CALL TO ORDER
The meeting of the Building Committee of the Board of Library Trustees of Peoria Public Library was called to order at 5:15 p.m. by Chairman Margaret E. Cousin in the Second Floor Community Room of Main Library, 107 NE Monroe, Peoria, Illinois.

ROLL CALL
Members Present: Edward J. Barry, Jr., Patricia A. Barton, Norman H. Burdick, Margaret E. Cousin, and Tiffanie S. Duncan
Members Absent: None
Staff Present: Leann Johnson, Jay Furniss, and Roberta Koscielski

APPROVAL OF MINUTES
A motion was made by Pat Barton, seconded by Norm Burdick, that the minutes of the Executive Session of the Building Committee meeting of November 16, 2017; the minutes of the Building Committee meeting of February 15, 2018; and the minutes of the Executive Session of the Building Committee meeting of February 15, 2018 be approved as presented. Motion carried by viva voce vote.

PRESENTATION BY AUDIENCE
None

ORDER OF BUSINESS
A. Discussion and Approval of Contract with apaceDesign for HVAC Design Services for Recommendation to the Board of Trustees
Leann reported that she and Ed Barry met with a rep from apaceDesign to review their draft engineering design contract – including project scope of work, schedule, budget, and consulting fee – which initially came in at $205,000. There were some points for follow-up, such as their professional liability insurance aggregate level, which our bid process asked for at higher level than they normally provide, and agreement to electronically submit bidding documents to the greatest degree possible. A proposed fee of $191,500 currently sits on the table, and this is within the normal range for a QBS project and closer to CDB guidelines. They will also provide the Library with some extra site visits. ApaceDesign will coordinate with the asbestos abatement design firm, although the asbestos abatement design will be under a separate contract with the Library. A motion was made by Norm Burdick, seconded by Pat Barton, to recommend that the full Board approve both the apaceDesign contract for the design of Main Library’s new HVAC system and the apaceDesign fee of $191,500 for said work. Motion carried by viva voce vote.
B. Approve Upholstery for Lakeview Parent/Child Soft Seating
Leann reported that although not actually showing holes or tears yet, the parent/child soft seating upholstery at Lakeview is quite faded and dingy. Repairs of this nature come from the Capital Development Fund, and the estimated labor is $750 per chair, plus the cost of fabric. Leann does not need full Board approval for projects under $5,000, but Library policy requires that the selection of all fabrics go through the Building Committee for final thumbs-up. A motion was made by Tiffanie Duncan, seconded by Norm Burdick, to approve a traditionally-patterned, attractive Douglass fabric that is resilient: wear quotient of 100,000 double rubs, Scotchguarded, and made from cotton and recycled polyester for the upholstery of the two parent/child chairs at Lakeview Branch. Motion carried by viva voce vote.

C. Approve McClure Lift Project for Recommendation to Board
Jay reported that during the 2017 inspection of the McClure Branch handicap-accessible lift, he was told the lift would no longer pass inspection due to the gap that exists on the landing of the top floor when the lift begins its descent. This space should be no more than 4” wide, while ours is 10”, conceivably allowing someone to fall off the ledge created as the lift goes down. Three companies submitted quotes. Aupperle’s proposal would entail removing the doorframe and recessing the door of the lift only, as opposed to the other two, which would redo the entire wall where the lift resides. The latter solution would necessitate electrical work, with associated additional fees. Jay will verify that the spacing created by Aupperle’s solution is up to code (18” outside/12” inside to accommodate a wheelchair) for handicap-accessible certification. A motion was made by Tiffanie Duncan, seconded by Norm Burdick, to recommend that, contingent upon confirmation that Aupperle’s plan meets ADA requirements, the full Board approve the Aupperle contract of $6,672 to bring the lift at McClure Branch into safety and handicap-accessible compliance. Motion carried by viva voce vote.

D. Exterior Lighting at Back Entrance, Main Library
In response to a question about lighting at the back door, Leann explained that there are switches inside to the left of the door which will turn on lights outside so people don’t have to come and go in the dark depending on the time of day/night or the season. A label (and/or e-mail to staff) will be placed to help everyone be aware of this. There is also a large light-sensitive fixture up on the roofline above the air exchange out in the back area which Jay is working to repair so it will activate automatically.

OTHER NEW BUSINESS
Pat Barton reported that a person from the public expressed concern regarding the cigarette butts and litter that accumulate along the Monroe Street sidewalk, parking lot, and front entrance at Main Library on Sundays. Leann explained the efforts made to keep our area tidy and free from debris, often challenging due to late-night revelers. Jay’s staff members clean our site daily, and volunteers from First United Methodist Church pick up trash in our parking lot on Sundays. The possibility of having Main Library declared a smoke-free property is being investigated, but it is not yet known if the City will agree. Leann appreciated the feedback and will continue to find ways to address the problem.
TOPICS TO GUIDE FUTURE AGENDAS
As the new HVAC system is installed at Main Library, we will monitor whether or not the more efficient air exchange helps improve the lack of freshness that often results from the presence of homeless patrons in the building. Products which help eliminate odors are also a possibility being considered.

ADJOURNMENT
A motion was made by Pat Barton, seconded by Tiffanie Duncan, to adjourn this meeting at 6:07 p.m. Motion carried by viva voce vote.

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Margaret E. Cousin, Chair
Building Committee
Board of Library Trustees
Peoria Public Library