

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
Facilities Committee Minutes
Monday, April 30, 2018 at 11:30 am

ROLL CALL – Call to order 11:32 am. President Anderson, Secretary Medina, Director Steeves, and library maintenance worker Larry Bailey present.

CITIZEN'S INPUT – n/a

NEW BUSINESS (all possible action items)

- A. Spring walkthrough – walked both interior levels and all around exterior. Created a list of routine maintenance items for Bailey to complete over next few months (below). Steeves will send list to Bailey.
- Emergency door - repaint some early morning, ASAP
 - Remove listening station and related signage in fireplace area + patch/paint touchup as needed - ASAP
 - Replace dented sheet metal on lowest three feet of the digital sign post - ASAP
 - Remove nest on top of light on south wall - ASAP
 - Remove hose and orange cones by entryway - ASAP
 - Fix weather stripping on YA windows on south side of building - ASAP
 - Add concrete pad under dumpster - ASAP
 - Walkway wall - power wash and paint to match digital sign and other exteriors, during August closure after bookdrop complete
 - Quiet room door - replace door handle with one that locks, add some cloudy film to obscure storage contents, during August closure after bathroom complete
- B. Facilities Committee Role in August Renovations – Committee will act as sounding board as needed if Director Steeves and staff need additional input on decisions. They also reaffirmed their preference for using the AIA-approved versions of contracts rather than customizing.
- C. Prioritizing Future Library Improvements – Reviewed list of potential projects. Steeves will send SurveyMonkey to Anderson and Medina to review and rank, and then Steeves will bring results to a future Budget Committee meeting to see how/if financing the projects could be achieved.
- D. Ringers Flower Pot Proposal – Steeves will ask for a revised quote to have Ringers maintain the two flower containers by the entrance in summer, fall, and winter.
- E. TBS Printer Pay Tower Proposal – Committee approved presenting a new copier pay tower to the full board at the May meeting.
- F. Tree Trimming by Village – Steeves reported that the FRG Village recently trimmed all of the trees in the grassy median between the Library and the Metra lot.

ADJOURNMENT – 12:51 pm.