

**BARTLETT PUBLIC LIBRARY DISTRICT  
BUILDING COMMITTEE MEETING MINUTES**

**Monday, March 11, 2019**

**6:00 p.m.**

**Location: West Conference Room  
800 South Bartlett Road, Bartlett, IL 60103  
630-837-2855**

The Building Committee Meeting was called to order at 6:00 p.m. by President Barry.

The following Trustees were present: Barry, Shipman

Also present:

Library Director, Karolyn Nance  
Greg Mueller, Mueller Building Services Inc.  
Joe Olsen

Town hall:

None

**Front Entrance Concrete Step Repair**

Three quotes were obtained from the following companies:

Shales McNutt Construction-\$12,000

RG Asphalt & Concrete-\$2,950

Fortis Groundwork-\$5,400

Scope of the work: Remove and replace three concrete steps located at the front entrance of the lobby, reinstall existing railing. Ice melt system that is currently not working will need to be replaced in the future. Committee members would like to have been able to replace all of the needed areas, but realize that these steps need to be replaced as soon as possible. RG Asphalt was very responsive and sent pictures along with their quote. Committee members requested references from other Libraries that they have worked with. Will recommend to the Board contracting RG Asphalt to complete the work if the references check out.

**Brick Courtyard Wall**

The Marketing Department and Marketing Committee would like to paint the interior Brick Courtyard Wall green to freshen the area up and to brighten the wall so they can display program posters on them. The Committee took a tour of the

area and were shown all of the other BPLD Logo colors throughout the main area of the Library. Their main concern is that once you paint a brick wall it is very difficult to go back to its original condition. It was noted that painting brick walls versus regular walls demands more work and could be more expensive. They would like to see two additional quotes that include the main brick wall, the columns between the windows, and the two study rooms.

### **In-House Maintenance Staff**

Mueller Building Services, Inc. has decided not to renew their contract. Director Nance researched various companies that could replace their services at a reasonable cost, but none seemed to fit the special niche that they as a company had created. Director Nance is recommending that we hire a full-time exempt Facility Supervisor and three non-exempt part-time Facility Assistants. Overall, the savings would be roughly \$4,459 from the yearly previous contract. With the full-time position exempt, it limits the need to pay overtime, allowing flexibility for coverage during emergencies. The Committee asked if we could provide a rough draft of the job descriptions and to verify the amount of pay that is needed for an exempt position. These will be presented at the March Board Meeting. The Committee also inquired about who is responsible for the cost of purchasing supplies and what equipment will be left on the premises.

### **Town Hall**

Patron Joe Olsen inquired if we could use vinyl or wall art on the brick wall as an alternative to painting the brick. He also inquired about possible intergovernmental agreements for maintenance service to contract with either the Village, Park District, and Fire District.

### **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by President Barry. The motion was seconded by Trustee Shipman. The meeting adjourned at 6:30 p.m.