



Facilities Committee

Monday, March 8, 2010, 6:00pm

Storytime Room, Lower Level

MINUTES

The meeting was called to order at 6:03pm by Chairman Jeff Finlay.

Attending: Chairman Jeff Finlay, Trustee Nancy Weller, Assistant Director Tiffany Auxier, Mr. Phil Wade

Absent: Trustee Jan Letts, Executive Director Lynn Elam

Elevator Controls and Operating System Upgrades:

Chair Finlay informed the committee that while the Library's grant application was recommended for purchase, it is possible that the funds may not be released in a timely manner or may be reallocated by the Secretary of State's Office or the State of Illinois. Funding of the per capita grant is also in question.

Due to this concern, the Library should allocate funds for the entire elevator upgrade in the FY10-11 budget, with money coming from reserves. The committee will take FY10-11 to prioritize projects and complete the capital improvements timeline and savings plan and make recommendations to the Finance Committee for FY11-12.

Mr. Phil Wade reported that the architect who wrote bid specs for the Helen Plum Memorial Library (Lombard) recent elevator project is moving out of state soon. Chair Finlay directed him to work with him on bid documents so that we can move forward with the project as planned.

Capital Improvements:

Trustee Weller distributed an inventory she made of the Library's windows. The inventory lists all of the windows, which direction they face, a rating based on number of panes, condensation and other factors. After some discussion, it was determined that the windows were in good condition and only 7-10 of them should be considered for replacement now. Mr. Phil Wade will reconcile this report with his.

Mr. Phil Wade presented the Capital Improvements and Building Maintenance report to the committee. Items were categorized as Building Maintenance and Minor Repairs (require consistent, periodic attention), Replace Existing Equipment/Systems (items that wear out over time from carpet to roof), and Capital Improvements (large-scale improvements that require more research, such a generator or parking).

The report was reviewed and discussed. A few items need to be reevaluated. Mr. Wade will work with library staff to make adjustments and send to the committee members for review prior to the next board meeting.

Vestibule:

The committee discussed the proposed enhancements to the vestibule. Industrial carpet can be purchased in squares. After the initial install, worn areas can be replaced seasonally by maintenance staff without contracting for the service. Trustee Weller researched benches and found them to be reasonably priced; an L-shape or two person bench would fit nicely. Chair Finlay recommends that \$3,500 be allocated toward installation, the purchase of a few boxes of carpet squares and seating.

Other:

Trustee Weller left a message for the person representing an estate sale which contained artwork of Hinsdale. She informed them that we researched the items and were not interested in purchasing, but would consider a donation. She did not receive a reply.

Chair Finlay informed the committee that Executive Director Lynn Elam mentioned the need for a new book drop. The committee recommended that when the purchase is made consideration should be given to the size of the bin so that it does not damage the library's entrance as it is being pushed in and out.

The committee discussed President Delaney's recommendation to purchase permanent artwork for the Library, possibly using book sale revenue up to \$12,000. Trustee Weller asked for clarification as to whether or not this would be a capital expenditure and would be included in the overall building plan. She also asked if such a purchase was justified in this economic climate. Chair Finlay suggested that she visit Downers Grove Public Library to view what they have done with artwork. He also expressed concern that purchased artwork be permanently installed and not on the current hanging system.

Assistant Director Tiffany Auxier informed the committee that a hydraulic lift was rented for a day and used to relamp the high chandeliers and change stained ceiling tiles at the peaked roof. The rental was very easy, efficient and inexpensive. This method will be used in the future and a lift does not need to be purchased.

There being no further business before the committee, the meeting was adjourned at 7:40pm.