

## MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

### Building and Grounds Committee - Tuesday May 6, 2025

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**In attendance:** Trustees Nick Haws, Terry Dunphy, Connor Self, Nikki Graff, and Kevin Marx. Staff member, Kathleen Schaefer. Invited guests, Tom Houck with Willet Hoffman, and Joyce Lewis with the Ogle County Health Department

**Meeting Location:** TAD Room, Lower-Level Dixon Public Library

#### CALL TO ORDER

President Marx called the meeting to order at 4pm.

#### AUDIENCE PARTICIPATION

**Citizens Present:** None

**Citizens' Comment:** None

#### New Business:

1. Joyce Lewis reviewed the Action Grant initiative for the placement of a mini-food center at the Library. The Committee inspected the proposed placement location at the rear of the building, and accepted a proposed MOU for review by the Board. By consensus, the Committee recommends that the MOU and placement suggestion be accepted by the Board at its meeting on May 12 in order to facilitate construction later that week.
2. Tom Houck reviewed the design proposals for the partially grant funded lower level renovation and walked the Committee through the draft floor plan. In consideration of concerns regarding public access to the renovated space from the interior of the building, Tom will be looking at the feasibility and cost of moving the proposed entrance further east thereby creating a dedicated access hall and protecting the existing employee lounge. In addition, he will update the construction cost estimates which are now 2 years old. The timing of the work was discussed relative to the federal CDS grant guidelines, and it was decided that we would start a conversation with the grant administrator about an extension of the time frame for the beginning of construction.
3. The long planned aesthetic upgrades for the Directors office and lounge were reviewed. It was generally decided that the lounge improvements would be packaged with the lower level remodel but that the Director Office should be considered separately in order to get that work done in a shorter time frame. Tom and Kathleen are going to research the work that has already been done on asbestos abatement requirements for both locations.
4. Tom was also consulted on the peeling paint on the metal facing on the northwest corner of the building. He will check his files for any evidence of the reason that facing was installed. Additionally, we will check our files to determine which contractor did the elevator addition as a potential source of information on the installation of the metal facing.
5. The Library has been using Loesch Heating and Cooling of Sterling as their maintenance contractor for HVAC equipment, and they have just submitted an \$2,200 proposal for annual maintenance. Given his observations / experience with the firm during the Director transition, Kevin raised concerns about the value of the contract

along with the "thoroughness" of recent repairs. He has learned that the City uses Helm Mechanical for similar service at City Hall and the Public Safety Building and are very happy with them. As such, he suggested that at a minimum, the Library ask them for a proposal for HVAC maintenance and repair. By consensus the Committee agreed, and Kevin and Kathleen will start that process.

The meeting was adjourned at 5:20pm.

Respectfully submitted,

Kevin Marx, secretary pro-tem