

HINSDALE PUBLIC LIBRARY

Minutes of the Facilities Committee Hinsdale Public Library Board of Trustees September 7, 2018

Present: Trustee Laura Tortorello, Trustee Julie Liesse, Trustee Mary Bock, Trustee Amy Glynn (attending by phone)

Also Present: Executive Director Karen Kleckner Keefe, Materials Management Manager Ellen Smith

The meeting was called to order at 10:10 a.m.

On a motion by Julie Liesse and seconded by Mary Bock, the minutes of the May 23 meeting were unanimously approved.

FY19 Capital Improvements Timeline

Executive Director Keefe reviewed upcoming projects, including several that were discussed later in the meeting.

Sealing Proposal Kwak Brothers

On a motion by Julie Liesse and seconded by Mary Bock, the committee unanimously recommended that the Board approve the proposal from Kwak Brothers for \$2,200 to apply new epoxy clear coat finish in the Boiler Room.

Boiler Pump Proposal Oak Brook Mechanical

On a motion by Julie Liesse and seconded by Mary Bock, the committee unanimously recommended that the Board approve the proposal from Oak Brook Mechanical for \$8,975 for installation of a new B & G base mounted pump model 1510 with suction diffuser.

Roll Roof Proposal

The committee reviewed proposals from Mortenson Roofing Company and Olsson Roofing Company. Olsson has done work for the Village of Hinsdale and provided the lower bid. The committee discussed the value of working with a new roofing company on a small project in order to evaluate their work prior to the larger projects called for in the Capital Plan.

On a motion by Julie Liesse and seconded by Mary Bock, the committee unanimously recommended that the Board approve the proposal from Olsson Roofing Company for \$13,250 (including 20-year warranty) for new cover board, tapered insulation, and EPDM membrane roofing system on the designated section of the roof.

Tech Help/Service Desk Initiative

Keefe reminded the committee that \$12,000 had been budgeted for this fiscal year to complete the Tech Help plan designed by Tiffany Nash or to purchase and install a new service desk. Keefe



opening doors...

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explained that the public computer tables on the main floor were in need of replacement, but that there was no pressing need for the bench seating outlined in Nash's plan. Keefe suggested engaging Nash to develop a plan for the computer table and the Youth Services and the Adult Services public desks, with the intent being to phase them in over several years.

The committee discussed the need to consider changes in function at the Patron Services desk, as well.

Keefe will meet with Nash to discuss the service desks and, based on their discussion, ask her to develop a proposal for either two service points or three.

FY20 Capital Budget

Keefe reviewed the projected capital initiatives for FY 19/20, including replacing the carpet in the Community Meeting Room and replacing the library's skylights. The Facilities Committee asks that the Finance Committee budget \$130,000 for capital improvements in addition to a capital reserve contribution next year.

Keyless Entry Update

Keefe informed the committee that wiring work had been scheduled. The Library will consult with the Village on the requirements for the lower level door that leads to staff work areas. That door also serves as a Fire Exit and may require special wiring.

On a motion by Julie Liesse and seconded by Mary Bock, the committee voted unanimously to adjourn the meeting at 10:49 a.m.

Approved: October 29, 2018

