



**Board of Library Trustees**  
**Building & Grounds Committee**  
Jeanette Spillman Westhoff Story Room B  
Main Library, 700 N. North Court, Palatine, IL  
March 7, 2024, 4:00 p.m.

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## Minutes

### 1. **Call to order**

Committee Chair Jeffrey Westhoff called the meeting to order at 4:05 p.m.

### 2. **Roll call**

Upon roll call, Trustees Westhoff and Jefferson were present.

### 3. **Introduction of visitors**

Also present were Executive Director Jeannie Dilger, Dan Eallonardo of Independent Construction Services, and Kristen Richardson of Engberg Anderson Architects, via Teams.

### 4. **Public Comment**

None.

### 5. **Project Updates**

#### a. Second-floor staff area remodel

Dan Eallonardo updated the committee on construction progress. He said Phase 1 was wrapping up, and construction crews would soon begin Phase 2, remodeling the administration area. He said work was going well and the whole project should be completed by mid-May.

#### b. Elevator controls project

Kristen Richardson said she was prepared to begin drawing up documents for the project to replace the control panels in the Library's elevators later this year, in the fall or early winter, but she wanted guidance on which elevators to start with. Executive Director Dilger recommended that the two elevators from the lobby to the parking garage be first, because one could be in service while the other was being refitted. She said the cost to replace the controls would be roughly \$80,000 per elevator, with another \$23,000 for cab improvements if the Library chose to

have those done as well.

The committee agreed that the garage elevators should be the first to be refurbished, followed by the freight elevator in the staff area and then the public elevator from the first to the second floor at later dates. The committee agreed to get a sense of the full Library Board at the March 19 Board meeting as to whether the project should begin with the garage elevators.

**6. Other business**

None.

**7. Date for next meeting**

The committee will meet again at 4:00 p.m. April 4, 2024.

**8. Adjournment**

Committee Chair Westhoff adjourned the meeting at 4:54 p.m.

Approved on: 4/16/24

L. J. Branes  
Trustee

M. J. De Rosa  
Trustee

Prepared by Jeffrey Westhoff