

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Monday, January 23, 2023, at 10 am.
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Building & Grounds (B&G) Committee was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published before the meeting so members of the public could log in.

1. **Call to Order:** Library Director Renee Grassi called the meeting to order at 10:12 am.
2. **Roll Call:** Board Members: Kathy Meierhoff, Janie Jerch and Bonnie Shaul. Sean Kelly and Joe Huberty from Engberg Anderson were also present.
3. **Summary of Facilities Report:** This report was authorized at the July 17, 2022 Board meeting; the first visit to the Library was September 9, 2022, and the Facilities Report was delivered on December 14, 2022. Kelly and Huberty pointed out the most important parts of their report, including those maintenance issues that are most immediate.
 - HVAC system needs work within 2 years; as components are replaced, they will need to be integrated into a central HVAC control system. We asked if any of this is considered a Life Safety issue; they explained that those issues include anything within current building safety codes.
 - In the Capital Reserves Study PDF, with maintenance/upgrades given in 5-year intervals, an inflation factor of 3% per year was factored into the figures listed. They noted, however, that associated costs that might occur, such as disassembling one system in order to reach another system, asbestos removal, or upgrading anything visible because of aesthetic considerations, have not been included. Retrofitting into small spaces can be problematic.
 - There are specifics listed in the comments section of the Capital Repair Assessment.
 - The new toilets installed last summer were most likely commercial grade (Grassi will check) and one more still needs to be replaced.
 - The server room has no dedicated cooling units, which we discussed. Kelly said that since there have been no problems with it so far, it's probably OK for now, but certainly a consideration for future upgrades.
 - We discussed how work on the building may or may not trigger being required to bring the whole building "up to code." In general, maintenance does not trigger this requirement but renovation does. The Stroh Room would be considered a "finish upgrade" rather than a renovation.
 - Costs for various Life Safety improvements (such as sprinklers in the Library) are often funded by grants and/or referenda. We noted that the Library has never sought a referendum, and that with some of the upcoming maintenance issues, we could consider it. We also discussed the bidding process for these projects (i.e., replacement of our water heater). State code requires that if the cost of a project is over \$25K, we are required to put out a public RFP.
 - Grassi asked about additional reports from EA that concentrate on specific aspects of their Capital Reserves Study. Kelly said any additional reports would be approx. \$4K.
 - Kelly and Huberty signed off at 11 am.
4. **Discussion of tasks needing attention now and in the near future:** We agreed that there is no need to spend money on what we already have done, such as a space usage study in 2014 in which we asked EA to envision the existing space as an empty box in which to fit our needed programs/workspaces/storage. Grassi suggested a site evaluation, which would consider grounds outside the building as well as ADA accessibility and Life Safety issues. **Meierhoff** moved to approve Grassi's request for a site evaluation from EA for up to \$4K; Shaul seconded, all voted aye.

5. **Listing and prioritizing of projects to take on this spring:**

- The Friends of the Library have expressed interest in helping us with some needed furnishings; requests could be made for items such as power tables for the 2nd floor, new tables for the first floor, tables to replace the carrels currently housing the public computers, and a chair-side table upstairs that's in bad shape (Meierhoff is going to consider repairing it first).
- Replacement of water heater and one more toilet
- Replacement of missing sprinkler heads
- Installation of additional outdoor lighting, especially near back entrance and in the parking lot
- New chairs for staff at both circulation desks and in office spaces
- New furnishings for Director's office
- Investigate wavy floor on first floor.
- Grassi will investigate pricing for the items listed above and how much is left of this FY's budget.

6. **Longer-term projects:** We have a restricted donation for Youth Services from Mrs. Bryant for \$1800. We discussed using it to move the circulation desk to the wall along the stairwell in order to provide sightlines through the entire YS area. Electrical outlets would have to be installed but the existing modular desk could still be used. Note: Installation of electrical outlets would also need to be installed on the first floor, along the stairwell, if we re-arrange that area and make a similar move with the main circulation desk. It might make sense to do both at the same time.

Grassi's dream project is a total renovation of the YS area; she noted that upgrades to YS areas are great opportunities for fundraising. Meierhoff said that we already have plans and that we presented it to the public in Dec. 2021. The presentation was not well-attended, and there has not been much public support so far. We hope that will change.

Upgrading and installation of a sprinkler system may incur costs higher than those given in the EA report since aesthetics might be more of a concern with our open ceilings. Expenses may also be eligible for special funding. Are there sprinklers in the Stroh Room (I think so) and in the portion of the YS area under the Museum?

Mike Croak at the VLB was given as a source for vendors, code compliance, etc.

A south-facing exterior wall needs repainting (area is mostly brick, but there is a small amount of wood siding). While not a top priority, it should be taken care of.

7. **Any and all other business that may properly come before this committee:** The banner announcing our Star Library status is in planning stages. Museum folks will remove the swimmers when we have the banner ready to install.

Grassi hopes to make the process of maintenance requests more transparent both within the Library and with the Museum. The use of a request form and new system of record-keeping are both being developed. As concerns the Museum, this can be discussed at the next Inter-Governmental meeting.

The Stroh Room furniture is to be delivered early Friday (1/27) morning. Jerch volunteered to have her husband install the blinds in the Stroh Room sometime this week, before the furniture is delivered. The staff members are going to try to move the furniture in there now up to the 2nd floor.

Chapman will contact Mark Stroh for possible dates in March or April for the Stroh Room reception. We will see if Joanna Rolek of the LF/LB CoC has a pair of big scissors for the opening ceremony.

8. **Adjournment:** Jerch moved and Meierhoff seconded a motion to adjourn at 12:29 pm. All voted aye.

Respectfully Submitted,

Janie Jerch

Please note that the agenda for the next B&G meeting should include approval of the minutes of meetings from 8/4/22 and from 11/17/22 as well as these minutes.