



Facilities Committee
Tuesday, April 20, 2010, 9:00a.m.
Large Meeting Room, Lower Level

The meeting was called to order at 9:06 a.m. by Chairman Jeff Finlay

Present: Committee Chair Jeff Finlay, Trustee Nancy Weller, Trustee Jan Letts, Ms. Lynn Elam, Executive Director, Ms. Tiffany Auxier, Assistant Director, Mr. Phil Wade

Capital Improvements Schedule:

Chair Finlay presented additional spreadsheets he made using Mr. Phil Wade's original capital improvements plan. A timeline showed what improvements were needed, how much capital would be needed and suggested years for completion, as well as items that will need further replacement after 20 years. Another chart showed the libraries funding and what monies will be available while we are paying off debt service and after. After the elevator project is approved, these documents will be presented to the board for decisions about our future building and maintenance priorities.

Elevator Upgrade:

Mr. Phil Wade reviewed the timeline of the elevator upgrade project and answered questions from the trustees. Mr. Wade suggested that the project bid include two add alternates (separate bid items that the Library can choose to accept or not): one for a new valve in the hydraulic system and one for a new motor. These items are also 20 years old and should not add significantly to the project. Trustees agreed with the inclusion. Bid document specifications are in hand and the advertisement for bids will appear in The Hinsdalean during the last week of April.

Mr. Wade met with the village's building inspector and learned that they do not have jurisdiction on elevators, but that we have to apply for permits with the Office of the State Fire Marshall. However, we will apply to the village for an electrical work permit.

Green Plants:

On behalf of President Johanna Delaney, Lynn Elam passed on a request to consider adding green plants to the Library as a finishing touch to the renovation. Options are to purchase or contract with a rental service. Trustees agreed that this was a good idea and that a rental service would save staff time and give us more variety and better maintenance of the plants.

Next Meeting Date:

The next Facilities Committee meeting will be held on Friday, May 21st at 3:00 p.m.

There being no further business before the committee, the meeting was adjourned at 10:04 a.m.