

BPL – Building Committee

Meeting Minutes

Wednesday, February 8th, 6:00pm

1. Call to Order

The meeting of the Building Committee was called to order at 5:56pm by Chairperson Mason-Smith. Present: Trustees Hawn, Mason-Smith, and Thomas; Director Cox.

2. Discussion: Combined Landscape Services Bidding

The committee reviewed the bids recently received as part of the potential Village of Berkeley/Berkeley Park District/Berkeley Library combined RFP, as well as the separate contract proposal received by the library. Committee members expressed concern about increased snow removal costs in the bid from HL and discussed the next steps. Director Cox will provide the committee with additional details/guidance from the Village when that becomes available.

3. Discussion: RFP & Engineering, HVAC Replacement

Director Cox shared that he had requested an estimate to replace the aging (north) rooftop HVAC unit from Airtech HVAC of Elmhurst for budgeting purposes. That estimate is above the legal threshold and would require a public RFP process, which introduces the need to have documents and engineering specifications available. The Library had contacted Williams Architects, and this service is available. The committee agreed to reach out to Williams Architects regarding a potential combined cost for engineering/prep work for this project as well as the new fire alarm and/or water service projects.

4. Discussion: Capital Projects for FY2024

The committee reviewed the list of capital projects to be completed (or to be initiated) during fiscal year 2024, and were in agreement that budget line 1002 (Capital Projects) was to be set at \$90,000.00.

5. Roof Maintenance

The committee reviewed the proposal for roof maintenance service received by the Library. The committee agreed that they were not interested in pursuing a contract for that service at this time.

6. Adjournment

The meeting of the Building Committee was adjourned at 6:27pm.