

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Friday, August 19th, 2022, at 9:30am**

Call to Order: Trustee Stierwalt called the meeting to order at 9:29am.

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

Visitors: none

Approved Minutes: The June 2nd, 2022 minutes were approved.

New Business

- A. General Facilities Updates: Ms. Duffy provided an update on facilities since the Committee last convened in June 2022.
 - a. Oak Brook Mechanical (OMS) was on-site to power wash the chiller at the end of July.
 - b. Two new book drops were installed by S&D Maintenance in August.
- B. Library Maintenance Schedule- September
 - a. Fall planters will be ordered
 - b. Fireplace inspection will be scheduled
- C. Alarm system Proposals
 - a. Director Compton presented 3 proposals for a new burglar alarm system
 - i. Option 1- Illinois Alarm
 - 1. Illinois Alarm is the current vendor for the Library's alarm system. They have the most competitive installation fee but are more expensive than FSS overall when monitoring fees are included.
 - ii. Option 2- FSS
 - 1. Northlake Public Library has used FSS for four years and is happy with their service.
 - iii. Option 3- Quality Alarm System
 - 1. Quality Alarm Systems had the most expensive bid.
 - b. Director Compton clarified that, under the proposals, all staff members will have either a key fob or the ability to turn the alarm on and off using a mobile app. Anyone who doesn't have a smartphone will have a unique code for the keypad.

- c. Director Compton will ask FSS if it can also monitor the Library's security cameras and smoke and fire alarms. She will also review long-term contracts with other vendors to see when the terms of those contracts renew or expire.
 - d. The Committee discussed the difference in cost between FSS and Illinois Alarm and at what point in time FSS's proposal would be less expensive than Illinois Alarm's.
 - e. President Hill moved to approve the contract with FSS with the understanding that the cost may be more than the proposal if wiring needs to be replaced. The motion was seconded by Trustee Berens and unanimously approved.
- D. Valves and Boiler
- a. OMS reported that 19 valves are failing to close properly, resulting in the building using more gas than it should. OMS also reported that the boiler has started to fail.
 - i. OMS estimated that it will cost \$30,440 for all of the valves to be replaced and just under \$70,000 for a new boiler.
 - b. OMS represented that it is an authorized service agent for the valves, and, since it is also a known vendor, the Library might not need to go out to bid on this project.
 - c. The Committee discussed the age, life expectancy, and OMS's previous status report on the boiler.
 - d. Trustee Stierwalt suggested that the Library have the HVAC system audited and recommended Johnson Controls.
- E. Serving Our Public 4.0
- a. The Committee discussed the Facilities Management Checklists (Appendix K) and Chapter 6: Safety from Serving Our Public 4.0.
 - i. The Committee discussed how frequently elevator inspections should occur. They are currently done monthly.
 - ii. Director Compton will add window cleaning to S&D's maintenance schedule.
 - iii. The Committee discussed whether the Library should have a NARCAN kit and an epi pen on site. President Hill asked for more information on what other libraries do.
 - iv. Director Compton will ask RF Public Works if they could provide snow removal service.

Old Business

- A. Air Handler
- a. Williams Architect has completed the bid documents. Notification of the availability of the bid documents and the timeline for the bidding process will appear in the Wednesday Journal on August 24th. The deadline for the

submission of bids is September 14th. The bids will be opened by Williams in a public meeting at the Library on September 14th at 2:00pm.

Next Meeting: September 27th at 5pm

Adjournment: Trustee Stierwalt moved to adjourn the meeting at 10:21am, seconded by Trustee Ruggeri.