

HINSDALE PUBLIC LIBRARY

Minutes of the Facilities Committee

Hinsdale Public Library

October 29 7, 2018

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

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

The meeting was called to order at 7 p.m.

On a motion by Julie Liesse and seconded by Amy Glynn, the minutes of the September 7 meeting were unanimously approved.

FY19 Capital Improvements Timeline

Ellen Smith reviewed the timeline with the committee. The roll roofing has been replaced, the lawn has been regraded, Oak Brook Mechanical is coming in early November to replace the water pump in the boiler room, and Kwak will be scheduled to seal the boiler room concrete floor once the pump replacement is complete.

Stairway Lighting Update

Trustee Tortorello reviewed the three options provided by Terrance Electric Company to address the broken ballasts in the lights at the top of the stairs. The committee agreed that new, more accessible LED lighting was the best option. Keefe told the committee that Tiffany Nash has agreed to recommend fixtures as part of the proposal she submitted to design/recommend service desks.

Tiffany Nash Proposal

The committee discussed the proposal from Tiffany Nash to provide a design for the adult services desk, youth services desk, circulation desk, and for new adult computer stations. The committee asked Keefe to share the preliminary budget with Nash and to find out her timeline.

On a motion by Amy Glynn and seconded by Mary Bock, the Facilities Committee unanimously approved the proposal from Tiffany Nash in the amount of \$2,500. As the cost is under the Executive Director's authority to spend, Keefe will engage Nash immediately. The proposal will not go the full Board.

Update on Misc. Repairs/Improvements

Midco will be onsite on October 31 to train the Library's Management Team on the software for the new keyless entry system. Once all staff have had the opportunity to test their new keycard, Suburban Lock will come rekey all external doors.



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Other Business

Keefe recommended that the Facilities Committee approve/engage a project manager for next fiscal year's skylight replacement before next year's committees are appointed. The new facilities committee would have the benefit of starting the project with an up-to-speed project manager ready to guide them through the process.

There being no further business, the meeting was adjourned at 7:17 p.m.

Approved: February 25, 2019

