



## FACILITIES & OPERATIONS COMMITTEE MEETING MINUTES

Date: November 9, 2021

Time: 4:00 p.m.

### Call to Order

Loretta Broomfield called the meeting to order at 4:01 p.m.

### Roll Call

Members present: Loretta Broomfield, Kevin Latoz, Bev Obert

Members absent: Tammy Krouse, Zach Newell

Others present: Susan Palmer, Sarah Taylor

### Public Comment

### Approval of Minutes

#### February 9, 2021 Meeting

Bev Obert motioned to approve the February 9, 2021 minutes. Kevin Latoz seconded. Motion carried.

#### March 9, 2021 Meeting

Bev Obert motioned to approve the March 9, 2021 minutes. Kevin Latoz seconded. Motion carried.

### Unfinished Business

#### Edwardsville Building Remodel Update

First floor remodel is completed and done under scope. Upstairs remodel will proceed and will be done in parts. The large meeting room upstairs will have two offices built and one will be for the Human Resources Director, and the other will be for the Finance Director. The open area will be for the rest of Finance staff and the Human Resources assistant. Cassandra Thompson, SHARE Director, will move upstairs into the old Human Resources office. The file room and training room will remain upstairs. Quotes are being received for removal of carpet and painting of walls. Estimated start date is December 1, 2021, and the remodel is tentatively supposed to take around 3 weeks. Accounting will be able to work from home during this time if needed.

#### Champaign Bathroom Remodel Update

Construction of ADA accessible bathrooms in Champaign is estimated to start in 3 weeks. The

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Live and Learn Construction grant was received in 2020. The Request for Proposal was posted with a bid opening date of September 13, 2021. We received two bids and chose the one from A&R Services, Inc of \$94,452. Architectural plans have been drawn. The cost of the remodel has increased, and the lowest bid exceeded the amount budgeted. A budget amendment was proposed to our Board of Directors and was approved.

### **New Business**

#### **Automatic Material Handler (AMH)**

The Automatic Material Handler is the next step in delivery service. Accounting has been working on how to make the cost of an Automatic Material Handler possible for Illinois Heartland Library System. LYNGSOE sells used machines which could be a potential for savings. The company also offers a 5-year leasing program. Accounting feels the return on investment would pay for itself. Champaign and Edwardsville hubs will have larger machines than in the Carbondale hub. An estimated timeline for completion of this project is unknown at this date, but the time is now to explore these options.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Kevin Latoz motioned to adjourn. Bev Obert seconded. Motion carried. Adjourned at 4:56 p.m.