

**Lake Bluff Public Library Board of Trustees**  
**Building and Grounds Committee Meeting Minutes**  
**Tuesday, June 13, 2017 at 2:00 pm**  
123 E. Scranton Ave, Lake Bluff, IL 60044

- I. **Call to Order:** Meeting was called to order at 2:10 pm by Chairman Carl Schons.
- II. **Roll Call:** Janie Jerch, Kathy Meierhoff, Cal Stroh, and Eric Bailey were present.
- III. **Approval of Minutes:** Meierhoff moved and Stroh seconded a motion to approve the minutes of the 4/18/2017 Building and Grounds Committee meeting; all voted aye.
- IV. **Discussion of Building and Grounds Committee Goals:** After much discussion, the committee adopted the following five goals for FY2017-18:
  1. Maintain communication with the Village of Lake Bluff and constituencies regarding our capital needs for our proposed build-out.
  2. Continue our work with Ter Molen, Watkins, and Brandt on the fundraising feasibility study and ultimately the fundraising effort for our proposed build-out.
  3. Inspect the current facility in order to create a capital expense plan and timeline for necessary maintenance.
  4. Repair or replace the roof as necessary.
  5. Investigate grants for funding the purchase of an emergency generator.
- V. **Discussion of Copier Purchase:** Tabled until next meeting.
- VI. **Discussion of Roof Situation:** Bailey reported that immediate repairs have been done, consisting of replacing missing or broken shingles and calking cracks. We need to find out if the leaks were due to damage or just normal wear and tear; if there was storm damage, then we should investigate insurance claims. However, at least the south-facing roof will need to be replaced soon. Timelines that accommodate planned changes to the north roof line and changing the materials of the roof to something more long-lasting were the main points discussed. Estimates are being sought for replacement of the south-facing roof.
- VII. **Other Business:** There was none.
- VIII. **Adjournment:** Meierhoff moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 3:55pm.

Respectfully submitted,

Janie Jerch