

Vespasian Warner Public Library District
Clinton, IL 61727
Board of Trustees Meeting
March 13, 2024

President Laura Hale called the meeting of the board to order at 6:02 p.m. Roll call was taken with the following members present: Becky Adams, Janelle Sams-Thomas (left at 7:45), Matt Love, Stephanie Coonce (came at 6:15), Hale, and Clay Held. Absent: Camille Redman. Also present: Executive Director Bobbi Perryman, Maintenance Supervisor Lucas Snow, and ENTEC Territory Sales Manager Tyler Bailliez.

For the first hour of the meeting, ENTEC Representative Bailliez discussed with the board the HVAC professional management proposal. ENTEC estimates this at a 9- to 12-month project, which would put it well into next year. The estimated overall cost is \$1.6 million, plus or minus 10 percent. The projected down payment is \$160,000 with a signed agreement.

The cost reflects designing an entirely new system, including chiller and piping. This would encompass two roof-top chiller units with a 10-foot by 10-foot brick chase to match the current brickwork around the outside ductwork. Installing this outside would help with noise reduction. Estimated life of the chillers is 20-25 years.

The existing boiler would be utilized. Its 1992 burner was replaced in 2018 and re-insulated. The current two-pipe chilled water system would be gotten rid of altogether, and the new system would utilize a DX air coolant system, which will make the boiler more efficient. However, electricity costs are higher for air cooling than water cooling. Ductwork would be primarily exterior or located in the attic or drop ceilings. Any interior visible ductwork would utilize corrugated ducts.

Full building automation controls would provide energy efficiency savings. ENTEC plans to work with Ameren on incentives to help offset some of the fixed costs associated with the project, subject to the 2024 Ameren Act on Energy Program guidelines. VAVs (Variable Air Volume) would be installed in office areas and smaller rooms, which would essentially be mini heating and cooling units.

Once 50 to 75 percent of the project is engineered, ENTEC will have a more definite cost number.

The company is currently doing a chiller upgrade for the Warner Hospital here in Clinton.

Corrections or additions to the minutes: The minutes from February 14, 2024, were approved by voice vote on a motion by Sams-Thomas.

Approval of Bills—None

Correspondence—None

Staff Reports—HR Source, a consulting firm for small government, is providing a \$250 per year grant. A local history scavenger hunt will be provided for this year's Founder's Day in October. A video of the children's floor mascot Luna eating a worm has proved hugely popular. Activities for the summer reading club are mostly pinned down, except for inflatables, for which the liability insurance cost is high.

Standing Committee Reports

- a. Finance—The treasurer continues to monitor the library’s cash flow, while maintaining the largest interest income on excess monies. A 3-month CD for \$500,000 was renewed, with interest amounting to \$6,000. The new interest will be 4 ½ percent for 90 days. A money market account is returning 3 ½ percent on \$300,000.
- b. Property—VOIP installation begins tomorrow. Hopefully, Frontier will be out by April.
- c. Personnel—Marie Maltby has left, and Marcus Woods has been hired as a part-time clerk.
- d. Policy—None
- e. Strategic Plan Ad Hoc Committee—At the first meeting, the committee determined that the current framework is fine, but new user groups and surveys are needed. They developed six questions and a possible seventh. Focus groups might include the Friendship Center, the schools, the DeWitt County Museum Association.

Business Items:

- a. HVAC Professional Management Proposal (See summary of first hour of meeting.) According to our earlier contract with McClure Engineering, we can use them as a third-party engineering firm for oversight and to check on ENTEC’s plans at no additional cost to the library. The board has two further questions for ENTEC: 1. Where did the \$1.6M figure come from if the plan is not fully engineered yet? 2. What happens if subcontractor bids come in higher than expected? Perryman will contact them about these.
- b. Roof Maintenance Proposal—Henson Robinson Company has proposed to service and inspect the roof yearly, including using sealant for minor repairs, at a cost of \$2,345. This does not include lift rental. A proposal for any more in-depth repairs needed would be presented to the library.
- c. HVAC Maintenance Renewal—This involves yearly maintenance of HVAC systems, boiler, and chiller by ENTEC at a yearly cost of \$17,704. Sams-Thomas moved to approve the renewal. The board voted unanimously to renew ENTEC’s contract at this amount.
- d. Patron Incident—At 7:45 Love moved that the board enter closed session to discuss a security matter under 5 ILCS 120/2 C(8). The motion passed unanimously. The board re-entered open session at 7:56 and took no action.

Announcement—The library will be at the Business Expo March 29 with Luna.

Adjournment—On a motion by Love, the meeting was adjourned at 7:57 p.m. Motion passed by voice vote.

The next meeting is Wednesday, April 10, 2024, at 6 p.m.

Respectfully submitted,
Becky Adams