



# Illinois Heartland Library System

## Operations & Facilities Committee Meeting

**Minutes** November 14, 2016

Time: 4:00

**Members:** Charlene Topel, Gary Denué, Sara Zumwalt, James Fenton, Sarah Isaacs (chair)

**Call to Order:** 4:01 pm

**Roll Call -Members present:** Sara Zumwalt, Charlene Topel, Sarah Isaacs (chair)

*Others present: Susan Palmer, IHLS Staff*

### Approval of Minutes

Charlene Topel motion, Seconded by Sara Zumwalt. Motion Passed.

### Unfinished Business

a. Southern Facility – Du Quoin/Carbondale

- Looking into improving the heating in the Carbondale delivery area, landlord happy to help as the space was not previously used for office space.

b. Central Facility – Edwardsville

-Gathering unused shelving from the DuQuoin building for dock area for staging of routes.

c. Northern Facility – Champaign

- Roofers have started working.

d. ILDS Subcontract

-RAILS Director, Dee Brennan, has agreed to pay IHLS the original contract amount and we expect to return the signed contract within the next week or so. They are switching the “home” location of the RAILS/IHLS ILDS transfer station to Champaign. Steve Downs, IHLS Driver, will be the lead delivery person at this location, responsible for coordinating the exchange with RAILS ILDS drivers and IHLS drivers.

### New Business –

-Related to the ILDS subcontract - Mark Hatch, RAILS ILDS Coordinator, indicated that he does not plan to re-evaluate the transfer location in the Spring, this is final. Therefore, we will look at making the Champaign location more ideal for inclement weather loading/unloading by collecting bids for a “carport” off the back. As well as, seeking bids in Spring 2017 for resurfacing and repairing the parking lot in Champaign.

**Public Comment** -none

**Announcements** -next meeting in December 12 at 4:00 pm.

**Adjournment** -adjourned at 4:15 pm.