

HINSDALE PUBLIC LIBRARY

Facilities Committee Minutes

Hinsdale Public Library

February 25, 2019

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

Also Present: Executive Director Karen Kleckner Keefe, John Bloomfield

The meeting was called to order at 7:00 p.m.

Minutes

On a motion by Amy Glynn and seconded by Mary Bock, the Facilities Committee minutes from October 29 and November 27 were unanimously approve.

Trustee Tortorello reminded the committee that, after the last Facilities Committee meeting, the electricians hired to address the faulty light were able to provide a less expensive option. Executive Director Keefe contacted each Board member individually to propose upgrading the fixture rather than replacing it. Each Board member supported the less expensive, less invasive option. The work was completed in December 2018.

FY19 Capital Improvement Timeline

Keefe updated the committee on building projects. The only planned project still outstanding is sealing the floor in the Boiler Room. This will be scheduled in the spring when the windows can be opened to help mitigate odor.

Service Desk Design and Direction

Keefe reviewed the Service Desk schemes created by Tiffany Nash at Product Architecture + Design. The committee reviewed designs that would reconfigure service desks in Youth Services (including a modular piece for self-check) and the Patron Services Desk and the Adult Services Desk. Committee members were interested in staff response to the designs and likewise preferred the desks with a rounded, more welcoming appearance. Keefe discussed ways to increase staff support for new service points, including visiting installations at other libraries and creating opportunities for input on finishes and storage details.

On a motion by May Bock and seconded by Amy Glynn, the Facilities Committee unanimously approved engaging Tiffany Nash to revise drawings of Youth Services scheme B and Main Floor Scheme F and recommend dimensions and finishes, for services not to exceed \$2,500.

Skylight Project Manager Proposals

Keefe reviewed proposals from Pacific Construction Services and Studio GC to provide project management services for the FY19/20 skylight replacement.



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Keefe told the Committee that she had confirmed the scope of the project with both companies after having received proposals. Though Studio GC uses broader categories to describe the services offered for bid preparation, they do match the level of detail outlined in the Pacific Proposal.

On a motion by May Bock and seconded by Amy Glynn, the Facilities Committee unanimously approved recommending that the Board accept the proposal for project management services from Studio GC in the amount of \$5,600.

Signage on Center Display Case

Keefe informed the committee that the adhesive branding on the glass in the center lobby display case has started to crack. Library staff will remove the adhesive and repurpose the case. Initially, it may be used to promote circulating technology. The committee agreed that there was an opportunity to make better use of all three cases, as they are inconsistently merchandised by the community groups that use them.

Other Business

Keefe reviewed the FY19/20 Capital Plan. The major investment planned for next year is skylight replacement, as identified and presented during budget discussions for the FY19/20 levy.

On a motion by Mary Bock and seconded by Amy Glynn, the meeting was adjourned at 8 p.m.

Approved: July 30, 2019

