

**Glenview Public Library  
Building & Grounds Committee Meeting Minutes  
December 2, 2021 – 5:00 p.m.  
Conference Room**

**PRESENT:** M. David Johnson Carol Schmitt  
**(Board)** Winnie Clonts

**PRESENT:** Lindsey Dorfman, Library Director  
**(Staff)** Teri Room, Assistant Director  
Christine Klimusko, Business Manager

**GUESTS:** Brian Greve, Principal, Wiss, Janney, Elstner Associates Inc.  
Mark Depa, Facilities Manager

**1. CALL TO ORDER AND ROLL CALL**

Committee Chair Johnson called the meeting to order at 5:00 p.m. and the roll was called.

**2. UNFINISHED BUSINESS**

None at this time.

**3. NEW BUSINESS**

**a. Facilities Condition Assessment**

Library Director Dorfman introduced Brian Greve, from WJE. Greve explained that Wiss, Janney, Elstner Associates was asked to perform a Facility Condition Assessment of the library and its surrounding site elements. WJE was on site in August and September and did a visual assessment. Greve walked the Trustee through WJE's findings. Overall, the library is in good condition. WJE did observe some deterioration and items requiring maintenance or repairs. The report highlighted: GFRC panels at the cornices; cast stone copings and accent walls; brick

masonry veneer; skylight above south entrance corridor; curtain wall, other skylights, library sign, parking garage stair tower; the roofing systems; TPO, green roof assemblies, eyebrow window metal roofing, leakage, concrete pavement, pavers, driveway, metal fencing, screens and bollards, parking garage and building interiors, such as flooring, wall and ceiling finishes. Greve recommends that an up-close assessment should be completed next year.

WJE contacted BTR Engineering to evaluate the library's existing mechanical, electrical, plumbing and fire protections systems. BTR suggests that the library replace the existing garage sprinkler system with a dry manual system. This would eliminate the costly repairs of current system.

Trustee Clonts arrived at 5:30 p.m.

Greve has asked that BTR request additional information, which will be included in WJE's final report.

The Committee reviewed the cost estimates provided by Greve. The estimate is broken into two categories - building and mechanical – over next 15 years and beyond. Greve suggests the library conduct another review in the next 5 to 6 years.

- b. Update on the Parking Lot Planters Project
- c. 2021 Special Reserve Fund Budget Projections

Library Director Dorfman, Business Manager Klimusko and Facilities Manager Mark Depa prepared the 2021 Special Reserve Fund Budget Projections. The projection for 2021 is \$172,129.12, \$11,583.12 more than the 2021 budgeted figure of \$160,456.00.

While the interior painting project came in slightly under budget, the development of the CRR schedule was over budget. The parking deck planter box repairs will be deferred to 2022.

Library Director Dorfman and Business Manager Klimusko will review the cost assessment provided by WJE and will prepare a year-by-year reserve summary for the Committee's review.

**d. Draft 2022 Special Reserve Fund Budget**

The Building & Grounds Committee reviewed a draft of the 2022 Special Reserve Fund Budget. Included in the 2022 Budget are the paver replacement costs, parking garage repairs, façade repairs, jet rodding, battery inverter system and professional services, for a total of \$318,000.00.

**4. OTHER**

None at this time.

**5. PUBLIC COMMENT**

None at this time.

**6. ADJOURNMENT**

There being no additional business to be brought before the Committee, Committee Chair Johnson requested a motion to adjourn.

**MOTION** Moved by Trustee Clonts, seconded by Trustee Schmitt, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 6:03 p.m.

Respectfully submitted,

M. David Johnson, Committee Chair  
Glenview Public Library Board of Trustees  
Building & Grounds Committee