

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Thursday, February 16th, 2023 at 7 pm
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Building & Grounds Committee was held without participants physically present. All participants attended remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. **Call to Order:** Director Renee Grassi called the meeting to order at 7:07 pm.
2. **Roll Call:** Members Shaul, Meierhoff, and Jerch were present.
3. **Additions/Changes to the Agenda:** Meierhoff asked that we discuss the Library Foundation to clarify its financial gifts to the Library. She explained how the Foundation had contributed to the completion of the Stroh Room and that there was still a bequest from Mrs. Stroh's estate that would be coming to the Foundation as well.
4. **Approval of Minutes:** Meierhoff moved to accept the minutes of the B&G meeting of 2/2/23; Jerch seconded; all voted aye. Meierhoff moved to accept the minutes of the B&G meeting of 1/23/23; Shaul seconded; all voted aye.
5. **Discussion of Proposal to Increase Library Director's Spending Limit:** Jerch provided a copy of current policy and some suggestions for revisions as a starting point for discussion.

Meierhoff moved to present the following revision to the Board; Shaul seconded; all voted aye. The revision of MNG-4.2: Authority to Spend, first sentence: The Library Director is authorized to spend up to \$10,000 on contracts, system services, equipment and/or repairs without prior board approval.

Shaul moved to present the following revision to the Board; Meierhoff seconded; all voted aye. The revision of MNG-4.2: Authority to Spend, second and third sentences: In case of extreme emergency resulting in service disruption, the Library Director may spend \$2,500 in addition to the \$10,000 with the written approval of any two Library Trustees. The Library may spend in excess of \$25,000 only after completing the formal bid process as required by Illinois law for certain types of expenditures. (Please note that this dollar amount is increased from \$20,000 as per the current Illinois State Statute.)

6. **Book Drop Update:** The drive-up book drop on Oak has been out of order for a week. Staff have had problems with it for some time now because of having been hit by cars twice and normal wear and tear. We need to replace the book drop, which includes a rolling bin, and order an extra bin to continue the practice of bringing out an empty bin from the building and switching it out with the filled bin from the book drop. Grassi has taken careful measurements and found only one manufacturer offering a size that will fit our space. She showed us the product specs and wants an action item for Tuesday's board meeting. She will ask for up to \$12,000, which should be more than enough for the new book drop, an extra rolling bin, other accessories, delivery, installation, and removal of the old book drop. Meierhoff moved to bring the above proposal to the Board; Shaul seconded; all voted aye. Grassi mentioned that the Friends of the Library expressed interest in funding the purchase of some new library tables, but since we need to replace the book drop asap, we would just cover that out of our own equipment budget rather than asking them to fund it.

7. **Replacement of Water Heater:** Grassi will get estimates from 2-3 local plumbing companies for the replacement of our 40-gallon hot water heater, since the existing one is beginning to fail.

8. **Report from Engberg Anderson prepared by Shaun Kelly:** This discussion was tabled until our next B&G meeting because of the late hour. Grassi did mention that while a representative from the Village was looking at our building with respect to the need for a building permit for the replacement of the flue piping system, they noticed another

problem with broken intake and exhaust piping for the Museum on the east wall of the building that may also need remediation. I swear our building has gremlins!

9. Adjournment: Jerch moved to adjourn; Meierhoff seconded; all voted aye. The meeting adjourned at 9:10 pm.

Respectfully submitted,

Janie Jerch