



Facilities Committee

Monday, June 14, 2010, 1:00pm

Large Meeting Room, Library Lower Level

MINUTES

The meeting was called to order at 1:08pm by Chairman Jeff Finlay

Attending: Chairman Jeff Finlay, Trustee Nancy Weller, Executive Director Lynn Elam, Assistant Director Tiffany Auxier, Owner's Representative Phil Wade, Morris Wade Associates

Also attending: Don Grigas, Suburban Living Publications

Elevator Upgrade Project Status

Phil Wade reported that the elevator contracts had been executed by the Library and Colley Elevator.

Colley had already been in the building to survey existing conditions and will begin shop drawings in the next couple of weeks.

Wade asked the Library to return bid deposits to other vendors who had submitted bids for the project.

The project schedule was reviewed again by the committee and remained as initially created from August 2 – August 19.

Tiffany Auxier reported that the Library submitted the first quarterly report to the Illinois State Library with a copy of the contract, bid documents, certification from the project architect, an updated budget and progress status.

The committee discussed the original project budget in relation to the actual budget as a result of favorable bids. The actual costs of the project have been adjusted to \$58,000 a reduction of \$12,000.

Trustee Jan Letts entered the meeting at 1:25pm.

Capital Improvements Schedule

Jeff Finlay distributed an estimated annual capital outlays schedule.

At the May Board of Trustees meeting the Board asked the committee to identify and prioritize capital expenditures over a 3-5 year timeframe. Staff was directed to work with Phil Wade on this schedule.

Chairman Finlay and Wade compared information and discussed which items were most likely to need repair or replacement within the 3-5 year window.

Wade reported that the infrastructure of the Library was sound and that the only foreseeable replacements would be the water heater and computer server.

The Committee requested Phil Wade to continue investigation concerning replacement of the Library's windows.

Wade recommended seeking a proposal for evaluation from Dewberry Architects. The committee asked for a prioritization of which windows need to be replaced first and an estimated life-span for all the Library's windows.

Trustee Nancy Weller questioned whether the Historic Preservation Commission would need to approve a window replacement project.

Executive Director Elam reported that the Village was receiving proposals for a generator at KLM and asked if the Library wanted to pursue a joint purchase. Following discussion of the Library's current status and anticipated needs, Chairman Finlay directed staff not to pursue a purchase with the Village.

Vestibule

Trustee Nancy Weller presented cost information on benches for the vestibule.

Following discussion Elam was directed to seek out costs for a smaller version of the metal bench placed outside of the Library.

Plant Rental

Elam presented two price proposals for plant rental services in the Library. The committee reviewed the pricing of each and asked for staff recommendation. Based on current proposals, Amlings pricing was more favorable. Elam said she would like to ask for a best and final price from each of the vendors and choose accordingly.

Vending

Elam gave a brief report of the cost of vending services in the Library. Representatives from Aramark will be in the Library on July 1 to present another proposal. Staff will report back to the committee following this visit.

Electrical and Lighting

Auxier presented information on adjustments to the electrical panels on the first floor to allow dimming and shut down of various banks of lighting.

The Library received a \$5,000 estimate to perform this work. Chairman Finlay directed staff to obtain a more detailed proposal.

There being no further business before the committee, the meeting was adjourned at 2:50PM.

The next meeting of the Facilities Committee is schedule for August 5 at 1:00pm

The committee plans to discuss:

- Vending
- Pricing metal bench
- Estimate electrician
- Minimum threshold for Capital Fund