

MINUTES OF THE MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES BUILDING & GRUNDS COMMITTEE
HELD WEDNESDAY, AUGUST 18, 2021

This meeting was held remotely via Zoom as authorized by Illinois Executive Order 2020-07,
Section 6 suspending the requirement for in-person attendance.

I. Call to Order/Roll Call

The meeting of the Building & Grounds Committee of the Board of Trustees of Prospect Heights Public Library District was called to order by Trustee Tim Bochula at 5:00 P.M.

Roll Call: Present via video conference: Trustees Bochula and Jordan

Absent: None

Also present via video conference: Executive Director Todd, Rick Scimeca from TechCom Solutions, and Jason Kolisch from City Wide

II. Approval of Minutes

The Minutes from the January 11, 2021 meeting of the Building and Grounds Committee were approved by unanimous consent.

III. Public Comment – None

IV. Old Business - None

V. New Business –

A. AT&T phase out of copper phone lines

Rick Scimeca explained how telecommunications companies are moving away from PRI circuits, which the Library has and towards SIP Trunks. Soon there PRI circuits will no longer be an option at any price. Mr. Scimeca can transition us to SIP Trunks relatively seamlessly using our existing phones and extensions. TechCom offers a cloud based voicemail as a backup in case we lose our internet connection. If the Library moves to fiber optic internet, the likelihood of us losing internet is greatly diminished. The cost of transition is around \$1,100 and the ongoing monthly costs would be \$240,25 – less than our current cost.

Mr. Scimeca left the meeting at 5:38 P.M.

B. Hot water loop pump repair

Jason Kolisch gave an overview of Trane's quote to replace one of our two hot water loop pumps. The two pumps provide redundancy in case one fails and extra capacity during extreme cold. He will ask Trane if we should consider replacing the other pump as well. He is still working to get competing quotes which expects to have before September's board meeting.

Mr. Kolisch also explained that our system has 10 pumps which helps explain why the Library needs to replace one so frequently. He will ask Trane for a list of all 10 pumps, their install date and expected useful life so we can plan for future work.

C. 2021-22 Maintenance

Director Todd reviewed the maintenance projects scheduled for the FY including striping and sealing the parking lot; reinstalling the Library's security cameras; and repainting the fences in the staff courtyard. The Committee discussed two strategic documents that need updating after the renovation – the building's inventory and the capital plan. The Library is working with CBIZ to obtain a fresh inventory of equipment and furniture. Director Todd will obtain quotes and sample reports from firms who do capital plans.

D. Brainstorming

The Committee discussed possible future projects. Emphasis centered on green options, particularly as existing systems need replacing.

VI. Other

VII. Adjournment

There being no further business to be brought before the Committee, the meeting was adjourned at 6:43P.M.

Respectfully Submitted,

Tim Bochula
Chairman, Building & Grounds Committee