



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

Minutes

1. Call to order

Committee Chair Jeffrey Westhoff called the meeting to order at 4:08 p.m.

2. Roll call

Upon roll call, Trustees Westhoff and Jefferson were present.

3. Introduction of visitors

Also present were Assistant Director Melissa Gardner, Dan Eallonardo of Independent Construction Services, and Kristen Richardson of Engberg Anderson Architects.

4. Public Comment

None.

5. Project Updates

a. Second-floor staff area remodel

Dan Eallonardo said the project is going well. Cubicles were being installed in the staff area, as well as furniture and fixtures in the staff lounge. He said Phase 2, the administrative area, should be finished by the end of April, with furniture to be delivered the first week of May. [NOTE: The committee toured the Phase 1 area after the meeting concluded.]

b. Elevator controls project

Kristen Richardson noted that the Library Board had advised her to proceed with plans to refit the controls of the two elevators to the garage.

c. Marketplace shelving and teen furniture

Assistant Director Gardner updated the committee on forthcoming changes to shelving in the marketplace areas and furniture in the teen section. She also sought the committee's input on planned study pods for the adult services area on the second floor.

6. Other business

None.

7. Date for next meeting

The committee will meet again at 4:00 p.m. May 2, 2024.

8. Adjournment

Committee Chair Westhoff adjourned the meeting at 4:34 p.m.

Approved on: 4/16/24

W. J. Brauer
Trustee

M. Westhoff
Trustee

Prepared by Jeffrey Westhoff