



Meeting of the Facilities Committee
April 13, 2022

Committee Members Present: Chair Susan O'Neil and Sean Hosseini

Also Present: Emily Porter, Director

Absent: none

Mrs. O'Neil called the meeting to order at 4:00 p.m.

Mrs. Porter informed the committee that the Capital Reserves Fund is maxed out at \$250,000. Although we have Capital Repair projects in the works, Mrs. Porter suggested that we continue to use Operations funds to pay for these projects as we have an expense deficit at this time.

Mrs. Porter presented an updated facilities maintenance plan. She explained that changing HVAC control system vendors is no longer a fiscally responsible option. She reached out to Alpha Controls for a quote on upgrading the thermostats in the reservable rooms to include a 4-degree manual control for patron comfort. They are also going to make sure that our electric heating units are controlled properly.

Mrs. Porter discussed the alarm issues and resolutions. The burglar alarm system was making nuisance calls, and was also deficient in its capacity. Mrs. Porter hired a new service company, Rock Valley Alarm, which also monitors the alarm. The elevator alarm monitoring service was also problematic. Because of the layout of the library, the elevator alarm button is pressed regularly. Johnson Controls wasn't picking up the call fast enough to find out that it wasn't an emergency, so the Fire Department would be called. This would happen at least once or twice a year. After switching the monitoring service, Mrs. Porter inquired whether TK Elevator could take that on. They offer this service for \$15/month, and it has the added benefit of connecting us with a technician if it is a mechanical problem with the elevator. Lastly, Mrs. Porter called our fire alarm maintenance company (Fox Valley) to inquire about monitoring. It is \$50/month, but they don't use landlines, they use a radio dialer. This install was only \$250, and we are going to drop two phone lines, saving \$100/month. All in all, we are going to save money and get better service.

Mrs. Porter walked the committee to the children's department, explaining that although we patched the children's department carpet, it would look so much better to complete the new carpet in the 2nd floor lobby and in the children's area around the circulation desk. The committee agreed to the \$9000 quote from Carpetland.

Approved May 11, 2022

The committee also agreed to replace the entryway flooring, including around the fireplace and circulation desk. The committee will make a recommendation to accept the lowest bid of \$25000.

Mrs. O'Neil made a motion to adjourn. The motion was seconded, and the committee adjourned at 4:37 p.m.

Respectfully submitted,
Emily Porter, Director