



**AURORA PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
BUILDINGS AND GROUNDS COMMITTEE  
MEETING MINUTES  
JULY 21, 2021**

**CALL TO ORDER:** at 6:01 p.m.

Present: Trustees Suzanne Stegeman, Matthew Orr, Melinda Riddick

Absent: None

Also present were Executive Director Michaela Haberkern and Director of Neighborhood Services Heather Sturm

**ADDITIONS/CHANGES TO THE AGENDA:** Addition of Bookmobile Update to follow Public Comments.

**APPROVAL OF MINUTES OF JANUARY 18, 2021 COMMITTEE MEETING:**

Matthew Orr moved, and Melinda Riddick seconded to approve the minutes of the January 18, 2021 committee meeting.

All in Favor

Motion Carried

**COMMITTEE MEETING 01-18-21 MINUTES APPROVED**

**PUBLIC COMMENTS:** None

**BOOKMOBILE UPDATE:** Heather Sturm updated the committee on the status of new bookmobile construction. Supply chain and labor issues have delayed construction, and the vendor is now projecting a June 2022 delivery date. Meanwhile, the library is gathering community feedback on interior color palettes.

**NEW BUSINESS**

**Committee Scope and Purpose**

Suzanne reviewed for the committee their scope and purpose as outlined in the board's bylaws. Michaela reviewed for the committee the property that the library owns and the joint use agreements with our partners the City of Aurora, West Aurora School District 129, and the Fox Valley Park District.

**Capital Plan Review**

Michaela reviewed the library's capital plan with the committee. Allocations to the Special Reserve Fund as recommended by our municipal advisor will ensure sufficient resources are in place when expenditures occur.

**RFQ Review**

Michaela reviewed with the committee the Request for Qualifications for Architectural Services that the library issued in January 2020, as well as the Local Government Professional Services Selection Act. The

committee discussed the actions of the previous Buildings and Grounds Committee. Suzanne shared her review of the previous committee's scoring of proposals and recommended that the four top scoring firms be brought in for interviews.

**Selection of Firms for Interview**

Melinda Riddick moved, and Matthew Orr seconded to invite the following firms to interview with the Buildings and Grounds Committee: Dewberry Architects, Sheehan, Nagle & Hartray, Studio GC, and Williams Architects.

All in favor  
Motion carried

**ADJOURNMENT**

Matthew Orr moved, and Melinda Riddick seconded to adjourn at 6:46 p.m.  
All in Favor  
Motion Carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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mh

Chair, Buildings and  
Grounds Committee