



Meeting of the Facilities Committee  
February 11, 2019

Committee Members Present: Lavonne Berkeley and David Conley

Also Present: Emily Porter, Director

Absent: Rich Pleniewicz

Mrs. Berkeley called the meeting to order at 4:00p.m.

Mrs. Porter reviewed the Capital Repair Fund. The library has \$198,000 in that fund, and expects to reach the \$250,000 goal at the beginning of next fiscal year. This fund exists to address any unbudgeted facility needs/emergencies.

Mrs. Porter presented an updated facilities maintenance plan. This plan contains maintenance, replacements, and improvements on the building from FY18-FY23. It also contains contact information for contractors, as well as projects for our in-house maintenance staff, Lou. When possible, an estimated cost has been entered to create an approximate budget. While this document cannot perfectly describe the financial needs of the facility, it can help determine our priorities as well as keep a list of future improvements when financially possible.

After a review of safety features and maintenance needs, Mrs. Porter suggested simplifying vendors. Fox Valley Fire and Safety provided a quote that will include sprinklers, fire alarm, emergency lights, and fire extinguishers. The committee approved the quote and will recommend it to the board at the meeting on Wednesday, February 13.

Projects slated for next fiscal year (in no particular order) include: replace T-8 lighting with LED option, upgrading drinking fountains with bottle filling stations, outdoor patio furniture, masonry repair for stone facade, flat roof sealing, gutter repair, finish sidewalk replacement project, interior window washing, and meeting room carpet replacement. The Finance Committee will review the Facilities Maintenance Plan in accordance with next year's budget and request changes as needed.

The meeting adjourned at 4:52 p.m.

Respectfully submitted,  
Emily Porter, Director

Approved April 10, 2019