



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BUILDING and GROUNDS COMMITTEE MEETING  
July 24, 2009**

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**PRESENT:** Steve Wolf, Mary Nelson, Caroline Coryell (by remote hookup)  
**ABSENT:** None  
**STAFF:** Jeannie Dilger-Hill  
**VISITORS:** None

Meeting opened at 10:00 a.m. by Chairman Steve Wolf.

A vote was taken to allow the remote attendance of Caroline Coryell. Vote was affirmative.

Under Unfinished Business the Landscaping was discussed. Some rose bushes had been stolen; some yews and the ground-cover on the corner of La Grange Road and Cossitt Avenue have died. Also, the plantings in the parking lot islands are not doing well. The quote from Hinsdale Landscaping was simply to replace what we already have, which is not working out.

Jeannie Dilger-Hill said she would get a new quote (for some different plantings) from Hinsdale Landscaping.

Under New Business, Jeannie discussed the need for a Building Maintenance Plan, (a per-capita grant requirement). She said the only library she knows of which has such a plan is Westmont. The Director, Christine Kuhn, presented a workshop at MLS detailing how to set one up.

Right now we need someone to estimate replacement costs, in order to budget yearly amounts for maintenance and replacement. Caroline said she would go through the paperwork from BCA to get warranty information.

Steve said an average amount to budget for building maintenance ordinarily be 5% to 8% of the budget, (since in 5 or 10 years things would cost more than in 2007). Right now, Jeannie said, we have only needed about 3% on maintenance, since the building is new.

A yearly painting budget was suggested by Steve, he also said the windows should last about 15 years on the West and South sides, longer on the North and East. However, yearly maintenance (washing, etc.) needs to be done. The electrical should be okay unless it needs to be upgraded. Jeannie learned the carpet is only warranted for five years and already has major problems, especially in the lobby and elevator. Mary Nelson pointed out that we had not wanted carpet put in the elevator and Steve agreed. Also, Caroline said we had originally asked for all tile in the lobby area, but BCA insisted on putting carpet in. The stair carpet is not holding up either.

Steve suggested we have a consultant come in, to help us figure out a plan for maintenance, later in the year.

The carpet rep from De Sitters has looked at the carpet here and suggested a different

material be installed in the elevator.

Next the timing of the interior and exterior lights was discussed. Jeannie said one problem is that whenever the lights are re-set they tend to go "wacky". Mary asked about insurance if we have public meetings which go on after 9:00 p.m., would we be liable if the lights were such that people had difficulty leaving? Jeannie said the parking lot lights are separate from the interior lights; also there is an override if people are in the building late.

It was agreed that Monday through Friday the interior lights (except for those which stay on for safety purposes) would turn off at 9:30 p.m. and on Saturday and Sunday at 5:30 p.m. However, the outside lights should stay on until 10:30 p.m. every day. Jeannie will direct Ken Vesperman to make the changes.

Mary asked about people using the parking lot at night for the church and theater, perhaps we could allow parking on Saturday or Sunday evenings, after we close. Steve said any signage would have to be carefully worded, or we should work with the theater owners to make sure their patrons did not take up all the spaces on the weekends.

The Hayden's fence repairs were mentioned, the lattice is being removed and the east end cut down for safety.

The signage for over the doors to the lower level and second floor was discussed. Poblocki was asked to create lettering to match that which we already have. They sent drawings of 3" and 6" lettering, all caps or done with caps and small letters. It was decided to hold off on voting on them until Caroline can take a look at them. Steve, Mary and Jeannie will look at them today. It was pointed out that the color should match what we already have.

Steve and Jeannie suggested that the Building and Grounds should do regular walk-throughs of the building, and the full Board should also do so, at least once yearly.

As there were no public comments, Caroline moved to adjourn, seconded by Mary.

Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Caroline Coryell