

Facilities Committee Meeting

January 15, 2014

Matthews called the meeting to order at 4:03

Members present: Jim Matthews (Chair), Lynda Clemmons, Susan Tulis,
Staff Present: Troy Brown

Approval of minutes: Clemmons moved and Tulis seconded approval of minutes from the October and November meetings. Both motions were universally approved.

There was no public comment

Unfinished business:

Status of surplus equipment: Decatur and Du Quoin: Du Quoin has a lot of “stuff” sitting in offices and in the garage area. Staff is having trouble finding someone to dispose of it. All public offerings have been sent out for all facilities and libraries have picked up what they want. Only one thing drew interest in last offering from Du Quoin. Not sure if anything more will be offered. A lot of computer equipment remains in the building in Carterville that hasn’t been moved, mostly servers and telephone equipment. Du Quoin office is still using Carterville phone numbers because equipment has not yet been moved/switched over. Troy Brown is working on this, but it is not a problem as Carterville owner does not mind.

Non-routine maintenance for Champaign: Staff is putting together a list of work that needs to be done. Parking lot, signage, canopy for north dock, remove large air fan, new security. HVAC is at end-of-life but replacement has been pushed back until we can assess situation after Edwardsville emergency. The computer room needs its own A/C because it makes rest of building too cool. It needs to be on its own system and thermostat.

Non-routine maintenance for Du Quoin: Right now there is no signage at all, but we received two identical signs at Edwardsville so one will go to Du Quoin. Plumbing has become big issue. Toilets back up. Staff hired their own plumber when the landlord did not respond quickly enough. He found that the waste pipe had dirt and crud in it and began to flush it out. The building is hooked to a city sewer but the grade is not steep enough. The lock system has been installed. The entry system has been installed along with the necessary camera.

Non-routine maintenance for Edwardsville: During the polar snap, the three large HVAC units stopped heating. The specialist who looked at it determined they

were not worth fixing as they all had exceeded life expectancy. Staff declared an emergency because of heating; they could not keep the building open. After contacting the State Library to be sure, staff was told that they should try to get two bids, but that they could proceed under emergency purchase procedures. Troy thought we paid \$32000 for three units. Work on the new HVAC will be finished by Jan. 16th afternoon. The new sign is up, though the city requires address numbers and so small address signs will be added. The three smaller HVA units still need to be replaced as they, too, are at the end of their expected life. The need for additional parking mentioned at the November meeting is still an open issue.

Next meeting: The next meeting of the committee will take place February 12, 2014 at 4.p.m.

There was no further public comment, and the meeting adjourned at 4:27.

Adjournment was moved by Tulis, and seconded by Clemmons.

Respectfully submitted,

Jim Matthews, Acting Secretary