



FACILITIES COMMITTEE MEETING
Draft Minutes

January 23, 2012 7:00 p.m.

Committee members will be attended through telephone conference call.

Phone connection: 1.800.444.2801 | Conference code: 3892694

Members: Joshua Mikeworth, Chair
Troy Brown,
Dick Helton,
Tom Turner

- 1. Call to order at 7:05 pm.**
- 2. Roll call.** Attending: Joshua Mikeworth, Troy Brown, Dick Helton, Karen Bounds, Leslie Bednar. Absent: Tom Turner.
- 3. Approval of Minutes.** Minutes of the November 14, 2011 meeting of the Facilities Committee were reviewed. Dick Helton moved to approve the minutes as written. Troy Brown Seconded. Motion carried.
- 4. Champaign Office Repair Work.** Leslie Bednar referenced a copy of the invoice submitted for roof repairs to the Champaign building. Joshua indicated that in conversation with Champaign staff last month all repairs should be done and Leslie confirmed that they were and the check that she had approved the check for payment.
- 5. Facilities Planning/Inventory.** Leslie indicated that the Administrative Team is capable of doing much of the gathering of information for the facilities analysis such as square footages, number of vehicle bays, size of sorting areas, etc. All agreed it is of benefit to break the total analysis into smaller more manageable components and approach these individually. Of benefit is the timing as budget review and planning is set to begin in the next month.

Karen Bounds pointed out that one key element in any facility for consideration is the space delivery needs for sorting and delivering of materials. We need to ascertain the space needed for each location. No facility modification, consolidation, or moving should occur without significant consideration given to the impact of delivery.

Dick asked if anything came from discussions with Decatur Public. Troy and Leslie both spoke to this indicating that they do have space within the library that does have some special limitations depending upon our future needs. They also have a separate building on site that

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they would be willing to move forward with us on, but it needs significant work to be usable. Joshua asked what internet speed was like for these locations and Troy indicated the whole community is on a T-1 connection towards the junior college which is on high-speed.

Leslie pointed out that this could be a short term solution with a four hub system but would prove insufficient if the system lost the Carterville office. Possibly needs to be looked at as a “stepping stone”.

Dick also pointed out that under the transition board, the delivery committee identified the moving of the Carterville office to a more centralized location within the former Shawnee System was deemed desirable at the time.

All agreed that general square footage and a “snapshot” of each facility would be gathered and discussed at the next committee meeting.

In addition, signage for the four facilities was discussed. It was agreed that staff would begin working up a design for consideration by the committee for signage for the four facilities as each of them still bears the old system names.

Leslie indicated John A. Logan will take care of Carterville Office signage. She further indicated that the Edwardsville office was held up as the adjacent property sales and community signage ordinances had yet to be determined. Champaign and Decatur have had no discussions on the matter as yet.

6. **New Business.** Leslie informed the committee that due to a cracked heating unit in the delivery bay of the Edwardsville Facility, they were no longer able to use the heaters in the garage until the unit was replaced. She is obtaining estimates for replacement.

7. **Adjournment.** The Dick Helton moved to adjourn and Troy Brown Seconded. Motion carried. Meeting adjourned at 8:01 pm

8. **Next Meeting.** February 6, 6:00pm via teleconference

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