

**Berkeley Public Library**  
**Building Committee**  
**Meeting Minutes**  
**January 11, 2025 2:30pm**

**1. Call to Order, Roll Call, and Declaration of Quorum**

*The meeting of the Building Committee was called to order at 2:31pm.*

*Present: Trustee Ditchfield, Trustee Hawn, Trustee Mason-Smith, Assistant Director La Barbera, Director Cox.*

*A quorum was present.*

**2. Review and Discussion: HVAC Replacement**

*Trustee Ditchfield discussed plans to replace the aging rooftop HVAC unit (north). In order to keep costs manageable, Trustee Ditchfield recommended that the library select/purchase a replacement unit directly from a trusted manufacturer, then seek proposals from mechanical services for the removal of the existing unit and installation of the new unit.*

*It was also shared that the installation would involve the replacement of the curbing system on the roof: because the library will soon need a new roof (which will be significantly thicker for insulation purposes), a taller curbing system should be installed with the new unit that more than covers that dimensional difference.*

*Trustee Ditchfield has already been on the roof and taken photos and measurements and will work with Director Cox to arrange for site visits as needed as part of the proposal process moving forward.*

**3. Review and Discussion: IRMA Fall Inspection**

*Director Cox shared that the library was inspected by IRMA representatives in the Fall of 2024. Three deficiencies were noted in that inspection were: 1) ladder to roof access mounted too close to wall 2) roof hatch lacking rail/gate system 3) electrical service located too close to roof hatch. It is believed that existing ladder can be shimmed to address #1. Director Cox has already applied for IRMA safety grant funding for the purchase of rail/gate system for #2. #3 should be a consideration during the replacement of electrical service and panels in the future.*

**4. Review and Discussion: Electrical Work**

*The committee discussed future work to replace electrical service panels. It was agreed that Director Cox will contact Andy Dogan of Williams Architects regarding costs for engineering plans suitable for planned remodeling prior to seeking additional proposals.*

**5. Review and Discussion: Alarm Systems**

*The Library recently had annual inspections of fire extinguishers. As that company (Total Fire & Safety) also installs fire alarms. The Director requested they visit the library to prepare a proposal for the replacement of the existing fire alarm which has reached end-of-life. The library's existing contract with Illinois Alarm ends in a few months and the Building Committee agreed to not renew that contract.*

*The contract for the existing security system also ends in a few months. The Committee agreed to explore other options for a security system, including not having a system (unless required to for insurance purposes).*

**6. Discussion: Capital Projects for Fiscal Year 2026**

*Director Cox shared that development of the draft FY2026 budget was underway. Smaller projects for FY2026 will likely include resurfacing/stripping of the parking lot and the addition of keyless entry (to use keycards or other) for staff entrance. The Committee agreed that the draft budget for FY2026 should include \$110,000 for Capital Projects and \$10,000 for contingency.*

**7. Adjournment**

*The meeting was adjourned at 3:32pm.*