

## Lake Bluff Public Library

### Building and Grounds Committee Meeting Minutes

Thursday, November 19, 2015

I.&II. Meeting was called to order at 5:05 pm by committee chairman Carl Schons, also present were Janie Jerch, Kathy Meierhoff, Cal Stroh, and Eric Bailey.

III. Jerch moved, Stroh seconded a motion to approve the Minutes of the October 17, 2015 meeting with amendments to the dates of the prior two meetings of 10/12 and 11/17; all voted aye.

IV. The Space Usage Study was discussed, with Schons noting that we are looking at plan 3+.

From the Goals & Evaluation Criteria, the following **finish issues** were discussed, with the committee deciding whether or not the improvements are still needed:

- Improve acoustics. Yes.
- Improve lighting. Yes.
- Improve cinderblock walls in lower level. Yes.

The following **space issues** were discussed, as above:

- Increase aisle width and reduce shelving height. This has been done upstairs and Friends of the Library are discussing replacing shelving in the Children's area.
- Maintain library collection. Yes.
- Add seating. Yes.
- Add small group rooms. Yes.
- Add quiet reading area. This has been partially done, but more quiet space is needed.
- Add teen zone. This has been accomplished, but it is not dedicated teen space and could be larger.
- Add meeting room. Yes.
- Add storytime/craft room. We have it and want to keep it intact.
- Convert the Spruth Room to the staff work room. Yes.

- Add staff lunch room. This has been done but could possibly be moved to the current space for Eric's office if new construction occurs.

Schons noted in closing that the original study was to see how we could maximize existing space and that all recommendations from that study have been acted upon.

V. There was little discussion of the HVAC repairs since that discussion and action took place at the Nov. 17<sup>th</sup> meeting. However, it was noted that on the Ireland Plumbing and Heating proposal, option 3 does include both heating units. We also realized that we do not have carbon monoxide monitors and Ireland was asked for an additional estimate to install one. Repairs to HVAC are moving forward.

VI. Meierhoff proposed some interesting alternative space utilization ideas that would involve collaboration with other Village agencies, just as food for thought.

VI. Meierhoff moved, Stroh seconded a motion to adjourn; all voted aye. Meeting adjourned at 6:30 pm.

Respectfully submitted,

Janie Jerch