

**River Forest Public Library
Facilities Committee Meeting - MINUTES
Wednesday, January 5th, 2022, at 9:00 AM**

Call to Order: Trustee Stierwalt called the meeting to order at 9:00 AM.

Present: Committee members Deborah Hill, Ann Berens, Elan Long, and Karen Stierwalt. Also present were Director Emily Compton and Operations Manager Katie Cangelosi.

Visitors: Trustee Cathy Ruggeri

Minutes: The November 11th, 2021 minutes were approved.

New Business

a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in October 2021.

- Tayloe Glass is visiting the Library on January 11th to repair the lobby door's glass.
- Ms. Cangelosi did a walk-through of the Library building with Scott Tipples from Oak Brook Mechanical who performs the Library's regular 3x/year inspection and maintenance of the HVAC equipment. During the walk-through, Scott estimated the life span of essential components to the HVAC equipment. Of note; the Library's water heater has a life span of about 10 years with an expected replacement year of 2024. Scott estimated a replacement cost at about \$6,000. The Library's boiler has an expected life span of 20 years with an expected replacement year at 2027. Scott estimated a replacement cost at about \$15,000-\$20,000.
- Director Compton reported on low glycol levels in the chilled water pump for the air handler. Due to the lead time on the replacement for the chilled water pump, OMS continued to add fresh water to maintain pressure in the chilled water cooling system, which caused the glycol (antifreeze) level in the water to drop below typical levels. The quote to bring glycol levels back up is \$3,000, which would prevent the chilled water cooling system from freezing in the winter. However, OMS has recommended that the Library drain water levels below the roof (to prevent the water from freezing), and to wait for the air handler replacement when a proper glycol charge will be installed.
 - President Hill asked if the Library would be able to be air conditioned through the summer season. Director Compton replied that OMS would refill the tank with water so the building could have air conditioning throughout the warmer season.
- Director Compton reported that the Library's insurance company, Gallagher Bassett, did their annual physical hazard safety walkthrough of the building. There were few comments. One area noted were the ceiling tiles with stains. It was recommended that these be checked to determine if there is an ongoing leak problem. Once that is investigated, the tiles should be replaced.

b. Middle School and Teen Area Refresh – Update

- Director Compton reported that Shannon Gruber, Adult and Teen Service Manager, Beth Kirchenberg, Middle School and Teen Librarian, and Fran Arnold, Marketing and PR Specialist, have ordered four chairs for the Refresh. They have also put together paint color samples for the Committee to see what color choices they were considering. The Facilities Committee appreciated the paint color and chair choices that staff have put together and liked the bright theme for the space.

c. OSG IT Projects Update

- Director Compton met with Brian Jones from OSG (Outsource Solutions Group) to discuss IT projects for the Library:
 - Director Compton approved the \$540 purchase of a replacement UPS for the new phone system.
 - Director Compton approved the \$1,300 purchase of a firewall.
 - Director Compton has asked OSG for a quote to install solid state drives on all computers installed in 2019 that are running slowly.
- Director Compton presented the Internet Service Provider memo with the two Comcast quotes from OSG. The two quotes include an internet service package with 10x faster internet and an internet failover as well as a new leased phone system with 20 phones, a paging system, and 1 conference phone.
 - President Hill asked if the Library would need to change their phone number. Director Compton replied they should not, but will follow-up with Comcast.
 - The Facilities Committee discussed the merits of getting a competitive quote from AT&T including local Comcast internet failures and AT&T fiber lines in River Forest. Director Compton will ask OSG for a competitive quote and contact North Riverside Library and ask if they have had success with their Comcast plan.
 - Trustee Stierwalt asked about the merits between leasing or buying the phone hardware. Director Compton will ask for the cost differential between leasing and buying the phones.
 - Trustee Long asked if Director Compton could get the Comcast standard rate to compare with the current quote's discounted rate, which is subject to change after 24 months. Director Compton will ask for pricing of the standard rate.
 - Trustee Long also noted that the Library's caller ID should say RF Pub. Library instead of River Forest PL.
 - Trustee Ruggeri asked if taxes would be charged on top of the quoted rate or if they were included. Director Compton will follow-up with Comcast.

d. Library Maintenance Schedule – January

- There is no scheduled maintenance in January to report.

e. Library Maintenance Schedule – February

- Ms. Cangelosi will schedule the annual elevator inspection and the HVAC regular maintenance in February.

Old Business

a. Air Handler Project – Updates

- Director Compton reported that Williams Architect submitted for permits in December.
- Director Compton is working with Andy from Williams Architect on a Live & Learn new construction grant for the air handler project. The application for the grant is due in January, and will be announced in spring. Williams Architect recommends that the Library wait to bid until late spring to apply for the grant of up to \$125,000.
- Trustee Berens asked if Andy was able to estimate whether the Library would be awarded the money or not. Director Compton responded that Andy was confident the Library should at least try to apply.
- The Facilities Committee discussed what the new timeline of the air handler project may be if waiting until spring for the response of the grant application. The air handler equipment lead time was estimated to be 12 weeks by Oak Brook Mechanical. Director Compton will schedule a

meeting with Williams Architect and OMS to discuss a new timeline including the grant application.

- Director Compton also reported on staff led focus groups for phase two of the air handler project. The focus groups were intended to consider space issues of the Library and thoughtfully discuss options for the new space while considering the requirements from the Village's Development Review Board. The Library is required to convert the room into space usable for the public. Ms. Compton felt it is important that it be thoughtfully designed to minimize the reduction of shelving and storage space.
 - The Facilities Committee recognized the importance of storage in Library services. President Hill asked the Facilities Committee to look at the current storage space of the Library to consider additional storage solutions elsewhere in the Library.
 - Director Compton and the Facilities Committee recognized the community's high value on the Library's support of early childhood literacy, and the opportunities that a community room will bring for a variety of uses, including early literacy programming, play space, and quiet study space.
- The Facilities Committee also discussed community involvement in phase two of the air handler project.
 - Trustee Long reported that the River Forest Public Library Foundation would be able to host an informational session featuring the vision for the new space.
 - Director Compton feels that an informational session is appropriate after the opportunities for community feedback during the Development Review Board process.

Next Meeting: Wednesday, February 3rd at 4pm.

Adjournment: Trustee Berens moved to adjourn the meeting, seconded by Trustee Hill. Meeting was adjourned at 10:19 am.