

## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
westmontlibrary.org

Providing the community keys to lifelong learning

### **BUILDING & GROUNDS COMMITTEE MEETING JUNE 17, 2014**

#### **MINUTES**

The meeting was called to order at 6:03 p.m. by Committee Chair, Chris Gorman, at the Westmont Public Library.

#### **Roll Call:**

Present: C. Gorman, J. Martens

Also present: J. Coen, Director, T. Barry, Administrative Assistant and K. O'Connor.

Absent: M. Stern

#### **Pledge of Allegiance**

#### **New Business:**

##### **Status update on ADA issues and discussion of time-line:**

Coen explained that most of the doors have had their Psi adjusted. Four more will be adjusted in early July when Panzica returns from vacation.

New quotes will be secured for repairs to the southeast exit ramp. Arco will be submitting a proposal for re-positioning the urinals. Options were being investigated for energy efficient dryers and motion sensor faucets.

Panzica had been asked to install a new handle on the emergency telephone in the elevator, re-adjust the signs on the restroom doors, re-adjust the coat hooks and re-adjust and/or apply the proper handrails in the restrooms.

Coen reported that she was researching whether or not it was absolutely necessary to re-grade the parking spaces that were considered too steep in addition to confirming how many spaces we were required to provide. Coen said the engineer would be out of town until June 25. Gorman asked Coen to check the minutes from the committee meetings and the regular meeting minutes to verify why the work was not carried out at the time of the entry plaza re-do.

*(Carmichael arrived at 6:11 p.m).*

**Discussion of requested facility documentation:**

Coen shared a master facility document with the committee and O'Connor asked if the list could include life-span, and estimated replacement cost. Gorman specifically suggested carpeting and O'Connor suggested the chiller, the roof, the parking lot, the boiler, etc. O'Connor suggested looking at the life-span and then deciding how much to budget for by saving on a percentage basis with regard to life span. Perhaps Megan Stern would have more to add to that.

**Discussion of main floor re-design:**

Coen shared three different quotes. Tiffany Nash who worked on the children's garden in Youth Services, DLA Architects out of Naperville and PHN Architects. All of whom have experience working with libraries. All would be providing long range plans for different phases of the projects and our ultimate vision.

Martens asked if the work Nash did in Y.S. was inclusive of contracting. Coen said she would investigate further and report back. O'Connor asked if Coen could reach out to a few of the references for each architectural firm and report back with an update.

Coen reported that she had received a quote for a new reference desk from Library Furniture International for about \$8,000 but that she was still awaiting two additional proposals.

Following a brief discussion on how to save paper by making fewer copies of things like the compliance list; Gorman asked Coen if it would be possible to switch over to digital board binders. Coen agreed to investigate.

Two quotes had been received for self-check units; Bibliotecha and 3M. Additional companies had yet to respond.

Gorman asked if Coen had received any updates on exterior signage. Coen said Buckson was waiting to hear from Larry McIntyre.

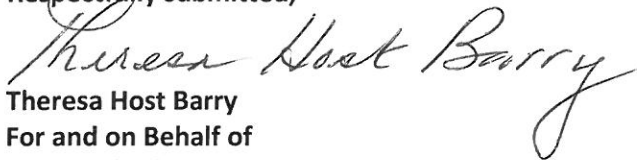
Gorman asked Coen in the absence of a "full-time" contractor would she hire an independent contractor for all projects. Coen said she would when she felt it was necessary.

Gorman said she was looking forward to more information on self-checkout and rfid.

**Adjournment:**

Gorman moved to adjourn at 6:58 p.m., Martens seconded. All in favor, motion passed.

Respectfully submitted,



**Theresa Host Barry**  
**For and on Behalf of**  
**Jason Fichtel, Secretary**  
**Westmont Public Library**  
**Board of Trustees**