

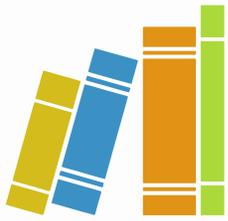
POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

Minutes of the PCPLD Building and Grounds Committee
Thursday August 24, 2017
3:00 p.m.
Mercedes McGowan Board Room

1. Mary Prosser appointed Asad Khan as the Chair at 2:58 pm and Asad Kahn immediately called the meeting to order
2. Roll Call – Present President Mary Prosser and Trustee Asad Kahn, Director Debra Stombres and Maintenance Manager Bill Slayton
3. Discussion of Current and Future Building Needs -- Three Engberg Anderson documents from last November were reviewed. The board had done a community survey and strategic plan earlier in the year and then presented this architectural firm with their findings, wishes and wants.
 - a. The first document was the PowerPoint Slides presented to the board at the end of the facility assessment.
 - i. Engberg Anderson presented several options for the circulation area including acoustic ceilings to reduce noise. A new desk has been purchased from Demco and noise in that area has not been a major issue at this point.
 - ii. Enberg Anderson recommended moving the café to the east end quiet room and creating a business center however this was deemed expensive. They also recommended a glass wall on the café space which we do plan to implement. Also, based upon board suggestions, maintenance plans to take down the half wall that creates a visual block and move the vending machines to a face out position.
 - iii. Meeting room 1 – we had wanted a stage and Engberg Anderson began to design one. Bill secured a free portable stage so this project was put on hold. Engberg Anderson proposed additional sound absorption which we may decide to implement, however Debra (with input from Pawel) feels that first we should invest in improving the sound system and then see what problems remain
 - iv. Engberg Anderson recommended flipping fiction and nonfiction and creating the popular materials area. This project was completed last fall. We took their advice for new furnishings in the window areas on the main floor
 - v. Amoeba – Engberg Anderson recommended major changes to the use of the amoeba space. We have implemented the changes to the computer area. The “football” study rooms are cost prohibitive so we are considering a lesser expensive way to add the desired glassed in study rooms. Moving the media desk to create a “genius bar” is also in the planning stages
 - vi. Teen center – noise has already been reduced by implementing the recommended location of a staff desk and gaming area. Glassing in this room is a high priority project. Reducing and removing shelving is also something Engberg Anderson recommended that we hope to accomplish this year



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- vii. Green Mile Gov Docs – The board recommended merging Gov Docs with Adult Reference to provide space for a creative space. Engberg Anderson had some suggestions for sound in this area and use of the green mile once the computers are moved. We have carpet squares for this area to install once the computers are moved. The counter top and floor in this area are very badly damaged. This work is scheduled for September.
 - viii. Children’s – Engberg Anderson presented options for additional story time rooms. Instead we moved the computers out of the tech center and made that a story time room.
 - ix. Office Spaces – Instead of having Engberg Anderson build additional offices, our maintenance staff have worked to create some new office areas in the old IT closet and the book drop room. Ref staff will be moving up in September.
 - b. Document 2 – Capital Repairs Study, more infrastructure related
 - i. The major roof repairs have been completed, however Bill indicated we still have a leak he is investigating
 - ii. HVAC repairs occurring now
 - iii. Other identified issues include the bridge and the cement stairs in the garden area
 - iv. This is a 25 year recommendation of projects that relate to our third document
 - c. Document 3 – 99 year spreadsheet of building needs. We briefly looked at the projects needed to keep the building working and discussed how to save money for the large items as they come due
4. We toured the building and looked at all that has been completed, what is in the works, and what is in the planning stages
5. Set the next meeting date for Wednesday, December 6 at 3:00 pm. Bill will have information on LED lighting for that meeting
6. Motion to adjourn made by Mary Prosser and Seconded by Asad Khan. Adjourned at 4:09 pm

Asad Khan
Committee Chairperson