

MINUTES OF THE MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES BUILDING & GRUNDS COMMITTEE
HELD MONDAY, APRIL 1, 2024
12 N. ELM STREET, PROSPECT HEIGHTS, IL 60070
MEETING ROOM B

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 5:01 P.M.

Roll Call: Physically Present: Trustees Bochula and Jordan
Absent: None
Also present: Executive Director Todd

II. Approval of Minutes

The Minutes from the March 15, 2023 meeting of the Building and Grounds Committee were approved as corrected by unanimous consent.

III. Public Comment – None

IV. Old Business – None

V. New Business –

A. HVAC Update

Todd provided an update on the ongoing HVAC repairs resulting from the January 12, 2024 heating outage. Proposals to repair the radiant heating in the Director's Office and a heating coil in the café area have been signed but the work is not yet scheduled. Todd also explained that additional burst pipes were discovered and repaired during a routine backflow inspection. There is one remaining leak in a pipe that is currently not used. DeFranco will quote this repair.

B. Walking Path to MacArthur School

The District 23 School Board approved the contracts to build the walking path and install a Story Walk between the Library and MacArthur School. Work should begin shortly and not take very long.

C. Spring Projects: Window & carpet cleaning, fountain, sewer line rodding

Window and carpet cleaning will be scheduled for Memorial Day weekend. The fountain will be 'unpickled' for the season in early May and other plumbing work enabled DeFranco to do the Library's bi-annual sewer line rodding and flushing.

D. Review Capital Plan's 2024 Projects

The Committee reviewed the Library's Capital Plan and the projects listed for 2024.

i. Window sealing and replacing was completed last year. Staff will monitor our older windows and seals for wear and replace as needed.

- ii. The Committee will wait on a quote to replace the ceiling tiles in ASD, but initial opinion is that the current tiles are not too dirty and work is not needed at this time.
- iii. Todd will work with Trane to get more information on updating the library's building automation system.
- iv. DeFranco plumbing inspected our domestic water heater tank and found no leaks. They advised us that leaks are the first/best indicator that a tank needs replacing. Staff will monitor the tank on a regular basis. Todd will investigate the recommended replacement price.
- v. Associated electric will inspect the mezzanine lighting and advise us on next steps.
- vi. Todd does not recommend occupancy sensors in the lobby restrooms.
- vii. Todd will prioritize installing car charging stations this year.
- viii. There are some minor repairs to the ice-melt system still pending, but the two ground faults will not be repaired.

VI. Other - None

VII. Adjournment

There being no further business to be brought before the Committee, the meeting was adjourned at 5:54 P.M.

Respectfully Submitted,

Tim Bochula
Chairman, Building & Grounds Committee