



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

BUILDING & GROUNDS COMMITTEE MEETING SEPTEMBER 24, 2014

MINUTES

The meeting was called to order at 6:06 p.m. by Committee Chair, Chris Gorman, at the Westmont Public Library.

Roll Call:

Present: C. Gorman, J. Martens, K. O'Connor

Also present: Director J. Coen, Assistant Director K. Buckson, Administrative Assistant T. Barry and Marketing Associate D. Hinrichs

Absent: J. Martens

Pledge of Allegiance

Approval of the minutes of the Building and Grounds Committee meeting held on June 17, 2014:

O'Connor moved to approve the minutes of the Building and Grounds Committee meeting held on June 17, 2014, Gorman seconded. All in favor, motion passed.

Open Forum:

Board – Porter – Welcome Deb.

Carmichael – State of the Village Address on Wednesday, October 8 at 11:50 a.m. at the Hilton Oakbrook Hills Resort.

Gorman – If you are interested in attending the State of the Village Address event please contact the Westmont Chamber.

Director – Coen – Introduced Deb Hinrichs who started yesterday as the new marketing associate.

New Business:

Discussion of main floor redesign project:

Coen reported that she had completed reference checks on the three architectural firms and that they were all positive. She said she enjoyed speaking with other library directors about their re-design experiences. O'Connor asked Coen what our anticipated timeline would be and she responded that she would like to see work carried out on a 3 year timeline. Coen asked the board if they wanted to meet the three candidates and if so she would be happy to arrange it. She also suggested they check out their websites and visit some of the libraries they had worked on. Gorman asked if we were obligated to go with the lowest bid. Coen explained that they were all

under \$20,000 so there would not be a formal bid process. Carmichael asked if the previous plans by Tiffany Nash were still on-site. Coen said she would investigate.

Gorman suggested Coen share with the board the names of libraries the candidates had worked with and also to share pictures. Committee agreed to meet on October 14 at 7:00 p.m. following the next policy meeting at 6:00. Coen said that if the board was in agreement with the bullet pointed "list of things we wanted" she would invite the consultants in.

Discussion of exterior digital signage project:

Coen provided three proposals and images of various styles and asked the committee if they could agree on one. Gorman asked if we could have a "dummy" sign installed out front. Buckson said that she was not sure if that could be done prior to signing with a company.

Coen asked the committee for feedback so she could move forward with writing the RFP. Gorman asked for the actual specs and whether or not the committee wanted color or monochrome. Fichtel asked if Coen had spoken to the village about any requirements or rules about what we could put out front. Coen said she would contact the village about zoning, village ordinance, etc. Porter expressed that she liked the sign with the marquee.

(Porter departed at 6:50 p.m.)

O'Connor asked if Coen could find out where the village was in this process. Coen shared a list of priorities for organizations who could post on our digital signage. O'Connor asked what software would be used regarding the re-cycling/re-freshing of messages.

(Martens arrived at 6:55 p.m.)

Discussion of cleaning services:

Coen provided the cost of what we currently paid and asked the board when they wanted her to put an RFP out. Committee agreed that February would be acceptable.

Adjournment:

O'Connor moved to adjourn at 7:07 p.m., Martens seconded. All in favor, motion passed.

Respectfully submitted,



**Theresa Host Barry
For and on Behalf of
Jason Fichtel, Secretary, Westmont Public Library
Board of Trustees**