

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Monday, August 30, 2021, at 2:00 pm.
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Eric Bailey called the meeting to order at 2:03 pm.
2. **Roll Call:** Members Jerch, Meierhoff, Shaul, Head of Facilities Lyndy Jensen, Library Director Bailey, and Shaun Kelly from Engberg Anderson were present.
3. **Discussion of Contract for Construction Management of Stroh Quiet Reading Room:**

Mr. Kelly began by explaining that handling of the design and construction documents is the bulk of the CM's work. He will begin where we left off with the Master Plan (with which Mr. Kelly is already familiar), then look at any changes we may deem necessary. He will then proceed with the design-build level of drawings, which will be submitted to experienced subcontractors for bidding. All related documents and bids will be handled by our CM. Upon acceptance of bids, the administration of the construction process will also be done by the CM.

Mr. Kelly went on to answer a number of questions specific to the wording of the CM contract, including but not limited to discussions of bondedness, construction warranties, disproportionalities, reimbursable expenses, and the fee proposed by EA for the CM services. He added that he hopes to have the design work completed within 2 months if possible, and to be under construction by January or February of 2022.

Mr. Kelly also noted that with this being a small project, we have no economy of scale to reduce costs, so per square foot costs don't apply here.

Mr. Kelly signed off from the Zoom meeting at 3 pm.
4. **Further Discussion of CM contract:** Shaul moved and Meierhoff seconded a motion to recommend to the Finance Committee that they review the Engberg Anderson proposal for financial appropriateness for this Fiscal Year 21-22, all voted aye. Bailey will schedule a Finance Committee meeting as quickly as possible, and will notify the Village of our plans to proceed with this phase of construction. Melissa Waters, our Development Coordinator, will pitch to the Friends of the Library to possibly provide furnishings for the Stroh Quiet Reading Room.
5. **Adjournment:** Jerch moved and Meierhoff seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 3:20 pm.

Respectfully Submitted,

Janie Jerch