

Yorkville Public Library
Physical Facilities Committee Meeting
Monday, April 10, 2023, 6:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:00pm by Chairman Ryan Forristall and roll was called.

Roll Call:

Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes, Bret Reifsteck-yes

Others Present:

Steve Raasch, Building Facilities Manager, Alderman/Liaison Craig Soling (arr. 6:25pm)

Recognition of Visitors:

Chairman Forristall recognized the guest.

New Business:

HVAC Engineering Study

The committee discussed the “request for quote” and the “scope of work form” for a chiller replacement. The request for quote would be sent to the mechanical engineers who do a site visit usually within a month. Mr. Raasch provided the names of 2 recommended firms. All agreed there is an immediate need to obtain a proposal and Mr. Raasch added it would take about a year to get the new chiller. The current chiller was turned on today and is working properly at this time. He does not anticipate an emergency, though he said the chiller is at the end of its life.

Mr. Reifsteck asked if there is a deposit needed for the engineering. No initial deposit is needed, but a fee (\$4,000 to \$5,000) may be required when the RFP is done. Most companies do not require full payment until the project is completed. For the RFP, the committee preferred a dollar amount range with a “not to exceed” qualifier. Mr. Raasch recommended allocating money in the budget for engineering this year. The request to the engineers can come from either the Library Director or this committee. The engineer will ask for a set of drawings and BAS information. If the library goes through the city using their Demand Star program for bids, it calculates on the website and a separate email is sent to each bidder.

Chairman Forristall made a motion to send out a request for proposal to multiple engineering firms to do the design services for the chiller replacement. Ms. Milschewski seconded and all verbally agreed. There will be more discussion at the next Board meeting to finalize.

Capital Improvement Plan

Overview:

Ms. Augustine and Mr. Raasch each contributed information for the proposed Capital Improvement Plan. Mr. Forristall said this plan is for 10 years and includes major mechanical items. He said the chiller replacement is the most expensive item to consider. In the past years, the Board had discussed replacing the lighting and a \$56,000 allocation was put into this plan. This is the quote received from Verde, a company, who previously gave a presentation to the Board about replacing all library lighting. Verde processes all paperwork and also warranties their labor. If the cost is under the quote, no RFP is

needed. If the cost is over, a formal RFP is needed. Ms. Augustine can contact Verde to update numbers, said Mr. Raasch. Ms. Milschewski asked if there was a reason why the Board did not go forward with Verde. It was due to the fact that the library lighting was controlled by a California firm, which was unknown at the time of the discussion. The library maintenance person works 12-15 hours per week just replacing light bulbs. New light bulbs should last 10-15 years and Mr. Raasch suggested adding language about the longevity in a proposal. The parking lot lights can also be converted to accept LED bulbs.

DISCUSSION OF CAPITAL IMPROVEMENT PLAN / COMMENTS FROM MR. RAASCH:

Roof: Roof should be examined every 2-3 years for minor repairs and to extend the life. Advanced Roofing of Yorkville was a recommendation. If solar is approved, the roof should be replaced, however, solar is on hold with the city. Solar units are a 20-year commitment and solar equipment must be sold with a building that is for sale.

Gutters and Downspouts: Need to be cleaned every 2 years--the city does not have equipment to reach into the higher areas.

Windows: The lifespan of windows is about 15-20 years and it is unknown if the meeting room windows were ever replaced. A more energy-efficient window would cost more and needs to be weighed against the savings. There is no visible damage to them at this time.

Parking Lot: New overlay is needed every 15 years and crack sealing should be done before sealcoating.

Mechanical Equipment: VAV should be budgeted at \$27,000, sections of library must be closed when replacement occurs.

Air Handler: Only parts have been replaced, not the entire system. This item should be budgeted.

Pumps: The lifespan is 20 years for base mounted and 10 years for pipe mounted.

Boiler: Some upgrades have been done and the lifespan of the current one is about 24 years. Servers last about 15 years when on a rooftop and 20 years in a server room.

Furnace: Mr. Raasch said there is an 18 year lifespan for the meeting room furnace and it may have been replaced a couple times. He added BFD (block flow diagram) for pumps into the Capital Plan and said they last about 15 years.

Radiant Heaters: Lifespan of 25 years, have had current ones about 5-7 years.

Backup Generator: The sizing needs to be engineered and must be started well in advance. It can either be emergency panels or size the generator to do everything, all of which is labor intensive. (The generator for city hall will pick up all servers and everything in the building). At the library, all equipment is on north side of building. Mr. Forristall asked about the life span of switch gear. Mr. Raasch said he has never replaced one, but an electric assessment should be done on the building every 15 years. A generator can be rented if necessary. He said that connections can be located outside the building, though he does not prefer that. The only advantage is if the library was in a long-term outage.

Flooring: Recommended carpet squares for easy replacement. Also recommends vinyl tile where possible, minimal noise.

Burglar Alarm: Mr. Raasch said burglar alarms last about 15 years and fire alarms about 8-10 years.

Elevator: Must repack seals.

Plumbing: Mr. Crawford noted issues in restrooms 2 years ago. Mr. Raasch said the water heater should be replaced every 10-15 years with a commercial grade. The heaters are drained regularly to prevent sediment. The biggest problems are flush valves. Replacing the coffer lights in the restrooms is difficult and the ceiling must be opened.

Wallcoverings: Mr. Raasch recommended against wallpaper, he suggested paint instead and limit the number of colors.

Sidewalks: Need to be redone, some are cracking, areas around lights are in bad shape, if doing sidewalk, lighting area should be part of package. Chairman Forristall said the flagpole also needs to be lit and it could be put on a timer and run off the building or run by solar.

Library Operations Equipment: A recent upgrade was done to the firewall 3-4 years ago. Servers and switches should be replaced every 3-5 years.

Automatic Doors: If the doors are replaced, they must be wider. ADA buttons are wired or battery operated. Any changes must meet ADA requirements!

Phone System: Library purchased phones about 2 years ago. Oswego and new city hall have a cloud-based lease and get new phones every 3 years, not as much infrastructure needed, cuts down on servers and switches and sends emails to phones. Mr. Raasch said if a new system is purchased, to make sure employees can get it on their phones. In Oswego, it's used to check on snow levels. Director Augustine has the capability now of viewing the library in the event of an alarm.

Camera System: Mr. Raasch said Verkada is a reputable camera system.

People Counting System: This is installed on front door and door to the meeting room entrance. These numbers must be reported to the Illinois Library Association.

Printers: Library currently leases. In the new city hall, there are card readers and they track users.

Digital Sign: New one installed about 5 years ago, need to look at any maintenance.

Energy: Costs of electricity and gas increasing, need maintenance program for BAS. When the schedule is changed, the boiler shuts down so it runs 24 hours a day now, changes are needed on program.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 6:51pm on a motion by Mr. Forristall and second by Ms. Milschewski.

Minutes respectfully submitted by
Marlys Young, Minute Taker