



## Operations & Facilities Committee Meeting Minutes

Date: March 13, 2017

Time: 4:00

**Members:** Charlene Topel, Gary Denué, Sara Zumwalt, Debbie Owen, Sarah Isaacs (chair)

**Call to Order:** 4:01 pm

### Roll Call

*Members present:* Sara Zumwalt, Deb Owen, Charlene Topel (acted as chair in Sarah Isaacs absence).

*Others present:* Susan Palmer, IHLS Staff

### Approval of Minutes

-Motion to approve January 9, 2017 minutes motion made by Sara Zumwalt, second by Deb Owen. Motion carried.

### Unfinished Business

a. Southern Facility – Carbondale/Du Quoin

- Carbondale: the loading dock has been reorganized. Shelves from Du Quoin building were moved in and will be installed by university union staff at a cost of \$200. There is discussion about adding a sidewalk to the dock.

b. Central Facility – Edwardsville

- There was hail damage to some IHLS vehicles from the February 28 storm. An insurance adjustor will be coming in to evaluate damage. HVAC on roof received no damage.

c. Northern Facility – Champaign

- The roof is done. Waiting on final roof inspection. This inspection will approve the 20 year warranty.

d. ILDS Subcontract

- There was some hail damage to a RAILS vehicle parked on IHLS property and some discussion with RAILS on whose insurance is responsible.

e. Delivery

- The delivery survey has been completed and yielded many suggestions, including Saturday delivery to major libraries. IHLS staff will investigate the financial impact and come back with more information.

**New Business**

- A list of surplus property was provided to committee. Discussion was held on how best to offer the equipment, with preference given to IHLS members before offering to public. A “silent auction” of sorts will be created, as concern of “first come, first serve” was brought up. Some of the equipment, if not sold, will be put onto a public online auction site. Susan Palmer asked for permission to add surplus with a value of less than \$250 to the list without prior approval. Motion was made by Sara Zumwalt, second by Charlene Topel. Motion carried.

**Public Comment**

-none

**Announcements**

-next meeting April 6, 4:00 p.m.

**Adjournment**

- Motion to adjourn at 4:46 was made by Deb Owen, second by Sara Zumwalt. Motion carried and meeting adjourned.

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