

**IDA PUBLIC LIBRARY BOARD OF TRUSTEES  
BUILDING AND GROUNDS COMMITTEE ZOOM MEETING MINUTES  
November 19, 2020  
7:00 PM**

The meeting of the Building and Grounds Committee was called to order by Chair Jim Lee at 6:58 pm. Members present were Donna Donato, Jim Lee, Sue Holmes and Library Director Lou Carlile.

There was no public comment.

Update on Completed Projects

- A. Wifi has been upgraded and is now available outside the Library in the Parking Lot.
- B. Self-Checkout Machines have been installed and are being used by patrons.
- C. Phone system has been upgraded to VoIP.
- D. Fire Alarm system will be finished next week by Per Mar. They will install the correct transmitter. They will also re-calibrate the sprinklers as this hasn't been done since 1987.
- E. 4 new humidifiers have been installed to address flooding in the Youth Services department.

Needed updates and repairs

- A. Security Cameras – the system needs to be upgraded and expanded.
- B. Parking Lot Lights – City recommends new sensors so that the lights are easier to control.
- C. Recent storm damage – Tree from our property fell onto electrical lines and caused optometrist office to lose power. ComEd repaired lines. Caretaker removed tree. Lou will contact Green City Landscape to cut up tree and remove stump. Optometrist also complained that fence on the property is an eyesore. The entire yard will be addressed and cleaned up when possible.
- D. Elevator – Needs to be reset almost daily. Lou will contact another firm to determine an effective repair as soon as possible.
- E. Stairs – Lou received an unsolicited offer from Featherstone Construction to help with the main outdoor stairway as soon as we have drawings. Lou will continue to try to contact Jeff Ernest to secure drawings and advice about moving forward.
- F. Storage – currently the Friends use all the closets downstairs for storing books for the Book Sale. We are managing. Lou will contact the State of Illinois to determine which paper files can be disposed of. There was some discussion of moving the Friends' books to Franklin Wire for the duration of the shutdown until the Friends can hold another book sale. That suggestion will be considered.
- G. Server Room – server room is very warm. IT suggests another vent in the wall to allow better circulation.
- H. Health Barriers – Shower curtains that are currently in place will be replaced with better looking barriers using funds that were replaced by our wifi grant.
- I. State Street Entrance – the former main door is in desperate need of maintenance. Lou will arrange that.

- J. Outdoor Book Drop – in order for the staff to gain easier access to empty the outdoor drop, one of the bushes needs to be moved and a hard surface, that will accommodate the book cart, needs to be installed. Lou will arrange that.
- K. Rental Property – we will continue to make emergency repairs to the rental house as needed.

Sue Holmes moved and Jim Lee seconded the motion to adjourn. Motion carried unanimously. Meeting adjourned at 7:42 pm.

Respectfully submitted,

Sue Holmes – Library Board of Trustees President