

**Facilities Committee Minutes**  
Wednesday, June 29, 2011, 2 p.m.  
Storytime Room, Lower Level, Hinsdale Public Library

Present: Nancy Weller, Committee Chair; Vicky Bush-Joseph, Trustee; Karen Kleckner Keefe, Executive Director

Absent: Jan Letts, Trustee, Tiffany Auxier, Assistant Director

**Call to Order at 2:06 p.m.**

**Window Repair Phase I**

Nancy Weller provided an overview of Phase I. The committee reviewed Phil Wade's May 23 "Estimated Level of Effort" for his proposed services on the project. Executive Director Keefe was asked to investigate if Library staff could lead site visits and orientation.

Executive Director Keefe shared the offer from PSA-Dewberry to prepare the project proposal. The committee authorized Keefe to engage them for this purpose.

The committee authorized Keefe to engage a Hazardous Materials testing and inspection company.

By July 15, Keefe will contact the Village to ascertain the need for COA and building permits.

The committee asked Keefe to create the project budget and schedule in-house.

Reviewing Wade's proposal, the committee asked Keefe to confirm the meaning of "Update Cost Report," "Design Submittal Review," "Constructability Review," and "Draft Special Conditions."

The committee asked Keefe to add a final walk-through and review to Wade's "Estimated Level of Effort" and make sure that his approval was part of the final project contract.

Nancy Weller asked that the project proposal include reference to windows by number.

**Masonry Repairs**

Executive Director Keefe shared the masonry repair proposal from Eugene Matthews. Keefe will put this proposal on the Board's August agenda and ask the Village what permits may be required for this work.

Keefe will ask Assistant Director Auxier about previous experience with this service provider and determine if further assessment is required.

**Offsite Backup Contract**

Nancy Weller moved to approve signing a contract with VaultLogix for \$95/month to provide off-site computer backup. Vicky Bush-Joseph seconded. The motion was approved unanimously. This service will be for internal files only; SWAN data is backed up separately.

**Other Business**

Executive Director Keefe asked the committee to consider the upcoming staff lounge improvement project as an opportunity to create a staff wellness space. Keefe was given authority to spend up to \$500 for preliminary consultation with a professional space planner to begin planning the lounge improvements and to evaluate space for a wellness area. Trustee Weller asked Keefe to survey the staff regarding ideas for the lounge and interest in a wellness space.

Executive Director Keefe suggested that Board evaluation of the Capital Plan be added to the Board's annual action dates for February.

The Facilities Committee will meet again in July.

**Adjourned at 3:44 p.m.**