

Lake Bluff Public Library Board of Trustees
Building and Grounds Committee Meeting Minutes
Tuesday, March 8, 2016 at 2:00 pm
123 E. Scranton Ave, Lake Bluff, IL 60044

I.&II. **Call to Order and Roll Call:** Meeting was called to order at 2:00 pm by committee chairman Carl Schons, also present were Janie Jerch, Kathy Meierhoff, Cal Stroh, Eric Bailey, Martha O'Hara, and Lyndy Jensen.

III. **Approval of Minutes:** Stroh moved, Meierhoff seconded a motion to approve the Minutes of the 2/16/2016 meeting; all voted aye.

IV. **Discussion of HVAC Parts and Maintenance Contract:** Requests for bids were sent out to 8 HVAC companies; two responded: Murphy & Miller, and Midwest Mechanical. Jensen prepared notes and a Summary of Costs to share with us. There was a significant cost difference between the two bids, but it was unclear what each of those bids covered. The committee recommended that both companies be asked more specific questions as to what exactly their services will include so that we can make a more effective cost comparison between the two.

V. **Discussion of Library Branding:** The winning design from "99designs" has been purchased from the designer, along with the working documents for the design, which is now ours to modify as we wish. We suggested a bit more tweaking of the logo, on which Eliza Jarvi is working. Martha O'Hara and Liliana LaValle are also on the logo committee. Once we get a design finalized, we will need to introduce it; ideas for that process (newsletter, website, library cards, name-the-geese contest) and a target date of the beginning of the summer were discussed.

V. **Other Business:** There was none.

VI. **Adjournment:** Stroh moved and Meierhoff seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 3:35 pm

Respectfully submitted,

Janie Jerch