

COMMITTEE MEETING
BUILDING AND GROUNDS
June 8, 1954

Members present: Mr. Felts, ex officio and Mrs. Bailey. Mr. Spangler and the air-conditioning engineer, Mr. Conrad, were present to explain the air conditioning survey report. Dr. Ernst Reece of the University of Illinois Survey Team was present as an auditor.

Mr. Conrad explained that there are several types of air-conditioning equipment. One of these is a combined unit controlling heat with steam medium for winter and air-conditioning for summer. This is done by a system of ducts throughout the building and is very effective in new structures. In old buildings such ducts are difficult to hide. He said that the results which could be obtained in scheme 1 and scheme 2 as submitted would be exactly the same. If the unit for the first floor were to be installed in the basement they could fit or build in the ducts on the outside of the present walls, but we would have to lose certain shelving areas. In both schemes the units in various rooms would be controlled separately as air-conditioning in any given area was needed.

In answer to Mrs. Bailey's question regarding the possibility of a future addition to the building Mr. Conrad replied that any conditioning of a new wing would be completely divorced from this present system. Any additional units added for building space would call for additional air-conditioning units which would undoubtedly be installed within the walls. There is no disadvantage in the present plan in this respect.

Regarding the life span of the equipment, he said that would be as long as the life span of any refrigeration unit made today, although it depends somewhat on maintenance care. There must be constant water treatment, also the cooling tower must be changed as needed. Mrs. Bailey asked how such maintenance is usually accomplished. Mr. Conrad thought that the Library janitors could do a great deal. The ideal method is by contract with a local refrigeration company at a stated nominal sum. They would check the system at the beginning of the season to see that everything were in order, check during the season for oiling, water treatment, filter

changes and etc., and again at the end of the season to drain the oil lines and to check in general. Such maintenance would eliminate a great deal of trouble for the Library, since air conditioning is more intricate and complicated than the average heating system.

The recommendations had been drawn up in such a way that the first installation might be for the first floor and only the children's room on the second floor. The function of the cooling tower which would be installed on the library roof is to reuse the system's water. While expensive to install, a cooling tower would more than pay for itself within a short period of time.

Estimated maintenance expenses per season might possibly be as follows: \$40.00 to \$50.00, water treatment; maintenance contract, \$100.00 to \$200.00; replacement of filters, \$1.50 each (with water treatment filters would probably need replacing once or not more than two times per season); if water treatment is not used, cost for filters might run from \$30.00 to \$50.00; water expense (with the tower) \$127.50; electricity, \$582.00; maintenance, \$200.00. Mr. Conrad said that his figures for water and electricity were undoubtedly a little on the conservative side, but he based them on four months operation a year. The Librarian explained that our electricity is purchased through the city at special rates.

Mr. Spangler said that he had talked to Mr. Chastain about installing air-conditioning without a cooling tower. Mr. Chastain reported that Decatur water rates had now been raised to a point where no building without a tower can use air-conditioning. The water rates are such as to force conservation of water and to make a cooling tower imperative.

Some discussion was held about the possibility of concealing the units in the various service areas. Mr. Conrad said that concealment to a certain degree will be possible although that would increase the added expense for plaster and paint. The larger units weigh 769 lbs. and must rest upon the floor. It was Mr. Spangler's opinion that our floors are strong enough to support this added burden.

A unit in the basement to control the first floor would cause less floor loss, would be more concealed than scheme two and would be less noisy. Mr. Conrad repeated that either scheme would cause some loss in book shelf space. This the Librarian regarded as unfortunate, especially in the reference areas.

Mr. Felts asked if installation figures would be any less if contracts for the work were issued during the fall or winter when the average owner is not thinking of air-conditioning. It was Mr. Conrad's opinion that off season rates for the work would be much lower if the trustees felt that they could wait until fall or winter. In fact, if work were to be done immediately there might be only two or three weeks of use the later part of this summer, since completion would depend heavily on delivery of the equipment.

At the end of this discussion, Mr. Spangler reported that his recommendations for renovations to the outside of the building were nearly completed. He thought that one more week would see the work finished. He said that upon closer examination he had discovered the iron window guards to be in such poor condition that it would be less expensive in the long run to remove them entirely and to replace them with diamond shaped aluminium guards. At many windows they are completely rusted away from their supports. He also found for the most part the window screens are in too poor condition to be repaired.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry,
Secretary

Briefly Scheme I for the first floor is:

Six unit air conditioners from 3 to $7\frac{1}{2}$ tons each. Those for two reference rooms, delivery hall and reading room would be located in basement with ducts to those areas. Units for youth room and stacks would be directly in the areas because of difficulties of locating them in basement.

