



Facilities Committee Minutes
Wednesday, November 2, 2011, 2 p.m.
Large Meeting Room, Lower Level, Hinsdale Public Library

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

Call to Order at 2:03 p.m.

Wood Window Stabilization

Executive Director Keefe shared proposals from Janik Custom Millwork and Keck & Company. Midwest Environmental was on-site to test the exterior of the wood windows, as there is a chance that a previous painting project removed and/or stabilized the lead paint on that portion of the window systems.

Once we have received the report from Midwest, Keefe will follow up with Janik and Keck to receive final proposals with specific tasks priced out separately (repairing wood or rebalancing sashes, for example.) She will also get more information about the quality of wood available for new windows and what the value is in retaining and repairing our existing units. (Monarch's estimate for new windows was \$6500 per unit.) Nancy Weller inquired if anyone on the committee knew how much effort is involved in getting a COA from the Historic Preservation Commission.

As for the proposed stabilization and painting work, Keefe will ascertain what a reasonable timeline would be, given that winter is almost upon us.

Capital Binder Review

Executive Director Keefe will ask Phil Wade to prioritize the window repair recommendations from the 2010 PSA-Dewberry report and present them to the Committee.

The Committee moved Elevator Shaft Sump Pump, Stairwell and High Traffic Area Carpet, Public Upholstered Furniture, Phone System and Phone System Backup to the 3-5 year Capital Plan. Staff furniture will be split into two phases. Keefe will update the current plan.

Trustee Weller added that when estimating cost for further window repair projects, to be aware that the number of skylights in the Dewberry report is incorrect.

Caulking Aluminum Windows

Executive Director Keefe reported that the work is going well and should be wrapped up shortly. Keefe will find out if any additional insulation work is being done as windows are being caulked.

Staff Lounge/Wellness Room Update

Executive Director Keefe reported that the ventilation has been installed in the Wellness Room. Once the electrical work is done, we can paint and move in furniture.

Jane Kuelbs is still advising Keefe on the Staff Lounge and will be recommending furniture, finishes, and wall color. After a closer evaluation and deep cleaning, it was decided not to replace the flooring in the staff lounge at this time.

Adjourned at 3:08 p.m.