WESTCHESTER LIBRARY BOARD OF TRUSTEES                            LIBRARY BUILDING

COTW  MEETING MINUTES                        10700 CANTERBURY ST.

JANUARY 9, 2017                             WESTCHESTER, IL 60154

1. **Pledge of Allegiance**

2.  **Roll Call:** 7:05 PM by Vice President John Lamberti. Present were Secretary Demitrus Evans, Trustee Jenice Hampton, Trustee Elizabeth Hunter, Trustee Sandy Laszkiewicz and Vice-President John Lamberti. Absent: President Cathy Kuratko and Treasurer Jerry Chenski. Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal and Jeff Chamberlain of 20/10 Engineering.

3. **Public Commen**t -No Comments

4. **Discussion**

A. Mechanical Assessment- Presentation by Jeff Chamberlain of 20/10 Engineering reviewed the Mechanical, Plumbing, HVAC, and Electrical systems of the library. Gave assessment and advice of what should be done- discussed reports from review of the building and looked at equipment and gave repair/replace recommendations and costs. Highlights:

1. We have a very old system

2. Hot water system never had chemical treatment so we do not know piping condition. We would like to know the condition of the pipes. This means testing water about every 6 months.

3. The Boiler is 52 years old.

4. Air condensing unit needs replacing as it uses R22 refrigerant, which is now banned. To switch to R410a refrigerant would require changing the piping to the unit as well. Air handling unit is original and at the end of its life. The air handler mixes hot and cold air to get the proper temperature in different areas of the library.

5 Temperature Control System- sends air around the building, antiquated because the newer systems are digital and can notify you of what is happening and where.

6. Options/Recommendations- (1.) Change Systems, which  is long lived, but will take approximately 4 weeks, and we will try to save as much of the condensing system and put in 2 boilers in case one goes out. The estimate is $335,000.00. (2) Keep some parts of the system and change others, put an air handler on the roof that will be a very large unit, and uses the old dumbwaiter shaft. This option is $300,000, (3) similar to 2nd with the exception of instead of one large roof unit there would be six smaller units on the roof. These options are for old part of the building. For the addition there are additional options. We have to look at asbestos abatement work and roof work. Disruption for options 2 or 3 is approximately a week.

i. Plumbing - We can talk to the plumber who just did the restroom work. Some faucets need backflow valves and the water heater needs replacing.

ii. Fire Protection- system is old and cannot purchase replacement, a new systems have different fixtures with a panel that allows everyone to see exactly which device is the problem. This is a priority.

iii. Electrical- cloth insulation on some wiring needs replacing.

iv. To help prevent flooding during a power outage we should have a backup generator for the sump pumps.

v. 20/10 will help us to get grants through DCEO, but the grant amounts have been lowered. The boiler grants are still available. The current deadline requires the project to be completed by May 31 so we cannot make that deadline. The project will require designing it, looking at the scope, go to bid, check contractor references, etc. and will take approximately 8-10 weeks minimum. We should look at the fall and consider any other HVAC projects we would like to do and do it at the same time.

B- Financial Investments- Christopher Forbes did not send proposal. We should contact him via phone and ask Matt Krajniak, who sent a proposal, to counter Chris’s arguments.

5. Library Improvement Ideas: Remodeling - electrician and painter out, now complete, this week plumber-water fountain, carpenter to finish countertops and baseboard, then we are finished. Drone pilot - amateurs cannot do a program for money; they can come and discuss, but no demo flight. We can possibly look for someone with a commercial license to do the program. Future building projects on hold until fire alarm and HVAC is done. However entrance to story time room and clubhouse for under the stairs we may be able to get the money donated. Fire alarm panel will need to be changed for approximately $50,000, 3D Printers will have training soon.

6. Policy Review

  6.78 Abandonment of Job-no comments

  6.80 Probation has been combined and renamed-no comments

  6.82 Voluntary Leave Notice- redraft for clarity

  6.83 Exit Interview - no comments

  6.84 Identity Protection Policy-no comments

7. Celebrate Westchester-Community Organization 6-8 PM January 28, 2017

8. New Business- Zoo exhibit coming up, Executive session sent out to our board emails- we should review it and be prepared to discuss at next meeting

9. Public Comments- No Public

10. Adjournment- Motioned by Vice-President John Lamberti at 8:06 PM, 2nd by Secretary Demitrus Evans, Motion carried.

Submitted by Secretary Demitrus Evans