Scheme II for first floor is:

Seven unit air conditioners located directly in each area.

Second floor:

Units would be located in each area as in Scheme I for first floor.

Scheme I for first floor would mean less loss of shelving area and less noise from units in operation.

Installation Expense

First floor - <u>Scheme I</u>	\$21,975.00	This includes expense for 30 ton cooling tower which would be sufficient for <u>1st floor only</u> .
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Water tower for 50 tons for air conditioning both floors \$500. extra	500.00
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Second floor	10,972.00
Total	<u>\$33,447.00</u>

First floor - <u>Scheme II</u>	\$18,375.00
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Water tower - 50 tons	500.00
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Second floor	10,972.00
Total	<u>\$29,847.00</u>

Operational expense
Per Season

Water Treatment	\$ 50.00	(Estimated \$40. to \$50.)
Maintenance Contract	200.00	(" \$100. to \$200.)
Water (with cooling tower)	127.50	
Electricity	582.00	
Total	<u>\$959.50</u>	

Expense for filter replacement unknown but with cooling tower it would be under \$30.00.

Our Financial Status

Building Fund	\$14302.56
Budget for repairs - improvements	2080.00
Budget for furniture	1000.00
Budget for special projects	7485.00
Total	<u>\$24867.56</u>

Bal. Brought Fwd.

-2-
\$24867.56

Item to be held for
balance May 1, 1955
for May - June operation

15000.00
\$39867.56

This would be using every available source that we have under present budget--
even money for day-by-day repairs.

I should also remind the Board of the outside renovations.

Board of Trustees
June 29, 1954

The regular meeting of the Board was called to order at 4:10 p.m. Members present: Mr. Felts, presiding, Mrs. Bailey, Mrs. Gage, Mrs. Ridgley, Messrs Blackford, Hull and Rollings.

The Minutes of the May 4th meeting were approved as read with the exception that the words "employee's option" were to be inserted in Mr. Rollins suggestion regarding salary in lieu of vacations.

Regarding the outside renovations, the Librarian reported that Mr. Spangler had asked for the Board's preference in preparing the specifications for bids. Did the Board want one bid on the work as a single unit or the work broken down so that certain projects could be done first and others later according to our finances.

Mr. Felts read Mr. Spangler's letter of March 26th listing work to be done and estimated costs.

It was Mr. Rollins' opinion that engineering expenses were high and that having the specifications drawn up as one unit would be less expensive.

Mr. Hull said that the one unit type would mean only one contractor to deal with instead of several.

After discussion the motion was made by Mr. Hull, seconded by Mr. Rollins and unanimously passed that the Librarian instruct Mr. Spangler to consider all the outside work as one unit to be done by one contractor.

The Minutes of the Annual Meeting May 14th were approved as read.

The motion was made by Mr. Hull and seconded by Mr. Rollins that bills be approved for maintenance \$1567.36; salaries \$5947.56 total \$7514.92. Roll call, all voted aye.

Mr. Rollins questioned the wisdom of making voucher folders for the bills in view of the great amount of time involved. He believed that initialing the monthly bill lists would be just as effective and much less time consuming. The Librarian was instructed to investigate the matter and report back.

The report of the Building and Grounds Committee on air conditioning of the main building was read. Mr. Felts asked the Board's pleasure regarding the report. Should it be sent back to Committee for final decision or should the members be a committee of the whole?

In reply to a question regarding available finances the Librarian read the figures appended to the Building and Grounds Committee's report.

It was Mr. Hull's opinion that the Board might have to ask the City Council to return our budget in order that a figure might be inserted for the air conditioning. Mr. Felts appointed Mr. Hull to make inquiries to see if the Council would return the budget for further consideration.

Mr. Felts enumerated the four important projects to be considered by the Board: 1. Outside renovations. 2. Air conditioning. 3. Salary scale and classification of positions. 4. University of Illinois survey.

The Librarian was instructed to prepare and mail to each member a brief statement of the library's finances.

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Mr. Felts asked that the special committee on payroll and classifications meet as soon as conveniently possible.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

* (Mr. Rollins, Mrs. Bailey, Mrs. Ridgley, Mr. Gore)