



Illinois Heartland Library System

FACILITIES COMMITTEE MEETING MINUTES

Date: November 16, 2017

Time: 4:30pm

Call to Order

Stacey Carter called the meeting to order at 4:40pm.

Roll Call

Members present: Stacey Carter, Gary Denué, Bev Obert, Debbie Owen (joined at 4:52 pm)

Others present: Susan Palmer, Brandon Chapman

Approval of Minutes

- The minutes from the June 12th committee meeting were corrected to reflect the announcement that the next meeting would be June 16th at 4:00 pm. Motion to approve the minutes was made by Gary Denué. Bev Obert seconded. Motion carried.
- The minutes from the June 16th meeting were corrected to reflect that Leslie Bednar should have been listed under others present. Motion to approve the minutes was made by Gary Denué. Bev Obert seconded. Motion carried.

Public Comment

- There was no public comment.

New Business

- Brandon Chapman shared the surplus list. On our list Brandon noted that the Malibu had been previously surplused and should be removed. Brandon stated that many of these items (although they work) are really obsolete (18 years old).
- Bev questioned if we should really even sell these and suggested we look into recycling them. Bev asked if some of the surplused carts were from Rolling Prairie because if they were some of the wheels were wonky then and were hard to push.
- Susan notified us that once we (IHLS) declare an item surplus we have to offer the items to Illinois State Library System, Rails, and the Chicago Public Library System although it was stated that RAILS had not offered their previous surplus list to us. After we get the approval from the Illinois State Library System (Susan stated usually 60-90 days) that is when we can actually sell or recycle the items. Susan states that we like offering the items for auction to our members. Many members see this as a perk of their membership. For small libraries this is access to affordable equipment.
- Brandon has already tested all of the computer equipment for functionality. All of the hard drives have been wiped. The committee asked for a more detailed list (with tag

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numbers and functionality) to forward to the entire board. Brandon stated he could have ready prior to the board meeting (but after Thanksgiving).

- Fire extinguishers are really old. These will probably be disposed of through the fire department.
- Paper jogger is used in a print shop operation.
- Our last auction of surplus earned around \$20,000 but that was because of the vehicles on the list. This list is only estimated to bring in around \$1,000 since most of these items are really old and just sitting around the DuQuoin office.
- Motion to accept the surplus list and forward it to the board was made by Ben Obert. Gary Denu seconded. Motion carried.

Announcements

- Stacey asked Susan for a brief overview of what the committee has coming up soon. The Facilities committee does not have a next meeting scheduled. Right now we have a cracked HVAC in Champaign, replacement of the parking lot in Champaign, Ameren lighting project in Champaign, and a sidewalk proposal in SIU Carbondale. Anticipated next meeting is in January or February.

Adjournment

- Motion to adjourn the meeting was made by Gary Denu. Debbie Owen seconded. Motion carried. Meeting was adjourned at 5:08pm.