

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Civic Room  
August 29, 2013**

**CALL SPECIAL MEETING TO ORDER**

The special meeting of the Board of Trustees was called to order at 5:38 p.m. by Mr. Lonoff.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees Present:** Ms. Sharon Bergstein, Mr. Jay Glaubinger, Mr. Marc Lonoff, Ms. Vera Mayer

**Trustees Absent:** Mr. Carlos Früm, Ms. Miriam Imrem, Ms. Daphna Neirick

**Staff Present:** Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen

**Guests Present:** Ms. Jennifer Betancourt from Dewberry, Mr. Lance Tritsch and Mr. Jim Creath from Pepper Construction

**NEW BUSINESS**

Ms. Amen explained that the purpose of the meeting was to review and approve the design documents that have been prepared by Dewberry.

Ms. Betancourt began the presentation stating that once the design documents had been approved, the construction documents can be started. She performed a review of all the documents with the Trustees and Staff.

- G – Code Analysis Plan
  - These documents will be submitted to the Village for their review
- S – Structural Plan
  - Focused on the demolition, concrete slab layout, helical piers, framing
- A – Floor Dimension Plan
  - Showed plans for first floor, second floor, roof, exterior, auditorium, bathrooms, stairs, walls, doors, acoustical
- TR – Theatre Rigging Plan
  - Showed plans for seating, lighting
- FP – Fire Protection Plan
  - Showed plans for first floor and second floor
- P – Plumbing Plan
  - Showed plans for demolition, first floor, second floor, roof
- M – Mechanical Plan
  - Showed plans for demolition, ventilation on first, second and roof levels, heating on first, second and roof levels
- E – Electrical Plan
  - Showed plans for demolition, lighting plan for first floor, power plan for first and roof levels
- T – Technology Plan
  - Showed plans for first floor and second floor

In a previous meeting, the Trustees asked if a mock up could be created of the new space that could be shown on the video monitor and the website. Ms. Betancourt showed an example of what this would look like and provided a cost estimate of \$1,800. It would show a patron walking from the outside of the building into the buildings new areas and would be in black and white.

Ms. Mayer made a motion to approve the design development documents as presented and to begin working on a visual representation of the project. Mr. Glaubinger seconded the motion. On roll call vote, Trustees voted:

“Aye”: Ms. Bergstein, Mr. Glaubinger, Ms. Lonoff, Ms. Mayer

“Nay”: None

**ADJOURNMENT**

There being no further business to discuss, Mr. Glaubinger moved to adjourn. Ms. Bergstein seconded the motion. The meeting was adjourned at 6:50 p.m.

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Marc Lonoff, President

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Anna M. Amen, Recorder