

Facilities Committee Meeting – February 12, 2014
4:00 p.m.
Champaign IL

Call to order: 4:03

Members present: Jim Matthews, Chair, Susan Tulis, Lynda Clemmons,
Staff present: Troy Brown, The committee was delighted to welcome the new
operations manager, Susan Palmer.

Minutes of January 15 meeting

Public comment

Old Business:

- A. **Status of Du Quoin facility.** A lot of issues are due to the landlord not responding in a timely way. Staff had to go home on Feb. 12th because of restrooms not working. Susan P. going down tomorrow to meet owner. Need to see original electrical bills – so far we are only seeing our percentage to pay, but we need to verify the original total charge. Susan has looked at contract to see if we can we get out of it if we need to and it appears we can. She is unsure if the landlord has experience renting property such as this. Staff has gotten a bid to build a wall for talking books section with a lock. One committee member thinks after having seen the facility that it is a depressing place to work. Matthews has decided to visit the property sometime in the next two weeks.
- B. **Status of Edwardsville facility:** waiting for bids to extend heat to bathrooms. We are waiting for a bid for two remaining old HVAC units. There are at total of 11 units on the roof, three of which were replaced last month and two of which are about to go. The new sign is up on the building. Large cracks and fissures in delivery and stairwells began developing several years ago due to mining operations underneath. We were told at the time that we should wait for the settling to finish. At the time we paid a contractor \$80,000 for the repairs, and that credit has carried forward. The delivery area has begun to separate from the building so the time has come to make repairs. Plans are coming forward to incorporate new parking up to 100.
- C. **Status of Champaign facility:** Bob Towner has consulted with Susan P and provided a comprehensive list of work that needs to be done. HVAC units, new heating/cooling unit in server room. Susan wants Champaign to be one unit in delivery section. That would mean taking out one wall to gain more space. Further study is required to devise more efficient blending of Decatur and Champaign routes. Over all, Susan P. believes we can run more efficiently with a better use of space.

New Business: There was no new business.

Public Comment: There was no public comment.

Members Comment: Members had no comment.

Adjournment: The meeting adjourned at 4:31