

BARTLETT PUBLIC LIBRARY DISTRICT
COMMITTEE OF THE WHOLE BOARD FINAL MEETING
MINUTES

MONDAY, November 21, 2022

6:30 p.m.

Location: Meeting Room, Bartlett Public Library District
800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by President Hopkins.

ROLL CALL: President Heidi Hopkins, Vice President Peggy Deyne, Treasurer Joe Olsen, Trustee Dave Barry, Trustee Monica Boyer, and Trustee Peggy Bucaro. Trustee Sias arrived at 6:41 p.m.

STAFF PRESENT: Director Karolyn Nance and Facility Manager Larry Siegel.

TOWN HALL: None.

AGENDA:

1. Building Tour

Director Nance and Facility Manager Larry Siegel gave the Board of Trustees a tour of the building. Director Nance highlighted the kitchen off of the meeting room and future plans about reutilizing the space for storage. We also showed the Board the storage closets off of the meeting room and pointed out the locations of the parking lot timers and the electrical disconnect panels.

The Board next viewed the electrical and janitor closets located on the first floor. The old wiring for the Ice Melt Controls needs to be removed from the electrical closet.

Facility Manager Larry Siegel then showed the Board the following items located in the Janitor Closet:

Main Electrical Disconnect Power

Water Meter

Water Heater for Upstairs

Control Panel for Security System

2-time clocks for parking lot lights

Old fire panel no longer working-new one is downstairs

Phone System and old Phone System

Facility Assistant Supplies and Cleaning Company Supplies

Director Nance then pointed out the staff conference room, staff washroom and records retention room. A long-term goal is to move the majority of the records to a digital format.

In the Admin area, it was discussed that the HVAC control for the admin offices and staff lounge are located in the Director's Office causing some temperature concerns. There is a current recommendation on the Capital Needs Assessment to repair this issue by converting the system to a Variable/Volume Temperature System.

In the mechanical room off of the staff lounge Facility Manager Larry Siegel pointed out the following areas:

Small Water heater for staff lounge

HVAC Unit for Admin Offices

HVAC Unit for the main part of the Adult Services Area

Punch Clock

Outside Light Time Clock

2 Electrical Disconnect Panels

The Board also toured the Adult Services Department. Facility Manager showed the Trustees the Magazine/Newspaper Storage Room. It was again mentioned about moving the newspapers to a digital format. Trustee Olsen inquired about the possibility of swapping out some of the light fixtures. Director Nance responded that this would be a good question to ask John Shales from Shales McNutt Construction.

Director Nance showed the following items to the Board located in the IT, Technical Services, Marketing Department and Server Room.

Main IT Servers

Security Camera System

Air Conditioning Unit

WIFI Line from AT & T

Cannon Sign Maker

Staff Copier

Laminator

Office Supply Room

Director Nance showed the Board the Circulation Department and pointed out where the new punch clock would be located and where the security keypad is currently located.

Facility Manager Larry Siegel then took the Board down to the basement where he showed them the location of the following items:

Pumps

Boilers

Nuematic Air Compressor (Replaced 2 starters)

Hot Water Tank

Sprinkler System

Main Electrical Panels

McQuay HVAC Air Handler

Elevator Control Room

New Main Fire Alarm Panel

2 Outside parking lot timers

Main power for emergency generator

Johnson Controls Air Handling Unit Control Panel Whole Building

Trustee Deyne inquired about the paint being located in the basement but Larry responded that it was not the type of paint to cause any danger. Larry also responded that we have a flammable cabinet for any flammable solvents

In the Youth Services Department the Board was shown the following areas:

Electrical Closet

Roof Access leads to HVAC rooftop Units

Storage Room off of YS Offices

Youth Staff/Public Copier

Storage Room off of the Storytime Room

The tour concluded back in the meeting room at 7:02 p.m.

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn; seconded by Trustee Sias.

Roll Call Vote - Yes: Barry, Boyer, Deyne, Hopkins, Olsen, Sias. and Bucaro.

Motion carried. Adjourned at 7:03 p.m.