

Freeport Public Library
Building & Grounds Committee Meeting

Minutes

September 17, 2018

The meeting was called to order by Jim Ferrar at 5:32 PM

Present: Jim Ferrar, Emily Klonicki, Jim Bielen, Jennie DeVine, and Nan McMurray

Absent: Larry Pittsley

The committee was presented with a Building & Grounds Information sheet from Emily that detailed immediate concerns for the Library as well as items for future planning.

Immediate Concerns:

- The library parking lot has cracks that require fixing to prevent falls. The City is looking into the situation and will report back to us.
- Sewer drains in the parking lot were reviewed by the City and found to be okay.
- There is steel edging around some landscaping stones that needs to be repaired or removed. A request for proposal is out.
- The Republican Women Voters have offered to replace a dead tree that they had previously donated. More information is needed to decide the issue.
- The pillar lights in the parking lot are not functioning properly and need to be fixed.
- The HVAC air conditioning unit is overheating and turning off. Apparently, the Variable Frequency Drive is the problem and our vendor, Mechanical, is looking into it.
- Boilers: we have only 2 of 3 boilers working so the third one should be fixed or replaced. Also, it is thought that we need to install water filters for all the boilers and that needs to be addressed.

Future Concerns:

- Is it worth the cost of replacing current lighting fixtures with LED ones?
- We need to install motion detector sensors to reduce the number of lights being on when not needed. Currently, when the lights are turned on, all lights come on even in spaces not occupied.
- The Library needs an "Emergency Plan" for various types of emergencies (fire, tornado, and shooter),

- The Library also needs a Building Maintenance Plan.
- A plan needs to be completed on what to do with a to be donated grand piano,
- Our service contract with Mechanical expires in October and consideration to seek other bids should be considered.

Youth Services – Aletha Hunt Exploration Area

Emily presented the drawings and plans for the new museum and play set/area for the youth area. This was made possible by a memorial from Aletha Hunt. Construction will begin in October.