

## **Facilities Committee Minutes**

Wednesday, September 21, 2011 4 p.m.

Storytime Room, Lower Level, Hinsdale Public Library

Present: Nancy Weller, Committee Chair; Jan Letts, Trustee; Karen Kleckner Keefe, Executive Director; Tiffany Verzani, Assistant Director

Absent: Vicky Bush-Joseph, Trustee

### **Call to Order at 4:10 p.m.**

#### **Wood Window Stabilization**

Executive Director Keefe reported that the approved low bid for the wood window stabilization project withdrew their proposal, due to a larger project. In reviewing the proposals, Phil Wade learned that the proposed stabilization work did not include removing ALL paint, just flaking paint. The estimated cost of removing all paint from the affected windows is \$22,000. Executive Director Keefe has asked Monarch Construction to provide an estimate on costs to replace these windows.

Trustee Weller discussed the need to go before the Historic Preservation Commission if the Library wants to replace the wood windows for energy efficiency and long-term cost savings. She also asked if the project could/would need to be completed in this fiscal year, as either option will mostly likely have to wait until spring to be implemented.

#### **Caulking Aluminum Windows**

Executive Director Keefe shared proposals from three caulking contractors solicited by Phil Wade. Wade has met with and recommends the low bid, Sager Sealant Corporation at \$18,500. Keefe confirmed with the Library's attorney that a good faith bid under \$20,000 does not need to be put out for RFP. Keefe will also double check whether or not the wood windows are included in that proposal. The project is estimated to take two weeks. Trustee Letts moved to recommend that the Library Board of Trustees authorize the Library to hire Sager Sealant Corporation to caulk the Library's windows. Trustee Weller seconded.

#### **Staff Lounge Update**

Executive Director Keefe has received an estimate from Johnson Flooring Company. She has asked Jane Kuelbs to advise her on how well the proposed pricing reflects the size of the project. Trustee Letts recommend that all resilient flooring be considered, with an area rug to define the soft seating space. Assistant Director Verzani mentioned that the Library currently has a remnant from the material used for the stage in the Large Meeting Room.

Executive Director Keefe also updated the committee on the Wellness Room, stating that it was almost completely cleared out and should be completed by the end of November.

### **Other Business**

Assistant Director Verzani is meeting with a representative from Eugene Matthews and a subcontractor on Friday, September 23 to review the scope of the masonry project approved at the last Board meeting.

Executive Director Keefe told the committee that Oakbrook Mechanical does have the last part needed to repair the Library's HVAC and that Scott will be out to install it once the weather "breaks."

Keefe also mentioned the need to repaint the exterior portion of the window in Michaela Haberkern's office before winter weather could affect the unprotected wood. She has received an estimate from Painters USA to strip, prime and repaint this window for \$645. Trustee Letts moved to approve this proposal. Trustee Weller seconded.

**Adjourned at 4:48**