

**River Forest Public Library  
Facilities Committee Meeting - DRAFT  
MINUTES  
Thursday, March 3rd, 2022, at 4:00 PM**

**Call to Order:** Trustee Stierwalt called the meeting to order at 4:03 PM.

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

**Visitors:** Trustees Cathy Ruggeri, James Hopkinson and Tom Smedinghoff

**Minutes:** The January 5th, 2022 minutes were approved.

**New Business**

- a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in January 2022. The Facilities Committee did not have a meeting in February in order to brainstorm on facility planning documents.
- The Library passed its annual elevator inspection and doesn't need to take any action with respect to the elevator at this time.
  - Franzen Plumbing inspected the sewage ejector pump. The Library's sewage ejector pump has two separate pumps that rotate in use and an alarm in the event the system fails. If one pump were to fail, the other should continue operating. While Franzen Plumbing could not give a life expectancy, they stated that the pumps were well-maintained and showed no sign of needing to be replaced. Ms. Cangelosi will continue working with vendors to schedule another professional opinion.
  - Director Compton reported that the Library's phone service system and internet swap over to Comcast is complete. Outsource Solutions Group upgraded 11 computers' memory and storage capabilities. Outsource Solutions Group will also be installing a new firewall on Monday, March 7<sup>th</sup>. The server needs to be replaced by October.
  - Williams Architects recommended 3 HVAC companies that can provide quotes for upgrading the VAV boxes.
  - Trustee Stierwalt asked about the stained ceiling tile replacement from January. Ms. Cangelosi responded that S&D Prime Maintenance is in the process of replacing the ceiling tile, and no active leaks have been found.
- b. FY22-23 Capital Expenditures – discussion
- The Committee discussed using current estimates for the air handler project in the capital budget. The Committee decided to continue using the current estimates until they have more information.
  - Trustee Long asked if the proposed boiler replacement in FY 26-27 is for the current boiler in the mechanical room. Director Compton replied that it is. The secondary heat source proposed for the air handler project is budgeted in the air handler project costs.
- c. Capital Planning Goals – discussion
- Trustee Stierwalt stated that the current facilities planning documents are under review to make them more usable for future facility project planning.
  - Director Compton presented the 5year capital projects plan included in the Facilities Committee packet. This plan includes any facilities component which may need to be repaired

or replaced in the next five fiscal years for a cost of \$10,000 or more. Director Compton and Ms. Cangelosi will work with this historical data to review the validity of these upcoming projects and cost estimates.

- Trustee Stierwalt stated that they were working to find solutions to simplify certain asset planning such as furnishings. Ms. Cangelosi shared an idea about space planning to examine a different Library area and critically assess what furnishings need repair or replacement (e.g., carpet, doors, chairs, tables). The Facilities Committee is open to exploring this idea.
- Trustee Stierwalt proposed that the facility data sheet that was last updated in 2018 be kept as a historical reference document and that all future facilities information be updated in a more digestible format. Director Compton and Ms. Cangelosi will continue to take opportunities to verify equipment life expectancy and associated costs to grow the amount of current information in planning sheets.

d. Library Maintenance Schedule – March

- Cintas completed the annual fire extinguisher inspection.
- The Library received the 2022 contract from Hulen Landscaping for lawn care services.
- Alarm Detection Systems will inspect fire alarm devices on April 4<sup>th</sup>.
- Good Earth Greenhouse is due to install spring plantings in March.

e. Library Maintenance Schedule – April

- Ms. Cangelosi will schedule carpet cleaning in April.
- Hulen Landscaping will perform the spring garden cleanup and mulching services.

**Old Business:** None to report.

**Next Meeting:** Wednesday, April 5<sup>th</sup> at 5:30pm.

**Adjournment:** Trustee Berens moved to adjourn the meeting at 4:46 pm, seconded by Trustee Long.