



FACILITIES & OPERATIONS COMMITTEE MEETING MINUTES

Date: May 9, 2023

Time: 4:00 p.m.

Call to Order

Loretta Broomfield called the meeting to order at 4:01 p.m.

Roll Call

Members present: Karen Bounds, Loretta Broomfield, Kevin Kelsey, Tammy Krouse

Members absent: Kevin Latoz

Others present: Leslie Bednar

Public Comment

None

Approval of Minutes

A motion and a second were made to approve the Oct. 11, 2022, minutes. Motion carried by roll call vote.

Unfinished Business

Edwardsville Roof Update

Photos of the roof construction were shared with the committee. The photos showed the different stages of the construction and the different materials that have been removed and replaced. There has not been any significant structural damage found that would require a change order. There was some damage done from the rain and the roofing company took care of the damage.

Automatic Material Handler (AMH) Update

The Automatic Material Handler (AMH) Working Group met on May 8, 2023 and discussed what the next steps are. The Working Group asked for feedback from King County Library System in Washington, which also has an AMH. A document was shared showing their experiences with a material handler. We also shared with the Working Group the experiences of libraries we toured that have an AMH. These libraries were Champaign, IL, Decatur, IL, and St Louis County. We have reached out to Phil Lenzini to see if there are any legal questions regarding barcoding items. Looking at all the information, we have asked the Working Group if they have a recommendation to move forward with a Request for Proposal (RFP). We have decided in order to gather all of the information that we need, we will have to move forward with an RFP regardless. This will help us find all the answers that we are looking for whether or

not we want to move forward with purchasing the equipment. We will only partially eliminate receipt paper, but it will reduce the amount that the system uses. There was a discussion about barcode placement and the committee recommended that when they bring the recommendation for the RFP to the board, IHLS will be able to demonstrate that the strategic plan will include a return on investment and the efficiencies an AMH can bring to member libraries.

Surplus Vehicle Discussion

An update about the surplus vehicles and the auction was shared with the committee. Several vehicles are ready to be put up for auction and posted for member libraries to bid on. In the past, we have included a minimum bid value of the vehicles with the board, and it was uncovered that one vehicle had been approved for surplus but needed to have the minimum bid value added. This was updated and will be shared at the May board meeting.

Public Comment

None

Announcements

None

Adjournment

A motion and a second were made to adjourn. Motion carried by roll call vote. Adjourned at 4:49 p.m.