



## FACILITIES COMMITTEE MEETING MINUTES

Tuesday, July 9, 2013

**Call to Order:** The meeting was called to order by James Mathews at 4:03 p.m.

**Roll Call:** Members present included Janet Hasten, Libby Letterly, James Mathews, Susan Mendelsohn, George Trammell. Joan Rhoades (Chair) was absent.

Juliette Douglas was present to provide Staff support. Leslie Bednar and Troy Brown were absent.

**Public Comments:** There were no public comments.

**Approval of Minutes:** George Trammell moved and Libby Letterly seconded the motion to approve the March 11, 2013 minutes with two corrections –the spelling for Susan’s last name and the spelling of Libby’s last name. The motion carried unanimously.

### **Unfinished Business:**

- a. **Status of New Southern Site:** The Operations group moved into temporary spaces in Du Quoin on June 30. They are now settling in. Only the full time courier drivers did not move to Du Quoin. To fill the vacant courier driver positions, a small job fair was held in De Quoin. A 30-day contract was developed for the use of the temporary unimproved space. Staff is still in the process of negotiating the 5-year lease.

The original cost proposals obtained by the owners for the construction work included not using prevailing wages. Prevailing wages have to be paid for the construction costs. IHLS is negotiating what upgrades may have to be dropped. IT has also provided information to the owners on where the data drops and computer lines will need to be. Committee members asked when they could see the detailed costs and the list of the optional upgrades. Estimated costs are \$227,000. These costs do not impact the rental costs incurred by IHLS. The Committee was able to look at the plans using Adobe Connect. Additionally the owner is planning to add a concrete pad in the back of the building and to divert the drainage away from the delivery area. Several conference calls have been held with the IHLS real estate attorneys, insurance brokers, IHLS administration and the owners.

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# Illinois Heartland Library System

- b. **Status of Sale of Decatur Property:** IHLS was advised that the space will be used for tutoring, GED training, and a resale shop by a church. The new owners want to take possession by the end of August. To prepare for the sale, the Legacy RPLS Board met to provide the appropriate resolutions to legally transfer the property from RPLS to IHLS. Additionally, Bev Obert obtained access to the safe deposit box to provide the System's attorneys with the legal legacy system documents. Operations will move to Champaign first. Joan Bauer as already moved to Champaign.
  
- c. **Status of Sale of Edwardsville Property:** July 18 is the next milestone for decisions and the escrow recovery of the \$20,000 by purchaser. If after that date the developer decides not to buy the property, IHLS will keep the \$20,000 and any engineering or other reports requested by the developer.

**New Business:** The next meeting will be held August 13, 2013 at 4:00 p.m.

**Public Comments:** There were no comments.

**Trustee Comments:** There were no comments

**Adjournment:** Libby Letterly moved and Susan Mendelsohn seconded the motion to adjourn. The motion carried. The meeting adjourned at 4:43 pm