

**MINUTES
OF THE REGULAR MEETING OF THE BUILDING & GROUNDS COMMITTEE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 13, 2008 AT 8:42 P.M. IN THE THIRD FLOOR MEETING ROOM OF THE LIBRARY**

ROLL CALL:

PRESENT: Patricia Lofthouse, Chair; John Benka, Richard Van Metre, Library Board; Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff.

ABSENT: Kathleen de Grasse.

Approval of Committee Minutes

Mr. Benka made a

MOTION: To approve the minutes for the Buildings and Grounds Meeting held February 14, 2007.

Mr. Van Metre SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Strategic Plan – Quarterly Review

The Committee discussed the status of the Emergency Manual update. Mrs. Van De Carr stated that she will be meeting with the Fire Department next Wednesday and that Ms. Egebrecht had already met with the Police Department.

Feasibility Study

Mr. Benka suggests that the Committee use the previous Feasibility Study results regarding new space and hire an expert to review, and then begin spending portion on studying expansion. This method is significantly more cost effective and changes perspective. Use language “up to \$50,000” and explain straight-forwardly that expansion will impact parking lot and have this studied for viable options.

Monthly Facility Report

The Committee reviewed the Monthly Facility Report. It was stated that the new stainless steel dividers in the bathrooms vastly improves the look of the bathrooms.

Other Projects

- Staff is working on the bid document for outside painting and will look into quotes for a vent over the front door (\$3,000 to \$4,000).
- There are cracks in the Reference Room and it needs painting due to the building shaking as a result of the draining and demolition of the Reservoir and subsequent construction across Touhy (pounding of pylons, etc.).
- Staff is waiting for the return of bid documents for new cleaning contractor to be awarded in April.
- There will be a tour of the storage area in April as many improvements have been made.
- The following are some items which need to be replaced immediately:
 1. The compressor and dryer on the pneumatic system for the HVAC system need to be replaced. The estimated cost for the compressor and dryer replacement is \$7,695.
 2. The front door weather stripping is not working due to expansion and the doors need replacement.
 3. Carpeting in the first and second floor lobbies and on the stairs will be replaced at the end of March.

Annual Fire Inspection Report

Mrs. Van De Carr reported that all items listed on the Fire Inspection Report were completed in time for the second Fire Department inspection.

Adjournment: 9:05 p.m.

Patricia Lofthouse, Chair