

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Thursday, November 11th, 2021, at 4:30 PM**

Call to Order: Trustee Stierwalt called the meeting to order at 4:33 PM.

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

Visitors: Trustee Cathy Ruggeri

Minutes: The October 7th, 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.

- Oak Brook Mechanical (OMS) replaced a chilled water pump, an essential component of the Library cooling system, for the air handler on November 9th. OMS also began to replace 6 dielectric unions above the Children Manager's Office and investigation of 2 fan coils, work quoted at \$2,037. OMS found that the shut off valves near the dielectric unions would not hold out water from the piping and they were unable to replace the unions that day. OMS returned the next day to drain that part of the HVAC system of water, replace the shut off valves and all 6 dielectric unions; work quoted at an additional \$2,500. During that work on November 10th, OMS also found a leak in adjacent piping that they are expecting to return on November 12th to repair. While investigating the 2 fan coils, OMS also found that the pneumatic pressure on the 2 fan coils was not sufficient to close those corresponding valves; causing hot air to leak from the fan coils. This repair is quoted for \$670.
- Trustee Stierwalt asked how many dielectric unions the Library has. Ms. Cangelosi will follow-up with OMS.
- Ms. Cangelosi was able to join OMS in a walkthrough of the building to review equipment age, lifespan, and cost to replace on November 10th. Ms. Cangelosi will compile the notes into to current facilities working document.
- Ms. Cangelosi reported that the North side fireplace can be turned on, but she is coordinating with Southwest Fireplace for further inspection of the South side fireplace.
- Ms. Cangelosi reported that Hulen Landscaping was able to remove a large weed, two dead bushes, and ivy debris from around the building. Ms. Cangelosi will follow-up with Hulen Landscaping about the live ivy on the east side of the building.
- Director Compton reported that on November 10th, a child ran into a door in the vestibule, knocking out a small pane of glass. The child was unharmed, and Director Compton is coordinating with local glass repair companies, and the Library's insurance for repair.
- Ms. Cangelosi scheduled Classic Restoration to quote tuck pointing work on November 12th.

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, are working together to pick a new paint color for the first step of the area refresh. They also have plans to order to new chairs and update signage around the area. Director

Compton has asked that staff take plenty of before, during, and after photos to share with the Foundation.

- Trustees Stierwalt and Trustee Berens voiced concerns about picking paint colors without a professional opinion. They suggested choosing furniture before picking paint colors. Trustee Stierwalt suggested working with Williams Architect for input on paint color. Director Compton will ask Williams Architect if they are willing to consult on paint choices for the area refresh.
 - Trustee Stierwalt asked what the target completion date is for the refresh. Director Compton replied Spring 2022 is the target completion for the area refresh.
- c. Library Maintenance Schedule – November
- S&D Prime Maintenance will perform the gutter cleaning late November.
- d. Library Maintenance Schedule – December
- Ms. Cangelosi will schedule Good Earth Greenhouses to replace the planters in December.

Old Business

a. Air Handler Project – Updates

- Director Compton reported that the Village of River Forest board meeting will include a vote to approve the Library’s air handler planned development application with the following conditions:
 1. The Project shall be developed in accordance with the plans in the Application as presented to the DRB at the hearing.
 2. All landscaping proposed and installed at the Property shall comply with the Village Code and be approved by the Village, including the removal and replacement of trees on the Property.
 3. Prior to a building permit being issued by the Village and construction on the Project commencing, the Petitioner shall enter in to a new lease with the Park District that includes the use of portion of the Property that will house the HVAC enclosure.
 4. The Petitioner shall utilize the reclaimed interior space of the Library as public meeting space.
 5. No construction materials for the Project shall be stored on any parkway or Village sidewalk, or any other public way or property maintained by the Village.
 6. The Petitioner shall develop a plan along with the Park District and District 90 to address safety concerns related to Project construction activity at the Property.
 7. The Petitioner shall meet all Village Code requirements for scheduled hours of construction work at the Property.
 8. The Petitioner shall utilize a gate latch system on the HVAC enclosure that can be opened from the interior of the enclosure, so that a person cannot become trapped inside the enclosure.
- Director Compton reported that she led staff focus groups for the interior space from the air handler project. Next steps include compiling the feedback from the different sessions, sending the notes back to the focus group participants, and reporting the findings back to the Board.
- The Committee discussed how much interior planning needed to be complete before the Library went out to bid. Director Compton stated that there are two phases for the air handler project. Phase one includes building the masonry wall, placement of the new air handler, and bringing the interior room up to code. Phase Two involves the interior planning and construction that will make the interior space usable to the public.

Next Meeting: Wednesday, December 15th, at 9am

Adjournment: Trustee Stierwalt moved to adjourn the meeting, seconded by Trustee Berens. Meeting was adjourned at 5:19 PM.