



PALOS HEIGHTS PUBLIC LIBRARY

Palos Heights Public Library

Board of Trustees

Building and Grounds Committee

Meeting of April 18, 2019

Minutes

The meeting was called to order by the Committee Chairman, Trustee Ed McGovern, at the Library, at 5:02 PM on April 18th. Present were the Library Director, Jesse Blazek, and Trustees Geri Burek, Steve Foerstch (telephonically), Susan Snow in addition to Trustee McGovern.

The Chair asked for approval of the minutes of the last meeting, May 23, 2018, and Trustee Burek so moved; Trustee Snow seconded her motion. The motion carried, unanimously, and the minutes were filed as approved.

Trustee McGovern and all the Committee members reviewed and commented favorably upon the spreadsheet prepared by the Director. He and the Business Manager, Terry Fleckenstein, have updated the form and content. The Director has been asked to present on this method of approaching Building and Grounds maintenance at the Directors University in June and at the ILA annual conference in the fall.

The Committee addressed the agenda items to determine what actions would be recommended to the Board of Trustees.

Addressing the list of repairs and replacements on the meeting Agenda, the Committee discussed the desired reorganization and furnishing of the second floor Youth and Teen area. Whether an architect or architectural firm was needed for this project resulted in a motion by Trustee Snow to inquire of an interior design firm or furniture manufacturer specializing in libraries before engaging an architect. The motion was seconded by Trustee Foertsch and was carried unanimously.

Regarding the replacement of tables (known as training tables) for all conference rooms, a bid of \$14, 575. by KI Furnishings to provide 20 "Pirouette" tables. Trustee Snow moved to accept that proposal and acquire the tables; Trustee Burek seconded. Motion carried.

Regarding the acquisition of the new server to replace the next in line, a proposal to acquire a Dell Power edge server for \$8166.48 became Trustee Snow's motion. Trustee Burek seconded and the motion carried.

Regarding the proposal made by Anderson Locks, to add two additional electronic locks at entrances to staff areas, to be added to our existing lock system, at the cost of \$6790.50 was discussed. Trustee Snow moved to accept the proposal and have the work done and Trustee Burek seconded. The motion carried.

Two staff computers need to be replaced at a cost of \$2150. Trustee Burek moved to make the purchase and Trustee Snow seconded. Motion carried.

Regarding the need to repair the fireplace in the quiet reading room. The Director explained the fireplace failure and the estimates obtained for repair. It is necessary to replace the log set and igniter switch. The vendor proposed for this work, A Cozy Fireplace, had the best bid at \$1246.56. Trustee Burek moved to accept this proposal and Trustee Snow seconded the motion. The motion carried.

Chairman McGovern will report these recommendations for action to the full Board at the Board of Trustees meeting immediately following the Committee's meeting.

Trustee Snow moved to adjourn the meeting and Trustee Burek seconded. The meeting was adjourned at approximately 6:15PM.

Respectfully Submitted,

Susan Snow

Acting as Secretary of the Meeting