

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Tuesday, August 24, 2021, at 9:00 am.
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Eric Bailey called the meeting to order at 9:05 am.
2. **Roll Call:** Members Jerch, Meierhoff, Shaul, Head of Facilities Lyndy Jensen, and Library Director Bailey were present.
3. **Review of yesterday's interviews of prospective Construction Project Managers:**

Bailey spoke with Shaun Kelly of Engberg Anderson just before this meeting. Kelly said that it is rare to ask for an estimate of PM fees but that it would not be untoward of us to ask, and that typically those fees are 3-5% of the project cost.

Jensen has already contacted many of the references provided by all three candidate firms; all received positive recommendations.

After a lengthy discussion, the committee, along with Bailey and Jensen, agreed to offer the job to SMC Construction Services, aka Shales McNutt LLC, of Elgin, IL. We also agreed that Bailey can move forward with notifying all three candidates of our decision. Should SMC return with a contract for required services under the \$5K limit we voted on at the August Board of Trustees meeting, he will proceed and get this project started. Yay!
4. **Upcoming meeting with Engberg Anderson to review the contract:** This committee will meet on August 30 (time tbd) to discuss with Joe Huberty the details of the contract for design and construction of the Quiet Reading Room.
5. **Any and all other business that may properly come before this committee:** Shaul suggested installing a generator, especially in light of a recent power outage. Bailey and Meierhoff described how that had been discussed while Carl Schons was B&G Chair a few years back and why it was not pursued at that time. Bailey said he would dig up minutes from those meetings and possibly contact Schons so we can pick up with that discussion as we move forward with other phases of the Library renovation and expansion.
6. **Adjournment:** Shaul moved and Meierhoff seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 9:59 am.

Respectfully Submitted,

Janie Jerch