

**River Forest Public Library  
Facilities Committee Meeting  
Barbara Hall Meeting Room  
Friday, September 29, 2023 at 9:00 AM**

**Agenda**

1. Call to Order
2. Roll Call
3. Minutes of the August 4, 2023 Facilities Committee Meeting
4. New Business
5. Old Business
  - a. Air handler relocation and room renovation project
    - a. Construction update – with Scott Morlock of Williams Architects and Ron Marlowe of Construction Solutions of Illinois
    - b. Open issues
6. Adjournment

**River Forest Public Library  
Facilities Committee Meeting  
MINUTES - DRAFT  
Friday, August 4<sup>th</sup>, 2023 at 2:00 pm**

**Call to order:** Trustee Hill called the meeting to order at 2:00 pm.

**Present:** Committee members Deborah Hill, Elan Long, Cathy Ruggeri, Ann Berens, and Scott Delano. Jim Hopkinson called in to the meeting. Kosha Carstens arrived at 2:35 pm. Also present was Adult & Teen Services Manager Shannon Gruber.

**Visitors:** None

**Approved minutes:** The July 13<sup>th</sup> meeting minutes were approved. Trustee Berens moved to approve the minutes. Trustee Delano seconded. Motion was approved.

**New Business:** none

**Old Business:**

A. Air Handler relocation and room renovation project

Construction Update

- Trustee Hill, Trustee Ruggeri, and Director Compton met with Ron Marlowe (CSIL) to walk through the space since progress was made this week. They completed wiring across the Children's Room for boiler/air handler unit (AHU) panels and panel installation is scheduled for next week. Electrician is scheduled and AHU estimated to be turned on by August 21<sup>st</sup>.
- Framing contractors began work this week in new room. Work has not been done in the office space/bathroom area.
- CSIL chose an alternate siding material that is readily available and siding work has begun.
- Insulation on all chilled water piping will begin after the room is sealed to stop leaks and then drywall work will begin. Ron said a pipe fitter needs to assess if pipes are damaged or if it's condensation. Pipefitters will assess when they are on site for the valve fix. Valve will be replaced according to change orders.
- Exterior ductwork will happen next week. Outlets installed week of 8/14. The Children's Room should be mostly available during the 2<sup>nd</sup> or 3<sup>rd</sup> week of August.
- Trustee Hill asked when IMEG (Williams Architects engineering company) needs to come out to inspect the electrical work and pipes. Trustee Delano

thinks before the drywall is done. Contractors will arrange to have Village inspections.

### Lighting options

- Lighting may have to be chosen before the electrical work begins. The architect is raising questions about lighting balance. Trustee Ruggeri recommends going with the flat lights that are currently in the contract for cost reasons. Trustee Delano also recommends we use the light fixtures we already bought since the lighting is appropriate for the space. The lights we have already purchased will provide 71 foot-candles of light, which is more than we need for the space. We will have 84.5 foot-candles of light in the center of the east side of the room. Trustee Delano explained that the lights we purchased are dimmable, according to the manufacturer's website. The Committee discussed having a lighting control panel to control the lighting options, but that does not need to be determined at this time. A lighting control panel can be installed in Phase 2. Trustee Ruggeri is going to confirm with the architect that these light panels are dimmable due to the high level of lighting and if controls are included in our current quote.

### Outlet options (\$225 per)

- Trustee Delano recommends keeping the 5 outlets shown in the plans. If we decide to move an outlet, IMEG will determine if it meets code. The Committee discussed the 'future water heater' indicated on the electrical plans. Trustee Ruggeri is going to confirm that they are planning for a sink in the room. The Committee discussed whether or not a change order is needed to move an outlet that has not been wired yet.
- Trustee Berens wanted to discuss whether we should stop work after the air handler is on and start fresh with a new contractor. Trustee Ruggeri thinks we need to see it through to the end of our contract. Trustee Long pointed out that we need to get the room to the point where it meets the code for public occupancy. The Committee discussed how much time it will take to do so. Trustee Berens is concerned it will be a gut rehab after we finish this first phase. Trustee Delano asked what the initial plan for the end of Phase 1 was and what was communicated to the community. Trustee Hill understood we would be getting a vanilla box that would be up to code that could be used by the public. The Committee decided to move forward as planned.

### Change Order Proposal No.5 - additional mechanical demolition

- In April, Director Compton received a change order for demolition that would cap off a heater not shown in plans, and we never signed & returned. The Library is getting charged for this without signing off on it. The Committee discussed whether or not to challenge the charge for this

demolition. Trustee Delano said that if there is a demolition order for the wall, whatever is on the wall goes with it. The Committee decided to leave it as is and see what happens.

#### Change Order No. 5 - provide 3-way valve

- Trustee Ruggeri explained that IMEG specified that the 2-way valve should be a 3-way valve and that they would reimburse us for making the change. Director Compton will not sign the change order until Williams Architects or IMEG issues a check to the Library for the amount of the change in contract price.

#### Axis Air budget increase (\$2,750)

- The Library has been paying in 4-week increments, the latest ending August 28<sup>th</sup>. The cost is over \$330 for that time. CSIL said the air conditioning should be operational by the end of August but the Library would like to have funding for the first two weeks of September in case the air handler is not yet operating.

#### Open Issues

- None discussed.

**Adjournment:** Trustee Berens moved to adjourn the meeting at 2:55pm, seconded by Trustee Ruggeri.