



Illinois Heartland Library System

Operations & Facilities COMMITTEE MEETING MINUTES

Date: May 23, 2017

Time: 4:00

Members:

Sarah Isaacs (chair)

Charlene Topel

Gary Denué

Sara Zumwalt

Debbie Owen

Call to Order

4:01 pm

Roll Call

Members present: Charlene Topel, Sara Zumwalt, Debbie Owen, Sarah Isaacs

Others present: Susan Palmer, IHLS Staff

Approval of Minutes

Motion to approve March 13, 2017 minutes was made by Charlene Topel, Seconded by Debbie Owen. Motion carried.

Unfinished Business

a. Southern Facility – Du Quoin/Carbondale

-The contract with SIU-Carbondale for the office & delivery space included a reduced square-footage rate for the office space because of they were aware that IHLS was still paying and finishing out a lease at the DuQuoin space. The DuQuoin location lease will be finished in 14 months. Around that time, FY19, SIU-Carbondale will revise the contract with IHLS to include a higher rate for the “office space” parts of that location.

b. Central Facility – Edwardsville

-Springtime landscaping maintenance was performed on the exterior of the building.

c. Northern Facility – Champaign

- Roof is done. Warranty has been received. Noticed a leak on Friday 5/5, due to the HVAC workers accidentally leaving a roof door ajar. This is being investigated and remedied. The parking lot renovation is still scheduled for FY18 at an estimated cost of \$93,000. Considering some interior work in the delivery area including removing some worn carpeting and installing floor tiles.

d. ILDS Subcontract

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Du Quoin Office:
500 South Madison
Du Quoin, IL 62832
618-985-3711

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216

-Finishing our first year of the contract on June 30th. Evaluated the feasibility of fine-sorting for ILDS routes and learned it takes too much time and money.

e. Delivery

-Route adjustments in Champaign allowing for more efficient 5-day a week delivery.

New Business –

a. Surplus – Vehicles over 200,000 miles or in-repair and Extra Office Supply items from the Edwardsville and Champaign offices

-Motion to approve Surplus Vehicles list presented by Susan Palmer, IHLS Operations Director, was made by Debbie Owen, Seconded by Charlene Topel. Motion Passed

-Motion to approve Surplus Office Supplies List from Edwardsville & Champaign IHLS locations presented by Susan Palmer, IHLS Operations Director, was made by Sara Zumwalt, Seconded by Charlene Topel. Motion Passed

Public Comment

None

Announcements

Next meeting in June 12 at 4:00 pm.

Adjournment

Adjourned at 4:38 pm.