

Lake Bluff Public Library
Building & Grounds Committee Meeting Minutes
Thursday, May 26th, 2022, at 2:00 pm.
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Building & Grounds Committee was held without all participants physically present. Some participants attended remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. **Call to Order:** Director Eric Bailey called the meeting to order at 2:04 pm.
2. **Roll Call:** Members Jerch, Meierhoff, Shaul, Director Bailey, and Library Employee Katie Horner were present.
3. **Election of Committee Chair:** Jerch volunteered to continue as chair, Shaul seconded the nomination; all voted aye.
4. **Approval of Minutes:** Shaul moved and Jerch seconded a motion to approve the minutes of the May 16th B&G meeting, all voted aye.
5. **Discussion of the Proposed Zoning Concepts for Library Space Usage:**
Shaul brought up the quiet study rooms on the second floor of the west wing, along the west wall. The revised floor plan shows 2 such rooms, can there be 3? Bailey will ask Joe Huberty.
6. **Discussion of Furniture for the Stroh Quiet Reading Room:**
Armchair: We chose the smaller armchair (sample is gray) and will pick out a vinyl upholstery fabric. We will be ordering 4 of these to go along the south and north walls.
Endtables: We chose a circular pedestal table with a heavy circular base and will pick out a laminate finish for the 2 we will be ordering. They will be able to be moved to provide a place for a laptop for a patron sitting in an armchair.
Study Table and Chairs: The chairs we currently have in the main library room are still available and after many years of use are still in great shape. We decided to order 2 more of those and will choose an appropriate upholstery. We have not yet been sent any study table samples but Bailey will contact the furniture company and get a sample. He will also ask about estimated delivery time once we make our final choices and complete the order. Bailey also noted that construction is set to begin on June 2, and that there will be delays due to a part of the fireplace being backordered.
7. **Building and Grounds Committee Goals for FY22-23:** Below is a first draft of our goals.
 1. Complete cost analysis of work on proposed renovation of Wood Building as Library space.
 2. Collaborate with the Finance Committee and Engberg Anderson to complete the assessment of the facilities and the creation of the capital maintenance plan and timeline, including a list of current contracts and the most recent date the work was put out to bid.
 3. Work with SMC and Engberg Anderson to complete the Stroh Reading Room project in a timely fashion, then publicize its successful completion to the community.
 4. Explore grants and funding opportunities for a generator that will run the entire building, and other community shelter fixtures and features.
8. **Any and all other business that may properly come before this committee:** There was none.
9. **Adjournment:** Jerch moved and Shaul seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 3:25pm.

Respectfully Submitted, Janie Jerch