

**Lake Bluff Public Library**  
**Building & Grounds Committee Meeting Minutes**  
**Thursday, July 1, 2021, at 3:00 pm.**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Eric Bailey called the meeting to order at 3:02 pm.
2. **Roll Call:** Members Jerch, Meierhoff, Shaul, and Library Director Bailey were present.
3. **Approval of Minutes:** Meierhoff moved and Shaul seconded a motion to accept the minutes of the June 9, 2021 B&G Meeting; all voted aye. Meierhoff moved and Jerch seconded a motion to accept the minutes of the October 21, 2020 meeting; all voted aye.
4. **Hiring of a Project Manager:** Joe Huberty of Engberg Anderson sent a possible calendar, a range of estimates, and suggestions for a Project Manager (PM). After some discussion, Shaul moved and Jerch seconded a motion that we express to the Board as a whole our strong preference for hiring a Project Manager for the renovation of the current adult computer room into an adult reading/meeting room. All voted aye.  
Bailey said that hiring a project manager will not necessitate a full request for proposals (RFP), and suggested that we set up meetings with the PM's that Huberty proposed. Huberty also sent a list of questions to ask and a possible timetable for the project.  
Bailey will put together a packet for us and, after approval of the full Board at the next meeting, will work to set up the meetings with the prospective PM's. We also thought it would be a good idea to have these meetings on site so that they could see the space in question. The B&G Committee will meet to create a document for the prospective PM's as well.  
The Foundation will discuss who will pay for the fees of a PM, the Foundation or funds from the Library General Fund. Meierhoff says that the Foundation should cover the cost, but noted that there is a hard limit as to what the Foundation can spend. It was also noted that when we hired a PM for the roofing project recently, the contract was for a specific fixed amount, and it was money well spent.
5. **Any and all other business that may properly come before this committee:** There was none.
6. **Adjournment:** Meierhoff moved and Shaul seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 3:52 pm.

Respectfully Submitted,

Janie Jerch