

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Thursday, July 22, 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 4:07 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 Thursday, July 1, 2021 were amended in the last paragraph of item 4 to read "*The foundation will discuss...*" rather than "*We discussed...*". The minutes as amended were unanimously approved by Meierhoff, Shaul, and Jerch.
4. **Discussion of Hiring a Project Manager Manager:** Bailey noted that this hiring process requires an RFQ (Request for Quote), which is a less formal process than an RFP (Request for Proposal), and that we already have a template for the process from Joe Huberty at Engberg Anderson, as he has recommended that we hire a PM. His template included suggestions from Meierhoff and Shaul. He also included a list of prospective PM's. Huberty noted that the PM for the Reading Room will potentially become the PM for our subsequent projects. Jerch moved and Meierhoff seconded a motion to submit an RFQ, with adjustments to the calendar to move everything back 2 months, to those on Huberty's list, as well as list our RFQ on an aggregator website, with responses accepted until the position is filled; all voted aye. Bailey will get our RFQ posted immediately.
5. **Discussion of Draft of Contracts and Capitol Expenses:** Jensen provided a thorough spreadsheet of our building and its contents, but noted that *estimates* are just that. We discussed whether or not we should have a professional inspection on a 4-8 year cycle to obtain a more objective opinion on our building's condition. More discussion to follow. Jensen also provided a list of contracts and when they are up, but we tabled that issue for another meeting.
6. **Any and all other business that may properly come before this committee:** Bailey mentioned that the 125 Committee had asked to put up two temporary murals on the west side of the building; that has been done, and they look great!
7. **Adjournment:** Meierhoff moved and Shaul seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 5:27 pm.

Respectfully Submitted,

Janie Jerch