



Facilities Committee

Thursday, October 27, 2009, 6:00pm

Meeting Room, Library Lower Level

MINUTES

The meeting was called to order at 6:07pm by Chairman Jeff Finlay.

Attending: Chairman Jeff Finlay, Trustee Jan Letts, Trustee Nancy Weller, Executive Director Lynn Elam, Assistant Director Tiffany Auxier

Elevator Controls and Operating System Upgrades

Assistant Director Tiffany Auxier presented the proposal of estimated costs to upgrade the elevator's controls and operating system. Auxier reported on the current status of the equipment and the work log that is being kept to assess the type and quantity of repairs.

The committee discussed additional electrical and fire protection work necessary to complete the upgrade.

Executive Director Elam asked the committee if the project required the services of Phil Wade who had overseen the Library's recent renovation project.

Finlay remarked that Wade would bring value to the project by overseeing vendor costs and managing a project budget.

Elam reported that the FY2010 Live and Learn Construction Grant program was open and accepting applications through January 15. The committee discussed the merits of making an application under the accessibility portion of the program. Following discussion, Elam was directed to pursue an application on behalf of the Library.

Elam was also directed to contact Phil Wade, begin to draft a project budget and bring the project forward for discussion at the November board meeting.

Electrical Modifications to 1st Floor Lighting:

Finlay discussed a proposal from the Hinsdale Public Library Foundation to add a control box to the Library's first floor lighting panel for the purpose of dimming lights in the Quiet Reading Room and restrooms. The Foundation requested that the Library share costs of \$1,400. Finlay expressed concern

about spending unbudgeted funds and advised caution due to current economic conditions and other capital needs of the Library. The proposal had been placed on the October board agenda for discussion and action.

Capital Improvements Schedule:

Chair Finlay discussed the importance of creating a schedule which identifies the major building elements of the Library and includes projected life-span and useful life of various components. Finlay specifically mentioned boiler pumps as an element that the Library needs to be aware of. Trustee Letts asked whether the Library should hire a consultant to advise the Library and draft a plan.

Finlay remarked briefly on the Library's need for a back-up power generator and additional parking spaces.

Elam was directed by the committee to begin a review of the building's mechanical equipment inventory and bring back a summary to the committee.

There being no further business before the committee, the meeting was adjourned at 6:59pm