

**Board of Trustees
River Forest Public Library
Thursday, August 27, 2020**

Call to Order: Trustee Calabrese-Berry called the meeting to order at 3:44 pm

Present: Committee members Alice Calabrese-Berry and Karen Stierwalt. Also present were RFPL Board President Deborah Hill, RFPL Library Director Sue Quinn and RFPL staff member Joanna Bertucci.

Minutes: The December 10, 2019 minutes were approved.

New Business

- a. General Facility Updates: Director Quinn provided an update of building projects since the committee last convened in December 2019
- The fireplaces were repaired.
 - RFPL sent out an RFP for Landscaping services in early 2020, Hulen (our current vendor) was the low bidder.
 - In light of the current circumstances, the project to update the staff bathrooms has been tabled.
 - Director Quinn is getting a proposal for tree trimming and power washing the garden masonry. These maintenance items are part of the RFPL cycle of ongoing facility and grounds maintenance.
 - Oak Brook Mechanical will be onsite at the end of September to replace the air compressor in the south mechanical room.
- b. Capital Asset Tracking Document
- Director Quinn and Ms. Bertucci shared the capital asset tracking document with the committee. This document is based on 2010 Capital Reserve Study conducted by Engberg Anderson and has since been updated internally by Director Quinn and Ms. Bertucci with the assistance of Trustee Bevan.
 - The project estimates in the spreadsheet are based on quotes for specific project and/or item replacement costs. A 3% cost escalation has been built into the spreadsheet for projects coming due in the future. The project costs do not include fees to consultants and/or engineers to complete larger mechanical and system replacements or upgrades. Typically, those fees have been roughly 20% of the project's cost.
- (a) Review of projects included in the 2020-21 Capital Budget
- The Air Compressor will be replaced at the end of September.
 - Director Quinn is obtaining bids for some masonry work for the library's garden. Trustee Stierwalt made a recommendation of Classic Restoration as a possible bidder.
 - Director Quinn is awaiting quotes from Versatile to replace our group 2 computers and update RFPL's firewall. These quotes will be included on the September 15th Regular Board Meeting's consent agenda.
 - \$75,000 is budgeted in the capital assets tracking document for a like-for like replacement of the air handler unit. At this point, there is no timeline for this project.
 - RFPL staff may submit a grant to the RFPL Foundation for the purchase of 2 additional Bibliotheca self-check machines, roughly \$11,000 each.
- (b) Review of 5-year project schedule
- Looking forward to 2022, RFPL anticipates replacement of group 3 computers, the sewage ejector pump, and possible the fiber line.
 - In 2024, RFPL can anticipate replacing the skylight on the second floor. Mr. Chuck Crowley, CECA roof consultant, estimated roughly \$25,000 to remove the existing

skylight grid structure, install a new frame and skylight windows. This would allow for more space between the individual skylights, making them easier and safer to maintain.

The committee scheduled its next meeting for Wednesday, September 30 at 3:30 pm. The committee will meet the last Wednesday of every month at 3:30 pm.

Adjournment: The meeting was adjourned at 4:42 pm.