

ELMWOOD PARK PUBLIC LIBRARY
Building Committee Minutes
December 13, 2016

1. Chairperson Joe Bertolli called the meeting to order at 7:25 p.m.
2. Upon roll call the following Trustees were present.
Joe Bertolli, Marisa Santangelo
Absent: Chris Pesko
Also Present: Library Director Tiffany Verzani; Assistant Director Jason Stuhlmann
3. Unfinished Business:
The committee reviewed standing of the FY16-17 projects.
 - All projects complete with the exception of Adult Services painting. This is planned for the spring.
 - An additional HVAC replacement was scheduled due to condition of unit per recommendation of Facilities Manager and HVAC service vendor.
 - With additional work, we are still expected to be under the planned \$76,000 allocated.
4. New Business:
Projected FY17-18 Projects:
 - Library Director Verzani recommended replacing the final 3 small HVAC units and the recommended roof repair for a total of just under \$30,000. The additional roof repair should provide the roof with at least 5 more years on expected life.Capital Replacement Plan:
 - The committee reviewed a draft of the savings required for roof, carpet, and HVAC through 2035 (when HVAC would become due for replacement), along with needs for final building redesign. The committee instructed the Library Director to review pricing and slated dates for replacement to present a final draft. Chairperson Bertolli recommended looking at this plan in 5 year increments and determining projects and funding within that range.Building Projects:
 - The committee reviewed past projects and the process involved to determine best practices for future projects. It was determined that any future construction be developed as a single large project so that we can have a targeted amount for savings and create a reasonable timeline that includes bidding process and the least impact on patrons.
 - The committee reviewed the office rearrangement using current staff space only. Such rearrangement would allow two departments to have shared space that currently have none and require minimal cost for office chairs and minor electrical work. As there is no impact to the public and this can be done with current maintenance and supply funds, the staff is moving forward with the plan.
 - The committee discussed ideas for final building redesign, including lobby and café space, and the need for an architect, especially in determining structural walls. As we work on development of the lobby project, staff will continue to evaluate need for any additional study space, improvements to the Story Room, any décor/design or technology changes to Ferrentino or Lower Level rooms to improve flexibility and use. Then any final projects can be included in the final scope of the lobby project. Staff expect that improvements to the two meeting rooms and any plans for outdoor garden space can be accommodated in the regular operating budget or from Friends donation requests.
 - Library Director Verzani related that the Library should apply for the Live & Learn construction

grant in January 2018 if it is offered by the Illinois State Library. Staff will continue to look at other avenues of funding, including developing an annual fundraiser, Friends requests and possible targeted projects for the Gift Fund to propose to the Board.

5. Adjournment:

There being no other business, the committee was adjourned at 8:32 p.m.

A handwritten signature in cursive script that reads "Joe Bertelli". The signature is written in black ink and is positioned in the upper right quadrant of the page.