

Yorkville Public Library
Physical Facilities Committee
Monday, October 22, 2018, 7:00pm
902 Game Farm Road

The meeting was called to order at 7:00pm by Committee Chairman Russ Walter and roll was called.

Roll Call: Russ Walter-present, Darren Crawford-present, Ryan Forristall-present

Others Present:

Library Director Elisa Topper, Youth Services Director Jennette Weiss (left 7:33pm), Trustee Susan Chacon (left 7:40pm), Boy Scout Daniel Chacon, (left 7:40pm)

Recognition of Visitors: Chairman Walter recognized staff and guests present.

Public Comment: None

New Business:

Chairman Walter stated this is the first meeting of this newly formed committee. Two items will be discussed: the proposed Eagle Scout Project and the mission/planning for this committee.

Eagle Scout Project

At a recent Board meeting, Daniel Chacon proposed an Eagle Scout project in the outdoor children's area. Questions and concerns were presented and at this meeting he handed out updated project details, including photos of proposed equipment and materials/tool/fundraising lists. Due to a Board concern, he will be replacing the chalkboard wire with nylon material. He also addressed permits necessary and noted that digging will be done so J.U.L.I.E. will need to be contacted by the library. He said the Friends of the Library have committed \$1,000 to the project. The project estimate is \$1,040. He said \$250 will be needed for mulch and Ms. Topper said the library will cover that cost.

Concerns from Ms. Topper were discussed:

1. Safety of Items in Project: benches will not be anchored, but instruments will be.
2. Retention of Shrubs: discussed retention vs. removal or moving shrubs.
3. Move Bench Outside of Children's Area: need city assistance to move, Ms. Topper will contact Eric Dhuse for help.
4. Physical Appearance of Area: discussion of arrangement of items within the project area.
5. Long Term Maintenance: Mr. Chacon discussed paint/stain to be used on items, suggestion made to use paint and a urethane sealer. Ms. Weiss volunteered to continue maintenance. Chalkboard will be taken down in winter, instruments will remain.

Susan Chacon said library approval for the project is needed prior to Mr. Chacon meeting with the Scout leaders with a 4-6 week wait after that. Off-site construction will begin in the spring and items will be brought to the library. The Physical Facilities Committee will make a recommendation for approval to the full Board at the November meeting. The project must be entirely completed by the

Scout's 18th birthday. The committee commended Mr. Chacon for an outstanding job in preparing for

the project. The Committee suggested a plaque stating this fulfills the requirements for an Eagle Scout project.

Mr. Chacon summarized the points discussed and said he hoped the project would take just one day to install. During the summary these items were also briefly mentioned: disposal of shrubs, use of restroom facilities by volunteers, Ms. Weiss volunteered to be at library if construction occurs on Sunday, Ms. Topper will discuss shrubs with Ms. DeBord, possible waiver of responsibility needed for volunteers – Mr. Chacon to ask Scout leader.

Physical Facilities Committee-Mission & Planning

Mr. Walter said one more Board member should be added to the committee. Ms. Topper said most libraries have this committee and said it should address issues with the building, repairs, contracts, etc., and then make recommendations to the full Board. She added that Mr. Forristall has expertise with contracts, etc. She hopes to obtain a template of yearly needs and maintenance schedules from the Fremont Library. Mr. Crawford added that such a list would allow the library to be proactive and secure better prices.

Mr. Forristall asked about mechanical information which he said outlines the requirements for the building. He said that a building engineer would have a 'set of rounds' and that equipment has variable guarantees. It was also noted the city has a shared building engineer. A city building evaluation was done two years ago with the results unknown. Ms. Topper said the main building issues are problems with the chiller and HVAC system and new problems with an evaporator heater. The repairs are tied to Daikin since no other company will work on the equipment. She also said whenever the power goes out, Trico must be called to do a reset. She is currently compiling a vendor contact list.

Mr. Crawford said it would helpful to have a list of costs for the last 5 years and determine if new equipment is needed or if repairs should be done. Ms. Topper will ask City Finance Director Fredrickson to run a report of expenses paid to the library vendors. Mr. Walter noted an estimated cost of \$250,000 to replace the A/C. Thyssenkrupp, the elevator service company, was also discussed—there are at least two more years left on the contract. The committee authorized Ms. Topper to schedule immediate building repairs that are needed.

Staff Training

Ms. Topper also discussed recent staff training for first aid. Staff requested advanced training which has been scheduled for March 15, 2019 with an early library closure that day. There will be no cost for the training, just a materials cost of \$15 per person. The AED equipment was also checked and pads replaced. The Police Department also assisted in training.

Director Topper would also like to install panic buttons in the children's area, circulation and upstairs. The alarms would go directly to the Police Department through the alarm detection system. The cost is \$240 to install with a \$20 monthly maintenance fee. She requested authorization to do immediately and the committee agreed this is a safety issue. Mr. Walter said he would like the library to have lockdown buttons for at least the inside doors and Ms. Topper will obtain a proposal. Dixie DeBord has recently written an emergency procedure and Sharyl Iwanski compiled a location list of all fire extinguishers and emergency doors. The staff has requested all this information.

Mr. Crawford asked what systems the committee should consider and suggested the following: boiler,

chiller, elevator, telephones, fire system, sprinklers, burglar alarms, fire extinguishers, state inspections, breaker panels, plumbing, electrical, roof, water heaters, gutters, etc. Director Topper said the water still has an odor even after various attempts to determine the problem. Mr. Walter suggested there may be a rod in the water heaters which need to be replaced every few years and can cause the problem. Gutter cleaning occurs twice a year partly due to long pine needles that cause blockages. Snowcatchers were also discussed with a previous quote of \$10,000 to replace them with snow bars to prevent snow from sliding down. There was also a problem with downspouts and large icicles forming due to bad design in the drainage.

Mr. Crawford said it would be beneficial to develop a regular maintenance plan to avoid some of the problems. He will look at the city evaluation that was completed. Ms. Topper noted that the building maintenance budget has \$50,000 and so far \$7,500 has been spent. The committee will meet when there are items to be addressed and moved to the full Board.

Adjournment:

There was no further business and the meeting adjourned at 8:06pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker