

Facilities Committee Meeting – October 9, 2013

The meeting was called to order at 4:05 p.m.

Members Present: Jim Matthews (Chair), Lynda Clemmons, Linda McDonnell (*ex-officio*), Leslie Bednar

Staff Support Members: Juliette Douglas

The minutes of September 11, 2013 were approved.

There was no public comment.

Unfinished business:

- a. Status of Decatur move and merger to Champaign: Move is well underway and nearing completion. The move is resulting in excess equipment in Champaign facility that will have to be dealt with eventually.
- b. Status of Carterville move to Du Quoin: Move is proceeding according to plan developed by Carterville office. There are building issues that landlord is addressing in Du Quoin. Nothing very major. Some concern from staff about air contamination in Du Quoin. Concern is being addressed.
- c. Status of sale of Edwardsville vacant lots: It appears sale of lots is proceeding without snags. Fully expect to conclude sale before the holidays.

New business:

- a. Potential non-routine maintenance for Champaign: Staff recommends using north portal for delivery/shipping. A canopy is needed to make this an all-weather portal. HVAC units are well beyond life-expectancy.
- b. Potential non-routine maintenance for Du Quoin: Most needs are at landlord's expense. We are exploring installing security system similar to that in Edwardsville. This would be at our cost.
- c. Potential non-routine maintenance for Edwardsville: Installation of new door lock/security system in light of staff incident earlier this year. HVAC system is well beyond life expectancy. There may be parking lot issues related to the sale of lots.

There was no public comment.

Lynda Clemmons moved adjournment at 5:10 and Matthews seconded.