

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Tuesday, May 10th, 2022, at 3:30 PM**

Call to Order: Trustee Stierwalt called the meeting to order at 3:32 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 and James Hopkinson; River Forest resident Kristen Coe.

Minutes: The March 3rd, 2022 minutes were approved.

New Business

a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in March 2022. The Facilities Committee did not have a meeting in April.

- Fox Valley Fire was onsite in April to service the Library's backflow preventer.
- Oak Brook Mechanical Services was onsite in April to replace two dielectric unions in the Children's Department.
- The Library is seeking competitive quotes for deep cleaning of the Library's carpets.

b. Library Maintenance Schedule – May

- Oak Brook Mechanical Services will perform its regular HVAC inspection in May.

c. Library Maintenance Schedule – June

- There is no scheduled maintenance to perform in June.

Old Business:

a. Air Handler Project Discussion: Director Compton provided an update on the Air Handler Project.

- The Live and Learn Grant review committee voted to fund the Library's project but did not have sufficient funds to award the grant after funding other accessibility, small construction projects, and two other new construction projects throughout the state.
- The Live and Learn committee awards small construction and accessibility grants before funding new construction grants. If the Library applies for the \$25,000-\$50,000 accessibility grant during phase two of the project, there is a better chance of receiving a grant.
- The Library was named as a beneficiary in the will of Mr. Walter Cowan, in honor of his sister who loved the Library. The bequest is \$100,000.
- Director Compton received feedback from Andy Dogan of Williams Architect about several questions:

- Is it possible to simultaneously bid an exterior and interior air handler replacement?*
Yes, but it is not recommended to bid both at the same time. The interior replacement bid will cost about \$15,000 which includes engineering and permitting fees. Williams Architects will also need a four-week lead time to engineer the project before beginning the permitting process. It would take a total of about two months to prepare to go out to bid on the interior option.
- What would the structural engineering fees be if replacing the air handler inside?* About \$2,000.
- Is there a way to get better estimates?* The best estimates will come from bids.

- d. *Is there any way to reduce cost?* No, in the current market, prices will only continue to rise.
- e. *Why are construction costs higher for commercial projects than residential projects?*
Commercial projects use a higher quality of materials, pay prevailing wage (which can result in labor costs being 2-3 times higher), use licensed contractors with more stringent insurance requirements, often require performance bonds (which can increase a total project cost 4-5%), and are generally more complex than residential projects, requiring more experienced contractors.
- Director Compton presented four options to replace the aged air handler: 1) bid only for the exterior air handler replacement, 2) bid both projects, exterior replacement first followed by the interior replacement, 3) bid only for the interior replacement, and 4) decide how long to wait before revisiting the air handler replacement project entirely.
 - Director Compton encouraged the Committee to consider proactively planning to replace the air handler. The air handler is an essential component to continuing Library operations, and a worst-case scenario is the equipment failing with a minimum of a 12-16 week lead time for replacement.
 - Director Compton presented the capital funds projection sheet included in the Facilities Committee packet. The projections include phase one of the exterior air handler replacement at the cost reflected in the '22-'23 capital budget.
 - Trustee Long also presented a cost and impact analysis of the exterior vs. interior air handler replacement project. The Committee discussed these impacts including the ADA restroom and a second community room.
 - Trustee Berens will assist in looking for additional grant resources for phase two of the air handler replacement.
 - The Committee discussed the four options presented by Director Compton. The Committee made a recommendation for the Regular Board Meeting on May 17th to bid the exterior replacement of the air handler project and to not engage architects to prepare drawings for a possible interior replacement at this time.

Next Meeting: Thursday, June 2nd at 2:00 pm.

Adjournment: President Hill moved to adjourn the meeting at 4:45 pm, seconded by Trustee Berens.