



Facilities Committee

Tuesday, February 9, 2010, 6:00pm

Study Room 1, First Floor

MINUTES

The meeting was called to order at 6:06pm by Chairman Jeff Finlay.

Attending: Chairman Jeff Finlay, Trustee Nancy Weller, Assistant Director Tiffany Auxier

Absent: Trustee Jan Letts, Executive Director Lynn Elam, Mr. Phil Wade

Elevator Controls and Operating System Upgrades

Executive Director Lynn Elam will be attending the grant hearings in Springfield on February 24 to answer questions about our Live and Learn Construction Grant application.

Mr. Phil Wade is currently preparing bid documents so we are can place bid notices and be ready to move forward once announcements are made in March.

Capital Improvements Schedule:

The committee discussed the capital expenditure schedule and maintenance inventory list and recommend that they be merged in order to give a complete picture of the building's needs and associated costs. Trustee Weller requested that a final column be added to the schedule for annual savings toward replacement costs. Weller worked on the schedule individually and estimates that 10% of the library's annual budget may need to go toward maintaining the building. Chair Finlay directed Assistant Director Auxier to make the adjustments to the schedule and forward them to Mr. Phil Wade. Once Mr. Wade has completed the inventory, the committee will begin to rank projects.

Chair Finlay inquired about progress in doing the inventory of the windows in the building (type and amount of each, condition), cost of upgrading and timeline for completing it in stages. Finlay directed staff to follow up with Mr. Wade or invite contractors in to give estimates.

Chair Finlay requested that the Library continue to look into the possibility of obtaining TARP money. Finlay directed Auxier to ask Executive Director Lynn Elam to contact local members of Congress to discuss our needs, particularly energy efficient windows, and inquire about the process. Auxier also mentioned that members sometimes have discretionary funds to distribute to local agencies.

The committee discussed the Village's definition of a capital expenditure and recommends that the board vote to approve the definition with modifications as follows: lower monetary amount from \$5,000 to \$3,000; exclude interior and exterior painting as a capital item; add that the library's capital improvement schedule should be consulted for more detail; and delete information regarding use of vehicles.

Auxier was directed to include the approval of Mr. Phil Wade's contract and the working definition of a capital expenditure as action items for the February board meeting.

Vestibule

The committee received a request by President Delaney to add the vestibule to the list of capital improvements. The carpet installed during the renovation has not stood up to the weather and is caked with salt. Floor mats have been used to cover the unsightly carpet. Delaney suggested a new flooring material, perhaps rubber, as well as adding a bench for patrons waiting to be picked-up.

After discussion, Assistant Director Tiffany Auxier was directed to add this to the capital improvements schedule as a pending item. When the capital improvement schedule is finalized it may be decided to replace carpeting every few years as part of regular maintenance, while a bench may not be considered capital and could be purchased without inclusion here.

Auxier checked with Fire Inspector McElroy who said that a bench is acceptable as long as it does not block access to the automatic door push pad.

Other

The committee discussed the offer from an estate sale to purchase artwork depicting Hinsdale for \$500. Chairperson Finlay investigated the resale value of the items and does not believe that they are worth the cost. Trustee Weller will contact the seller and ask if he would consider donating them and he can estimate their worth as a donation for the estate's taxes.

There being no further business before the committee, the meeting was adjourned at 7:10pm.