



Facilities Committee

Tuesday, February 15, 2011, 2:30 p.m.

Storytime Room, Lower Level

### MINUTES

The meeting was called to order at 2:31 p.m. by Chairman Jeff Finlay

Present: Chairman Jeff Finlay, Trustee Nancy Weller, Trustee Jan Letts, Interim Director Tiffany Auxier, Interim Assistant Director Michaela Haberkern

#### **Live and Learn Construction Grant**

##### **A. Project Ideas for Unencumbered Funds**

Interim Assistant Director Haberkern outlined a proposal from Tee Jay Service Company regarding installation of accessibility features to restroom doors. The committee directed staff to proceed with this project. Staff recommend that remaining funds be spent on an accessible OPAC station on the main level. If money remains after that, signage should be considered.

Interim Director Auxier reported that the Village did not after all install panic buttons at staff desks. The committee will consider whether to request a proposal from ADT.

##### **B. Approval from State Library**

Interim Director Auxier reported that the Library has been granted a 90 day extension for expenditure of remaining grant funds.

#### **Windows**

- The committee ascertained that there are 7 wooden windows remaining.
- Chair Finlay directed staff to determine which of the wooden windows need screens and storms and which windows will need new balances.
- The committee determined that \$67,000 should be budgeted for window repair and maintenance in FY 2011-2012.
- Chair Finlay discussed the RFP process and directed staff to be ready to begin upon board approval of the budget.

## **Vending Machines**

Interim Director Auxier will update the new director upon her arrival.

## **Capital Projects**

### **A. Review Expenses**

Interim Director Auxier reported that expenditures in budget line 7169 for the previous several fiscal cycles indicate that more funds should be allocated to this line. The committee directed staff to allocate \$15,000 to this line for FY 2011-2012. Chair Finlay asked staff to detail expenses from this line to ensure a good number.

### **B. Budget Recommendations**

- Upon review of available models, staff recommends deferring consideration of a new book drop until the next fiscal year.
- Chair Finlay recommends that staff survey office furniture needs for the next fiscal year.
- The committee recommends allocating funds to furnish the staff break room.
- The committee will recommend that the Finance Committee allocate \$80,000 for capital projects in the FT 2011-2012 budget.

There being no further business before the committee, the meeting was adjourned at 4:12 p.m.