



FACILITIES & OPERATIONS COMMITTEE MEETING MINUTES

Date: September 12, 2023

Time: 4:00 p.m.

Call to Order

Tammy Krouse called the meeting to order at 4:04 p.m.

Roll Call

Members present: Tammy Krouse, Emily Pickell, Josh Short

Members absent: Jenna Griffith, Kevin Kelsey

Others present: Leslie Bednar, Karen Bounds, Colleen Dettenmeier

Public Comment

None

Approval of Minutes

A motion and second were made to approve the May 9, 2023, minutes. Motion carried unanimously by roll call vote.

Unfinished Business

Edwardsville Roof Update

The Edwardsville roof work was completed in May, and since then we have had some issues with standing water on the East side of the building. In discussions with both CCR Roofing and masonry companies, it was determined that the metal decking has settled over the years. This caused the metal decking to be lower on that side of the building. It is necessary to remove the parapet wall wrapping and lower the scuppers to ensure the water can properly drain for the 5 drains on the East side of the building. The parapet wall wrapping will be covered by the roof warranty, but the masonry work will be an additional expense. This work is scheduled to be completed next week, weather permitting.

Edwardsville Roof Update

Work concluded on the Edwardsville Roof replacement in May. After completion we experienced issues with standing water on one side of building. Steps to address include:

- Roofing and masonry contractors determined overall metal decking settled over the years
- Contractors recommended lowering scuppers to ensure water drains properly

- Roofing contractor will pull back parapet wall wrapping to allow masonry contractor to adjust scuppers to the drains
- Masonry work is an additional cost
- Roof work is covered by warranty and no additional cost

Automated Material Handler System (AMHS) Update

IHLS staff will begin working with the consultant to develop the Request for Proposal (RFP) for the Automated Material Handler System (AMHS) for the three IHLS hubs.

Surplus Vehicle Discussion

The replacement box truck arrived, and the surplus box truck auction will be held this month.

New Business

Bed Bug Procedure

IHLS staff met with our new insurance carrier's safety manager. It was determined that IHLS should adopt an internal bed bug procedure and ensure that IHLS member libraries also have a bed bug procedure in place. Communications regarding this will be sent to IHLS members in the next Member Connection newsletter.

Edwardsville Tuckpointing

The tuckpointing Request for Proposal (RFP) was released last year in conjunction with the Edwardsville roof replacement. At that time, only one sealed bid was received, and the quote far exceeded the estimated cost. It was determined that we need more specific details for the areas of work that need to be completed for the vendors to be able to provide accurate quotes. IHLS staff plan to work with a masonry company to develop the specifications for the RFP.

Vehicle Ordering

IHLS staff have been researching options to avoid using the emergency purchase method for the nine replacement vans in the budget. When Ford opens ordering we will compare options between the state joint purchasing contract with Landmark Ford and the Sourcewell purchasing contract through National Fleet Auto group. We have been given an estimate that Ford should open ordering this quarter, however; there is a concern that there may be similar issues as last year.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 4:17 p.m.