



Facilities Committee Meeting

Minutes

February 22, 2008

The meeting was called to order at 12:30pm by Chair Bob Shutack.

Attending: Chair Bob Shutack, Trustee Jack Fredrickson, Trustee Jeff Finlay, Assistant Director Tiffany Auxier, Owner's Representative Phil Wade, PSA-Dewberry representatives Doug Pfeiffer, Marty Leibrock, Chuck Bartee and Tom Keller

Project Status Update: Phil Wade presented a project update, which included a reduction in the Nicholas & Associates risk, from \$20,000 to \$5,000. He also said that his cost report needs to be reconciled with the village's paperwork. Mr. Wade also informed the trustees of final work that needs to be completed, including Hallett shifting the nonfiction collection, adding the light in the stairwell and the addition of a valve on the pipes in the Administration corridor to address the heat issue.

Chair Shutack asked Mr. Wade about the timeline for landscape restoration and to make note of paint touch ups that are required due to installation of the new window shades. Ms. Auxier also stated that ADT has not yet installed the alarm on the door from the first floor staff offices to Memorial Hall. Mr. Wade will include this on the punch list.

Chair Shutack asked Mr. Wade to confer with the village about items that they are funding and ask if they have any items to include on the punch list.

Mr. Pfeifer informed trustees that the screen for the Teen Lounge is on back order and presented them with other options. Trustee Fredrickson said that the metal screen was a featured item and matched other fixtures and did not think that other options should be explored. The other trustees concurred and directed Mr. Pfeifer to put the metal screen on order immediately.

HVAC System:

Chair Shutack gave a history of our HVAC situation to ensure that everyone was on the same page. He said that his expectations of this meeting were to address the short term and long term needs of the library and to begin to develop a plan, timeline and budget for HVAC replacement and future upkeep. He said that his main concerns were cost and environmental issues (comfort, health of staff and patrons).

Mr. Keller reviewed the PSA 2006 engineering report on the HVAC system. Discussion ensued about the conclusions of the report, what was recommended to the trustees at that time and what are options are now.

Chair Shutack asked PSA to update their 2006 engineering report and asked when it would be complete. He thanked them for their work and said that they would also be getting additional proposals so that they can make a fully informed decision.

PSA-Dewberry representatives left the meeting at approximately 2:00pm.

The trustees continued their discussion and looked at another proposal provided by Executive Director, Lynn Elam. Trustees asked Mr. Wade to obtain two additional proposals. They would look at these at the next Facilities Committee meeting.

The next committee meeting is scheduled for March 21, which is Good Friday. The trustees will consider rescheduling this meeting.

There being no further business before the committee, the meeting was adjourned at 2:35pm.