

**MINUTES OF THE SPECIAL MEETING OF THE FACILITIES
COMMITTEE OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM**

**Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, Illinois 60188**

DATE: July 18, 2007

Time: 7:00 p.m.

PLACE: Conference Room

1. Call to Order

Chairman Ranck called the Special Meeting of the Facilities Committee to order at 6:47 p.m.

2. Roll Call

The roll was called by recognition.

Present: Trustees Ranck, Bailey and Hudspeath

Absent: none

Also Present: President Siegman (Ex-officio), Library Director Ann Kennedy

3. Minutes of Previous meeting November 30, 2005

The minutes were approved by consensus.

4. Discussion, Re: Proposal for alterations of Library Doors

The door between the Library lobby and the main room are very heavy and hard to open when your hands are full. The doors used to have closers in the floor which allowed the doors to swing both in and out. The doors were too heavy for the closers and they had to be repaired or replaced 4-5 times per year. Last year the in-floor closers were replaced with ones at the tops of the doors. Now the doors will only open out. They are very difficult for anyone with strollers, crutches or a wheel chair, plus anyone with an armload of books.

Director Kennedy recommended that the doors be replaced with ones that can be opened automatically with the push of a button, as are most handicap accessible doors. The quote we have received from Anderson Lock for this work is \$6,315.44, not including the cost of an electrician to run power to the doors. Trustee Ranck asked if we should get another quote. Because the project will cost less than \$10,000, a second quote is not required. Kennedy is very confident with Anderson Lock and has been pleased with the work they have done at the Library.

Trustee Ranck asked some questions which Kennedy could not answer. She will get the answers from Anderson and forward them to the Committee members. Approval was given pending a satisfactory answer to the questions:

1. When the power goes out will the doors still open?
2. Will there be a locking mechanism for the doors and will it still work even if the power goes out?
3. Is there a switch to turn off the power so if the doors are locked and the button is engaged, the locks or openers will not be broken?

In order to replace the doors, the Library would need to be closed for most of a day. The Management Staff is recommending that we close on Friday, August 24 for the entire day. Four of the five school districts that serve Carol Stream will be back in session at that time. Staff that is regularly scheduled to work that day would be expected to be at work. Department meetings and other projects would be scheduled. Kennedy was asked why this date was chosen over August 31. Either date would work but August 31 is part of Labor Day weekend. If there are problems with the installation we would be running up against the holiday.

The Committee will take the recommendation for the door work and Library closing to the Board.

5. Discussion, Re: Proposal for a sign in front of the Library

The staff is recommending that a sign identifying the Library be placed by the curb along Hiawatha. We can go with a plain sign that just gives the Library's name, or go with an electronic message sign that delivers two lines of changing text. An electronic sign will be more expensive, electricity will have to be run to the curb. We will also have to obtain a special permit from the Village since we are in a residential area. The Committee liked the idea of the electronic sign. Kennedy reported that they are able to find a handful of companies that do this type of sign. It was suggested that they poll other libraries to see who they use. Kennedy was asked to get quotes for a modest sized sign and to bring them to the next Committee meeting.

The date for the next Committee meeting was set for Wednesday, August 15 at 7:15 p.m., before the regularly scheduled Board meeting.

Trustee Ranck asked if the architects had ever made any recommendations for modifications to the existing space when they were looking at the Youth Office space. Kennedy reported that SRBL Architects had not made any recommendations, but in 2002 Forest Wendt had drawn up a proposal for converting the Community Room to an AV Room. Kennedy didn't know if that was still feasible given the size of the present AV collection and the necessity of putting a checkout/checkin desk in the room with the collection.

5. Adjournment

There being no further business to come before the Facilities Committee, the meeting was adjourned at 7:17 p.m.

Approved (date)

Ann Kennedy, Library Director
for the Facilities Committee