

HINSDALE PUBLIC LIBRARY

Facilities Committee Minutes

Hinsdale Public Library

September 29, 2020

Present: John Bloomfield, Chair; Amy Glynn, Trustee; Julie Liesse, Trustee; Emily Zeng (Remote)

Also Present: Executive Director Karen Kleckner Keefe (On-site)

The meeting was called to order at 7:01 p.m.

Minutes

On a motion by Julie Liesse and seconded by Emily Zeng, the Facilities Committee minutes from January 9 were unanimously approved.

HVAC/Air Handling

Executive Director Keefe updated the committee on COVID-related changes that have been made to the Library's HVAC and related systems. The Library upgraded filters in one of the rooftop HVAC units to MERV 13. If this change has no negative impact on performance, the Library will use filters rated MERV 13 in the 2nd unit. Portable air purifiers have been added to all shared staff workspaces, the Staff Lounge, and the Staff Wellness Room.

Locks, Door Counter, Speakers

Keefe informed the committee that an interior lock has been installed on the doors between the vestibule and the lobby. This will help with crowd management for special events and allow the Library to offer unstaffed services in the vestibule if the Library needs to close to the public again.

A new door counter was also installed. Keefe shared the dashboard with the committee and explained the benefits of a system that would track and alert for occupancy, not just the total number of entries and exits per day.

The replacement and additional speakers ordered from Sound Incorporated will be installed in early November.

CMR Ramp

Keefe told the committee that Product Architecture + Design has been hired to design plans for an ADA compliant ramp in the Community Meeting Room and to assist with the bid process, if required. Product will get pricing estimates from several companies. Keefe reminded the committee of the advantage of doing the work while the CMR was unavailable to the public, due to COVID gathering restrictions and the space needed to quarantine circulating materials.



opening doors...

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2021 Capital Projects and Budget Recommendation

The committee reviewed 2020 projects that have been postponed due to COVID. The committee would like to move forward with the lower level Family Bathroom project in 2021. Keefe will confirm cost projection with the architect.

The committee agreed to postpone a new Adult Services desk until the Library has a firmer grasp on what physical service delivery will look like as a result of COVID-19.

The committee also reviewed upcoming capital projects as identified by the Facilities Assessment done by Studio GC. The committee agreed that some projects could be moved up if necessary and if it would benefit the Library to have them completed while the Library had relatively low occupancy. The committee discussed replacing carpet on the lower level and refurbishing the elevator. Keefe will talk to Colley Elevator Company about the timeline for refurbishment and the cost projected by Studio GC.

Keefe told the committee that IT Manager Bob Bell would like to replace the Library's phone system in 2021 – employing a soft client that would allow staff to make and receive phone calls through their computers, facilitating remote work.

The committee identified elevator refurbishment, health and safety improvements, a family bathroom, LED lights on the lower level, and a new phone system as projects that should be included in the 2021 capital budget.

On a motion by Amy Glynn and seconded by Julie Liesse, the recommendation to ask the Finance Committee to budget \$221,000 for capital projects in FY2021 was unanimously approved.

On a motion by Julie Liesse and seconded by Amy Glynn, the meeting was adjourned at 7:46 p.m.

Approved: October 22, 2020

