



Facilities Committee

Tuesday, November 25, 2008, 6:30pm

Meeting Room, Lower Level

MINUTES

The meeting was called to order at 6:31pm by Chairman Bob Shutack

Attending: Chairman Bob Shutack, Trustee Jack Fredrickson, Trustee Jeff Finlay, Executive Director Lynn Elam, Assistant Director Tiffany Auxier, Owner's Representative Phil Wade

HVAC Improvements:

Owner's Representative Phil Wade presented the current cost report ending October 15. Wade reported that the project was proceeding according to schedule and no change orders were anticipated.

Wade reported on the sequence of the roof top unit installation scheduled for December 10 and December 11. Trustee Jeff Finlay recommended that Wade take photos of the sidewalk and grounds prior to the installation for purpose of recording existing conditions.

Chairman Shutack reported on discussions held with village representatives concerning the project. Shutack reported that library staff would send notices to neighbors in close proximity to the library who would be affected by street closures during the installation. Wade reported he would be working with the building and police departments to ensure that the road closure on Maple Street occurred within applicable codes and ordinances.

Chairman Shutack asked if a special meeting needed to be held to approve contractor invoices. Wade told the board he would consult with the contractor and report to Director Elam.

Wade notified the committee that a safety rail on the roof parapet was required. The committee questioned whether the Historical Preservation Commission would need to be consulted for approval.

Wade responded that the plans have been approved by the village and in his opinion additional approvals were not needed.

There being no further discussion, the meeting was adjourned at 6:55pm.

The next meeting of the Facilities Committee will be held on Tuesday, January 27, 2009 at 6:30pm.