

**FACILITIES COMMITTEE
MINUTES
September 11, 2013**

The Facilities' Committee of the Illinois Heartland Library System met via conference call.

Roll call was taken and the following members were present: Chair Jim Matthews, Lynda Clemmons, and Joan Rhoades. President Linda McDonnell was also present. IHLS Staff personnel in attendance included Juliette Douglas. Executive Director Leslie Bednar called in at 4:20 p.m. Members of the public consisted of Steven Rhoades.

Minutes: Joan Rhoades moved that the minutes of July 9, 2013 be approved. Joan Rhoades made the motion to approve the minutes. Jim Matthews seconded the motion. Lynda Clemmons and Linda McDonnell abstained. The motion passed.

Public Comment: None

Unfinished Business:

A. Status of the Construction and Move to Du Quoin – Juliette Douglas reported that she met with the General Construction Project Manager and the Owner of the Du Quoin property. Construction is on schedule for completion on the 20th of September. Operations is currently in a temporary space and will be moving to a permanent location on the 17th of September. The remainder of the staff should start moving in on the 23rd of September. Bids are still being solicited from moving companies.

All furniture and equipment in the Carterville office will be labeled “keep” or “surplus. A list of surplus equipment will be sent to the Board. A vendor will be used to develop an inventory of cubicle parts, to determine what parts need to be used in Du Quoin and what parts will be considered surplus.

B. Status of Sale of Decatur Office – All deadlines were met and the office was closed and sold on August 30, 2013. The quickness of the offer and purchase compressed the timeline of what needed to be done, but it was accomplished.

C. Status of Sale of Edwardsville Vacant Lots – IHLS is using a real estate attorney. The buyer has asked for a 30-day extension which will be granted. All contractual details have been agreed by IHLS and the prospective buyer. IHLS has \$20,000 in earnest money from the prospective buyer.

New Business:

A. Closing of Decatur Building and Sale of Surplus Equipment from Decatur –The Decatur surplus list went out to all member libraries the morning after the Wednesday, August 28, 2013 Board meeting. Libraries were advised that they could pick items up on Thursday and Friday. Approximately thirty representatives from libraries came to pick up items. There was a

complaint received in regard to IHLS claiming items (for other IHLS offices) that had been put on the surplus list. Some of those items had been claimed by over the telephone. When the library representatives arrived to retrieve items, the items were not available. This caused general confusion. The Committee made the following recommendations to ensure that the process would go smoother in Cartersville.

1. IHLS staff will be clearly identifiable.
2. Items will be available first come, first serve at the door with no phone reservations. (Part of the problem at the Decatur site was that members were calling and reserving items before they drove to pick them up. However before the items could be marked "claimed", the items were removed and no longer available).
3. All items previously determined to be needed by IHLS will be separated from the surplus items, or if not possible clearly labeled as IHLS.
4. Once the surplus list is accepted by the IHLS Board, IHLS can no longer claim any items on the surplus list for IHLS use.

The new owners of the Decatur building paid \$2,000.00 for some furniture and equipment that was on the surplus list, not needed by IHLS, and not wanted by member libraries.

B. Status of Move to Champaign – Champaign will be headquarters for office staff from the Decatur office.

C. Closing of the Carterville Site and Disposal of Surplus Equipment – Recommendations made by the Facilities Committee at this meeting will be implemented so that the removal of surplus items from Carterville will be smoother.

Public Comments – None

Trustee Comments – None

Adjournment – Motion to adjourn was made by Joan Rhoades and seconded by Lynda Clemmons. The meeting adjourned at 5:05 p.m.

Submitted by Joan B. Rhoades