equipment. Director Compton may consider this option in the future.

**Next Meeting:** To be decided.

**Adjournment:** Trustee Hopkinson moved to adjourn the meeting at 3:16 pm, seconded by Trustee Berens.