

**LIBRARY/MUSEUM/VILLAGE INTERGOVERNMENTAL
ADVISORY COMMITTEE MEETING
MINUTES OF MEETING – October 21, 2015**

1. Call to Order and Roll Call

The meeting was called to order on Wednesday, October 21, 2015 at 2:10 PM in the Lake Bluff Library Spruth Room, 123 E. Scranton Ave., Lake Bluff, Illinois.

Present from the Library: Library Director Eric Bailey, Board President Kathy Meierhoff, and Board Member Janie Jerch.

Present from the Lake Bluff Museum: Board Member Cathy McKechney.

Present from the Village: Finance Director Susan Griffin

2. Approval of the June 11, 2015 Minutes: Eric Bailey noted that Item 3(d) should reflect that the flashing will be repaired next spring. Cathy McKechney requested that the ice cream truck be corrected to ice truck in Item 4(a1) and that Janie Jerch be added to members on the Museum Board as stated in Item 4(a3). Member McKechney moved to approve the June 11, 2015 minutes as amended, seconded by Member Meierhoff and approved unanimously on a voice vote.

3. Facility Report – Chairman Bailey

- a. Susan Griffin presented an image of a Library and Museum sign with the logo that was one of the branding study outcomes. The Library and Museum have a sign at the corner of Oak & Scranton that is consistent with the Village's current entrance/informational signs. The members opined on the design of the image and the value in spending \$5,000 to replace the current sign which was purchased in 2011 at a cost of \$6,000. The members agreed to recommend to their Boards retaining the current sign.
- b. Eric presented a draft resolution regarding the use of the 2nd floor foyer. Cathy will present this to the Museum Board at their next meeting. For the record, she noted that the space was originally part of the Museum's area. Discussion ensued regarding the Library temporary use of the space for meetings when the Library space is at capacity.
- c. Lyndy is working with Mike Croak, Village Building Code Supervisor to find a fix for pooling water in the stairwell into the Spruth Room. The repair will require separate vendors for the concrete and railing replacement. This is expected to be completed next spring due to the unavailability of vendors at this time.
- d. The Library Board will be seeking bids to repair the current HVAC system. The temperature control throughout the building is not functioning properly. An examination of the system uncovered a cracked heat exchanger, issues with the zone sensors, and air flow control valves that are not working properly.
- e. The Library is updating the Wi-Fi system as there are void zones and the hardware is technologically obsolete which creates bottlenecks for users. The Friends of the Library may be financing the cost of this equipment. Cathy noted that the Museum has a separate Wi-Fi system that they maintain.

4. Other Business: None
5. FY2014-15 Meeting Schedule: **The meetings will be scheduled for Wednesday December 9, 2015 at 2:00 PM at the Lake Bluff Library subject to change on the availability of the members.**
6. Adjournment: There being no further business, Member Meierhoff moved to adjourn the meeting at 3:05 PM, seconded by Member Jerch and all members present voted aye.

Respectfully submitted by
Recording Secretary Susan Griffin