

Yorkville Public Library
Physical Facilities Committee Meeting
Monday, February 14, 2022, 6:00pm
902 Game Farm Road, Yorkville, IL

The meeting was called to order at 6:00pm by Committee Chairman Ryan Forristall and roll was called.

Roll Call: Russ Walter-yes, Sue Shimp-yes, Ryan Forristall-yes, Darren Crawford-yes

Others Present:

Library Director Shelley Augustine

Recognition of Visitors: None

Public Comment: None

New Business:

3-5 Year Maintenance and Replacement Plan
Current Building Repair and Maintenance Needs
Discussion of Capital Improvement Plan

Introduction

Ms. Augustine presented a checklist of items all libraries must comply with each year or be working toward compliance. In order to demonstrate compliance each year and to receive grant money, the checklist must be reviewed and reflected in the grant information. Next year when the Director shows how the money was spent, the progress toward compliance will be reported. This is done each year in mid-January, however, due to covid, this year it was due February 15th. Ms. Augustine will report to the Board throughout the year. She will report on ADA standards at the regular Board meeting tonight. Mr. Forristall said that buildings usually keep logs throughout the year and in July he compiled a spreadsheet showing repair/replacement frequencies, etc. He said contracts and amounts paid could be included as well in a “notes” section. Mr. Forristall looked into software to track repairs, upgrades, etc., but most are geared towards multi-facilities.

Roof

It was noted that most of the roof is metal, however, there is a portion that is flat. The gutters and downspouts need periodic cleaning.

Lighting

Ms. Augustine said the outside lights near the landscaping have been on since January 25th and she has informed the maintenance person. Mr. Crawford asked if there is a battery replacement schedule for the emergency lighting and Mr. Milschewski has been researching this. Batteries usually last 1-3 years.

Windows

A future inspection should be done and seals need to be replaced if they have failed.

Parking Lot

Parking lot maintenance should be done every 3-5 years and the library lot is scheduled for resealing this year.

Mechanical Equipment

Items discussed were air handler, chiller, boilers, VAV damper boxes and others. Mr. Forristall said the lifespans of these items are about 20-30 years. R.J. O'Neil will be asked about lifespans when they do summer preventive maintenance. Some items could be replaced for efficiency purposes, but the payback time would have to be considered.

Flooring

Carpet should be cleaned every 1-2 years and replaceable squares of carpet were discussed for the future. Ms. Augustine said she would like to purchase plastic mats for staff desks to prolong the carpet life. It was noted that some grout work needs to be done in the entryway, so the maintenance person will be contacted.

Fixtures, Furniture, Shelving

The furniture is showing signs of wear including broken pieces and will be budgeted and replaced as needed.

Lighting

Regarding the Verde audit, replacement can be done in phases if the Board decides to move forward with their proposal. A backup generator and LED bulbs were briefly discussed. Mr. Crawford contacted Alderman Funkhouser about the status of possible solar panels for the library.

Fire Safety System

The fire panel has been updated and the sprinklers are inspected each year by the Fire Department. It will be determined how often burglar alarm system checks are done.

Elevator

Maintenance is under contract for quarterly inspections.

Plumbing

Repairs are done as needed.

Landscaping

The City does the weekly mowing and spring cleanup is done with a hired service and volunteers.

Wall Coverings and Paint

For the future, painting might be redone if the lighting system is replaced. LED bulbs are being used for lighting replacements.

Minor Improvements

Some tuck pointing will be needed which the maintenance person can do. Two microwaves will need to be replaced in the future.

Technology & Internet Upgrades

Much of the technology has been upgraded such as the phone and camera systems. Staff computers will be upgraded with the use of solid state software. It will start being added on the downstairs staff computers next year. The next big item for replacement is the server which lasts about 5 years. Battery backup and wi-fi access points were also discussed. The firewall is 1 year old and the expected life is about 10 years. The wireless access points were upgraded 2 years ago and budgeting should begin for upgrades in 2026. Staff printers will be replaced as needed.

Copier/Printer

This is currently leased for a 5-year term.

Phone System

This equipment has a 5-year lease.

Cameras

The old cameras will be replaced as needed and transferred to the new system.

People Counter

Umbrella will be contacted for updated counters since one has failed.

AV System

A new screen will be needed.

Digital Sign (outside)

Do we need to look at preventive maintenance for the sign? (A column for O & M [operations and maintenance] will be added on the spreadsheet to help track).

Summary

Ms. Augustine will reach out to the city Facilities Manager to assist with pricing and time lines for all these items discussed and Mr. Forristall offered his assistance as well.

Adjournment:

There was no further business and the meeting was adjourned at 6:52pm on a motion and second by Mr. Forristall and Mr. Crawford, respectively.

Minutes respectfully submitted by Marlys Young, Minute Taker