



# WESTMONT PUBLIC LIBRARY

Providing the Community Keys to Lifelong Learning

428 North Cass Avenue, Westmont, Illinois 60559

630.969.5625 [www.westmontlibrary.org](http://www.westmontlibrary.org)

## LEGAL NOTICE / PUBLIC NOTICE OF THE WESTMONT PUBLIC LIBRARY **BUILDING & GROUNDS COMMITTEE MEETING**

### AGENDA

The Westmont Public Library will hold its Buildings & Grounds Committee meeting on Tuesday, December 10, 2013 at 6:00 P.M. at the Westmont Public Library, 428 North Cass Avenue, Westmont, Illinois 60559

- (1) Call to Order
- (2) Roll Call
- (3) Pledge of Allegiance
- (4) New Business
  - a) Discuss and recommend cleaning service bid timeline
  - b) Discuss and recommend ADA repair timeline and actions
- (5) Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact Ms. Julia Coen, Interim Library Director, 9:00 A.M. to 5:00 P.M. Monday through Friday, Westmont Public Library, Westmont, Illinois, 60559; Telephone (630) 969-5625 x 221 or email [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org), within a reasonable time before the meeting.

All interested persons in attendance will be allowed to express their views in accordance with policy.



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### **Discuss and recommend cleaning service bid timeline**

Our contract with ServiceMaster Cleaning Solutions is effective April 12, 2013 for a period of one year. At the end of the effective date, the contract will automatically renew for one year unless terminated.

I spoke to Richard Saalfeld, President of ServiceMaster, on December 4, 2013. If we choose not to renew the contract for a year beginning in April 2014, we can continue on a month-to-month basis.

Our options:

1. Put the contract out to bid January – March of 2014 for April 2014 effective date.
2. Renew the contract with ServiceMaster in April 2014 for a period of one year.
3. Continue with ServiceMaster on a month-to-month basis beginning in April 2014 until the new Director is hired. He/she can then decide when to proceed with the cleaning service bid.



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## **Discuss and recommend ADA repair timeline and actions**

Status update on issues listed in ADA report:

- The grade to handicapped parking spots was not changed during the 2011 plaza re-design project on the advice of the engineer and the village permit office. We are tracking down that documentation.
- Andreas & Sons will be onsite on December 6, 2013 to give us a quote for the exterior exit landing that currently does not provide accessible means of egress.
- Arco is sending a copy of the contract for installation of the drinking fountains. We will then proceed with repairs to make them wheelchair accessible.
- We have inquired with a local facility contractor regarding the interior and exterior doors that have an opening force too high for ADA requirements.
- We have inquired with a local facility contractor regarding the signage, mirrors, and hooks throughout the building that do not meet ADA height requirements.
- We have put in a service call to Schindler Elevator to adjust the handle on the elevator control panel so that it is ADA compliant.

More updates and information to be provided at the Committee meeting on December 10, 2013 at 6pm.