



Sandwich Public Library District
Building & Grounds Committee Meeting
Wednesday, July 19th, 2023 at 4:00pm

AGENDA

Library Mission: The mission of the Sandwich Library District is to engage the community by stimulating curiosity and enhancing knowledge.

Library Vision: To be the hub for a highly engaged community where all residents participate fully in civic life and satisfy their needs for personal growth and knowledge.

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. **ACTION:** Minutes Approval for August 10th, 2022 Building & Grounds Committee Meeting
- V. Column Stucco
- VI. Dying Tree Removal
- VII. Accessible Door Control Repair
- VIII. Driveway Rut
- IX. Windows Leaking
- X. Adjournment

All Items on the agenda are potential action items.

Minutes of the Building and Ground Committee Meeting

Board of Trustees of the Sandwich Public Library District

925 S. Main Street – Sandwich, IL 60548

Wednesday, August 10, 2022, at 11:00 AM

I. Call to Order / Roll Call:

The meeting was called to order at 11:03 AM by Committee Chair Nancy Sanders.

Present: Trustees Robert Mitilieri, Nancy Sanders, and Jane Wolf; also in attendance was library Director Barb Posinger and Matt Jones.

II. Additions/Deletions/Changes to Agenda:

None

III. Public Comment:

None

IV. Consent Agenda:

- a. Approval of Minutes:
B&G Committee Meeting January 12, 2022

Motion made by Robert Mitilieri and seconded by Nancy Sanders to approve the Consent Agenda. Aye: Nancy Sanders, Robert Mitilieri; Nay: None. Abstention: None. Motion carried.

V. FY2223 Planning:

- a. Wish List / Goals

- i. Four-seasons Room

Matt presented some models of typical four-seasons rooms.

Goals for the new room are:

- To be larger than the Public Meeting Room (>800 sq. ft.)
- Constructed on the West side of the Library
- To include Tech capabilities of the Library
- To have walls constructed of mostly glass.
- To be climate-controlled (extend existing HVAC capabilities)

Why now?

The number of programs at the library has increased, and space is at a premium. The additional space would be highly flexible and be able to accommodate a variety of programs and events.

Barb stated that she would prefer to use IVVC as the general contractor if possible. IVVC has had a construction program with past experience. Barb found that the program is still in existence and will make an appointment with the department head.

An administrator at IVVC informed Barb that the construction program already has a project for 2023. This delay in the timeline could be used for fundraising. Using IVVC as the contractor could assist with fundraising and community relations.

Jane said that marketing to the community is important and asked Barb what she was considering the purpose of the new room would be. Barb said that it will have the same purpose as the Public Meeting Room; Programs and Rental.

Barb said that she would contact the city building inspector, Todd Stephens, to get an idea of the inspections and permits required and their timelines.

b. Shelving Update

Two shelves have been installed and there are two additional shelves that will be installed. To accommodate relocating some existing shelving Barb will consolidate the Library computers and remove one computer bay. Five computers have proven to be sufficient since many patrons bring their own devices and use the Libabry's WiFi.

c. Water Bottle Filling Station

Bee Plumbing set that they were unable to install the water bottle filling station due to a border strip that would interfere with the installation. Barb is going to discuss possible alternatives with Mike.

VI. Adjournment:

Motion made by Robert Mitilieri and seconded by Nancy Sanders to adjourn at 11:56 AM. Motion carried by voice vote.

Respectfully submitted by Robert Mitilieri, Secretary.

Stephens Tree Service, Inc.

1820 N. 41st Road
Leland, IL 60531

Estimate

Date	Estimate #
5/26/2023	441

Name / Address
Sandwich Library

Project

Description	Qty	Cost	Total
Removal of Locust tree and stump; Removal of dead bush and stump; chip brush, haul wood, clean up		2,245.00	2,245.00
		Total	\$2,245.00

Customer Signature _____

D & S AUTOMATICS, INC. dba
 ATLAS DOOR REPAIR
 23900 W INDUSTRIAL DRIVE SOUTH,
 SUITE 1 & 2
 PLAINFIELD, IL 60585



Estimate

Date	Estimate #
6/22/2023	5756 4074

Name / Address
SANDWICH PUBLIC LIBRARY 925 S MAIN ST SANDWICH, IL 60548

Ship To
SANDWICH PUBLIC LIBRARY 925 S MAIN ST SANDWICH, IL 60548

Work Order #	E-mail	Technician
6043	payablesatlasdoor@gmail.com	CS

Qty	ITEM	Description	AMOUNT	Total
1	OPERATOR	WE HEREBY PROPOSE TO FURNISH AND INSTALL THE FOLLOWING: WE WILL INSTALL A NEW LOW ENERGY ADA HANDICAP OPERATOR ON THE EXISTING SINGLE ALUMINUM DOOR	3,198.00	3,198.00
4	LABOR	2 MAN JOB (1 AAADM CERTIFIED TECH & 1 LABORER) ESTIMATED PARTS, LABOR & INSTALLATION \$3,798.00 *****50% DEPOSIT IS NEEDED TO ORDER PARTS \$1,899.00**** *****CUSTOMER IS RESPONSIBLE FOR BRINGING 120 VOLTS OF ELECTRICITY TO THE DOORS***** *****INSTALLATION SHALL BE DONE DURING NORMAL BUSINESS HOURS***** ****PLEASE ALLOW 5 - 7 BUSINESS DAYS FOR LEAD TIME ON PARTS***	150.00	600.00

Estimate terms and conditions, Atlas Door Repair herein called ADR will warrant that all work described above is to be performed in a timely and professional workman like manner. Scheduling times or dates however, are not guaranteed. Attempts by ADR to utilize customers existing hardware that is determined to be faulty or unusable will be at the customers risk and not warranted by ADR and may require new replacement parts not included in this proposal. Installers and or technicians will remove any old hardware replaced at the location that is included with the proposal. Atlas Door Repair reserves the right to utilize sub contract labor or equipment when necessary. Customer is also responsible for all parking cost and fees that occur when on site.

SIGNED ESTIMATE AND 50% NON-REFUNDABLE DEPOSIT ARE REQUIRED BEFORE JOB CAN BE SCHEDULED	Total \$3,798.00
Approved by: _____	**Pricing is good for 30 days from the date of this estimate**

Phone #	8152540621	Fax #	8152541208
---------	------------	-------	------------