

**Lake Bluff Public Library**  
**Library Board of Trustees Emergency Meeting**  
**Tuesday, February 7, 2023, at 7 PM**  
123 E Scranton Avenue, Lake Bluff, IL 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published before the meeting so members of the public could log in. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

**1. Call to Order:** Library Director Renee Grassi called the meeting to order at 7:02 pm. Trustees Meierhoff, Heintzelman, Jerch, Hayes, and Graziano, and Zaute were present; Trustee Shaul was absent.

**2. Additions & Corrections to the Agenda:** There were none.

**3. Opportunity for Public to Address the Board:** No members of the general public were present.

**4. Summary and Discussion of Murphy and Miller Proposal: Replacement of HVAC Flue Piping in Director's Office:**

Odors have been detected in the vestibule and Director's office frequently for some time, but the odor was particularly strong recently, prompting the Library closure and an emergency call to Murphy and Miller. A technician came out and made a temporary fix, which enabled the Library to open again the next morning, until the heating went out. (More on that later.) Grassi then had a conversation with Murphy and Miller, who had pointed out this issue of a broken intake/exhaust pipe over 2 years ago and submitted a proposal for its repair at the time, but the matter was never brought to the attention of the Board due to extenuating circumstances. She asked that they submit a new proposal.

Grassi, Meierhoff, and Jerch toured the relevant portions of the HVAC system on Thursday, Feb. 2<sup>nd</sup>, with Marty and Bruce from Murphy and Miller, who answered all our questions and pointed out the issue with the exhaust and air intake systems, causing the odors that precipitated the recent closure of the Library building. They are very familiar with our HVAC system, having done repairs and maintenance for some years now. Since Meierhoff and Jerch together constituted a quorum of the B&G committee, we asked that the work be completed as soon as possible. The submitted proposal of over \$8K exceeds the Director's ability to proceed without Board approval, so Grassi called this emergency meeting. M&M said they needed 2-3 weeks lead time to order the materials, and 2-3 days to complete the work. Grassi will not have the use of her office during that time, but much of the work can be done before the Library's 10 am opening time, and should have little impact on Library employees or patrons.

Jerch moved to accept the proposal from Murphy and Miller for replacement of the HVAC flue piping in the Director's office in an amount not to exceed \$8475; Meierhoff seconded; all voted aye.

**5. Summary and Discussion of Murphy and Miller Proposal: Replacement of HVAC Electrical Unit:** Grassi showed the Board a scary photo of the HVAC electrical panel that is rusted and corroded as a result of the above-mentioned flue piping allowing moisture to condense on the unit. While it still continues to function and (for now) does not constitute an emergency, we decided to ask Murphy and Miller for an estimate for replacing it. Grassi will ask for a proposal from Murphy and Miller.

Hayes pointed out that there is approximately \$10K in this FY's repairs and maintenance fund, so we will be able to cover the HVAC flue piping replacement from that fund; no need to dip into reserves.

We also discussed the other HVAC issue that was part of the reason for the recent Library closing, which was a lack of heat in the Library. Murphy and Miller's technician showed Grassi all (12? 14?) temperature sensors in the Library and made some adjustments to one of them. He also explained how the airflow was designed to work in our rather unique open-levels space, and said that the system was designed to operate with the doors from the vestibule into the Library closed. Those two small changes have made a considerable difference in the comfort level of Library occupants regarding heat in wintertime.

**6. Discussion of Increasing Payment Limit for Library Director:** Meierhoff proposed that we increase the dollar amount the Library Director is authorized to spend without prior Board approval. The amount has been \$5000 for at least 12 years. With inflation, \$5K seems to be low. We discussed what the limit should be, noting that \$10K is roughly 1% of our annual operating budget. We also discussed adding in language regarding spending for a safety issue or an interruption in services. Jerch will work on language. Also, B&G will meet before the next regular Board meeting and draft a motion for a change in policy.

**7. Any and all other business which may properly come before the Board:** There was none.

**8. Adjournment:** Hayes moved to adjourn; Heintzelman seconded; all voted aye. Meeting adjourned at 7:45 pm.

Respectfully submitted,

Janie Jerch