

**Lake Bluff Public Library Board of Trustees**  
**Building and Grounds Committee Meeting Minutes**  
**Friday, January 29, at 10:30 am**  
123 E. Scranton Ave, Lake Bluff, IL 60044

I.&II. **Call to Order and Roll Call:** Meeting was called to order at 10:35 am by committee chairman Carl Schons, also present were Janie Jerch, Kathy Meierhoff, Cal Stroh, and Eric Bailey, Amy van Goethem, and Martha O’Hara.

III. **Approval of Minutes:** Stroh moved, Meierhoff seconded a motion to approve the Minutes of the November 19, 2015 meeting; all voted aye.

IV. **Discussion of Library Hours:** Bailey presented a proposal to extend current hours that the Library is open to include Tuesdays and Wednesdays until 9 pm and Saturdays until 5 pm. This would mean that the Library would be open seven (7) additional hours per week, and would require possibly only eight (8) additional staff hours due to re-distributing tasks. Only one (1) additional staff person would be needed. There was unanimous positive feedback on the proposal.

VII. **Other Business:** (Note that agenda items were discussed out of order.) Bailey led a discussion on “branding” of the Library, including consistent logos, colors, designs, etc. Bailey contacted the “99designs” website for some preliminary designs. Designers for this website submit designs, and if one design is chosen, then that designer gets paid for his or her work. Many differing opinions were expressed about symbols of the Library and whether we are trying to promote simply the Library or rather the Library *as part of* the Village. Bailey said he would return to “99designs” with more specific guidelines.

V. **Discussion of Tiers for Library Building Project:** Bailey presented the results of his staff survey of preferences in project tiers, i.e., in prioritizing the proposed improvements and/or build-outs to the Library building.

Meierhoff stated that we must investigate all possible sources of money for this project, including grants. For example, the State of Illinois has grant money that is earmarked for modernization projects. This search for funds must be done before going to the community and asking for donations.

We also discussed what to do with extra funds, should we end up with more than what we originally requested. We agreed that we need to talk with a professional

fundraiser about what our fund-raising focus should be, and how to structure and share our plans, especially the lesser tiers, should it be necessary to revise our goals. Bailey noted that the Requests for Proposals (RFP's) are in progress.

VI. **Library Parking Lot:** Bailey reported that the Library's parking lot has sinkholes and they are growing. The Committee is considering increasing the number of parking spaces; Bailey will be talking with Mike Croak from the Village about that. Schons suggested short-term patching, with a full replacement of the parking lot once we know how many additional parking spaces we can have. This project will probably be slated for FY2017-2018, since the time line for FY2016-2017 is too tight to allow for bids and budgeting of funds.

VIII. **Adjournment:** Meierhoff moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 11:50 am.

Respectfully submitted,

Janie Jerch