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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES**  
**Building Project Committee Meeting Minutes**  
**Meeting Room**  
**March 22, 2022 – 7:00 p.m.**

Anyone interested in remotely attending this meeting should contact the library at least 24 hours before the meeting.

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

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**1. Call to Order**

President Anne Richmond called the meeting to order at 7:01 p.m.

**2. Roll Call**

Sarah Duby	7:03 p.m.	Anne Richmond	P
Kathy Oetker	P	Carolina Schottland	A

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

**5. Public Introductions and Comments**

*The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.*

Jerry Dietz, Library Attorney; Melanie Francisco, Library Trustee; Joe Huberty, Architect, Engberg-Anderson

**6. Approval of Minutes:** Minutes are scheduled for approval at next Regular Board Meeting

**7. Discussion Items**

Joe Huberty presented the committee with an overview of the Capital Needs Assessment, (CNA), by describing individual categories. These descriptions can be found on page 7 of the document under the heading of Prioritization. He further explained that Category 2 consists of repairs that need to be made if the building will not be demolished, Category 3.1 are fix when it breaks or near-term fixes while we wait for a new building if the referendum passes, and Category 3.2 consists of repairs that we need to make if staying in the building. This includes major systems, HVAC, Electrical and Plumbing. Category 4 is the list of items have passed their useful life cycle but have not yet become a safety or code issue.

Due to cost, very few repairs are slated in the year suggested, so a five-year plan was developed.

Site Conditions:

- The parking lot ramp is at the very top of the range for ADA compliance; if major repairs are initiated on the parking lot, it may trigger a reworking of the ramp to conform to current ADA regulations.
- Retaining wall in the courtyard is failing. The structure is showing cracking and water damage. It needs to be fixed.
- Look at the building tuck points for water damage, they need to be free draining and not clogged.
- Window seals are not tight; we are losing energy here.
- A plumber should be contacted to secure a provider for the sump pump motor which is past its life span.

- HVAC: Consider having a Testing, Adjusting, and Balancing (TAB) test to determine if the building is losing energy through the walls and the perimeter heating in our overhanging office area is insufficient.
- If emergency lighting is completely replaced, it, ideally, should be connected to a whole building backup generator.

Next Steps:

- Look at the budget and see what projects can be completed in FY 21/22 and what can be completed in FY 22/23
- Prioritize Life Safety Items
- Work on high priority items that will get us through until/when/if a referendum passes
- Break out Critical items into a separate spreadsheet
- HVAC Firestopping repairs should be made soon

Since the CNA is a living document the full board should be updated on a yearly basis, the entire document should be reviewed/renewed on a five-year basis and staff should be updating the document as projects are completed.

All questions should be addressed to Anne and Jim who will forward them to Joe Huberty.

1. **Action Items**

- A. Discussion and Possible Action on Scheduling Building Project Committee Meeting  
Though no formal action was made, trustees all agreed the best time to meet for any further discussion on the CNA would be at 7:00 p.m. April 7, 2022

2. **Executive Session:** No Executive Session

3. **General Good and Welfare**

4. **Adjournment**

President Anne Richmond adjourned the meeting at 8:23 p.m.

Respectfully Submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Robbyn Allbee, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Kathy Oetker,  
Secretary, Library Board of Trustees