



**Building & Grounds Committee Meeting -
January 26, 2023**

Meeting called to order at 8:03am by Tracy Furlong

Roll call attendance: Maria Rector – present; Tracy Furlong – present; Earl Thompson – present. Also present was Jenna Diedrich. Walter Johnson and Rachel Lenstra were excused.

Approval of May 11, 2022 Minutes

Rector moved to approve the Building & Grounds minutes from May 11, 2022. Furlong Seconded. Vote: Rector – aye. Furlong – aye. Motion carried.

Discussion and possible action on building inspection

The current building inspection is from 2020. Diedrich inquired if the committee would like to have an updated inspection in order to have the most up to date information for the exterior repair RFB. Thompson offered to do another walk through and possibly revise the current inspection. Thompson stated that the chimneys are in the worst condition, with the water table as next in line in terms of priority.

Discussion and possible action on building assessment

It was noted that the wrong term was used on the agenda. It should be appraisal and not assessment. Diedrich suggested the building be appraised as the figure currently used has been done so for many years. Thompson stated that the cost for an appraisal may be in the \$5,000 to \$7,000 dollar range. Diedrich suggested including the potential cost in the FY 2024 budget as funds are not currently available for this large of an expense.

Discussion and possible action on bid package for building exterior

The RFB that was used in 2022 was reviewed and discussed. One revision was to remove the requirement that an electronic bid be supplied along with a physical copy. An electronic bid has the potential to be viewed prior to opening the sealed bids. All bids must remain sealed until public opening. This will be changed prior to republishing the RFB.

Thompson suggested that having an architect involved in this process would be beneficial as the board and staff may not be fully capable in reviewing, awarding, and overseeing the project. Having an architect on premise to supervise would be a good idea as the library is an historic building.

The RFB will be published on February 8th. The publication of the bid notice will be expanded to include more than just local papers. Previously, the publication was only shared within Illinois. The committee thought best to include Iowa and Wisconsin periodicals.

Discussion and possible action on egress window

The committee requested that an RFB be put together for the egress window, separate from the exterior repair, to see if the library can attract more interest in the project. Diedrich will put together an RFB and have it ready for publication by the end of February.

Discussion and possible action on library front door

Staff has noticed that the locking mechanism on the front door continually has problems. Diedrich contacted Opening Specialists in Dubuque. They came and repaired the latch. In the future, the committee may need to look into a different locking mechanism for the door. It was suggested that Diedrich contact Opening Specialists again to see if a different lock could be used and still abide by fire code.

Discussion and possible action on building study

Diedrich briefly presented the building study and what has been completed thus far. Information was shared on what will also be included. The committee suggested that some sort of guidance on needs should be included based on the findings. There should also be discussion once the document is finished.

Items for Next Agenda

Building study upon completion. It would be ideal to have one more meeting before the board changes in May. An April meeting was suggested.

Furlong adjourned the meeting at 9:02am

Respectfully submitted,
Jenna Diedrich
Library Director