

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Monday, August 16, 2021, at 4:00 pm.
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Janie Jerch called the meeting to order at 4:13 pm.
2. **Roll Call:** Members Jerch, Meierhoff, Shaul, Head of Facilities Lyndy Jensen, and Library Director Bailey were present.
3. **Approval of Minutes:** The minutes of July 22, 2021 are not yet finished.
4. **Discussion of Hiring a Project Manager Manager:** Bailey reported that 3 responses to our RFQ for the Project Manager for our Reading Room have come in. All 3 firms have had representatives visit the Library to see the building in person, and spoke with Bailey, Jensen, or both. Bailey is arranging for the Committee to interview the candidates next Monday, August 23, via Zoom if all have that capability. The plan is to interview them one at a time, at 1:30, 3:00, and 4:30 pm, and to use different Zoom links for each meeting so there will be no chances for overlap. There will be at least 10 minutes between interviews, and if necessary, we will schedule another B&G meeting to discuss our thoughts, target to be Tuesday, August 24 at 9 am.
We spent considerable time discussing and revising the list of questions provided for interview purposes by Joe Huberty of Engberg Anderson.
5. **Any and all other business that may properly come before this committee:** We decided to ask Huberty to provide construction bids (when the time comes) that include renovation of the Reading Room both *with* and *without* a fireplace.
6. **Adjournment:** Meierhoff moved and Shaul seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 5:29 pm.

Respectfully Submitted,

Janie Jerch