

Minutes of the Special Meeting of the Building Committee of the Board of Library Trustees of the Orland Park Public Library held August 12, 2019

The meeting was officially called to order by Christian Barcelona, Committee Chair at 7:00 p.m.

Call To Order

Members present: Christian Barcelona, Vice President; Charles McShane, Secretary; Bridget Lindbloom, Trustee

Roll Call

Other Members Present: Nancy Healy, Trustee

Members absent: Dan McMillan, Treasurer (7:05)

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Alice Grabowski, Administrative Clerk

Michael C. Barnes, Architect
Lisa Schmidt, Architect, Wight & Co.
Steve Moore, CM Project Manager. Wight & Co.
Divya Jain, Architect, Wight & Co.

Introduction of Visitors

None

Public Comment

Latest Design Development drawing discussion/Budget Updates

Old Business

Library Director Mary Weimar began the meeting asking for clarification from the architects on the considerable overage of the budget for the renovation. Architect Schmidt explained that the difference arose from the updates from the schematic designs. Schmidt explained the budget is much more detailed during the design development phase. There were a few additions to the project and the furniture element brought more detail, which in turn added cost. Architect Jain went on to mention that some revisions were made to reduce cost such as modification to the Welcome Desk and the redesigned Patron Services desk which will be reduced to a two-seat station with the trellis remaining as a design element. She reviewed that Patti King modified details within the Nature Center. Within the evening's meeting, Steve Moore, CM Project Manager, will discuss the project schedule including the bidding process and the three-phase project clarification. Architect Schmidt confirmed that if the Library has less phasing during this project, it could be less costly but it would have a greater impact on comfort level for patrons and staff. CM Moore stated that the cost would rise if the phasing process were prolonged.

Architect Jain introduced the renovation design updates by reviewing the existing floor plan. She started with the areas on the first floor that will be touched with renovation including Meeting Room 104, Lobby, Tween Zone and Preschool Area. She emphasized that the Tween Zone will have its own

identity and the Preschool Area will include a fun element. The second floor updates include Teen Area, Multi-Purpose Room, Smart Lab and Administration. Architect Schmidt commented that with all the extra details being added into the design the cost will fluctuate depending on the products selected.

Architect Jain presented the first floor updates starting with the Children Library's portal. The portal will incorporate elements of the *More Than Grass* mural. Furthermore, she reviewed the three-piece serpentine-designed corral which will be designed for the Preschool Area. This particular area will provide children with an area to play and read as well as incorporate storage for board books in baskets, seating for children and parents, as well as a safety factor by designating a space for the children to remain in while visiting the Preschool Area. Director Weimar added that there will be crawl-through spaces included in the serpentine piece which will add an element of fun for the children. Architect Barnes confirmed that two crawl spaces are in the plan. Architect Jain continued with the Youth Services Junior Reference Desk. Architect Barnes commented that the Youth Services staff preferred to have seating that faces the north and south corridors. Director Weimar stated that she thought the service desk itself was supposed to have more rounded, not sharp square corners. Architect Barnes said that the desk itself will have rounded edges but will not be an oval shape. Architect Jain moved on to the Story time Room. She reviewed the acrylic-paneled partition, which will divide the Story time Room and the Craft Room, confirming the partition will be designed to be a lightweight system and allow for transparency of the natural light from the windows. The Tween Zone was discussed next, including a new fun ceiling with light fixtures and graphics. This area is still under review for colors and patterns.

Architect Jain confirmed that Meeting Room 104 will look similar to the current one, but will be much larger in size. Treasurer McMillan inquired if this was the area that glass was being added. Director Weimar responded the glass would be incorporated into the two new Youth Services Study Rooms, in which the bottom half of the room will be millwork and the top half will be glass enclosed. Architect Schmidt stated that the plan is to keep the original design on the existing study rooms. Architect Barnes clarified that floor to ceiling glass will be used at the entrance of the new study rooms for a visual effect.

Architect Jain moved the discussion to the second floor updates. The Smart Lab was discussed including the glass enclosure which will have projection film adhered to it so information can be reflected onto it both inside and outside of the room. The Teen Area upgrades include an open ceiling with baffles and industrial-type lighting to incorporate a lofty feel. Architect Schmidt added that the Teen Area will have an open appearance due to the use of glass surrounding the area. It will be visible from the public side. Treasurer McMillan asked why the budget on the Teen Area increased \$42,000. Architect Barnes proceeded by displaying updated images of the area which included the study room glass and the lighting that added to the cost of the area.

Architect Barnes reviewed the most current images including the lobby. He explained that the current trellis would be refinished and repurposed on the Patron Services desk. Assistant Library Director Adamowski stated the trellis adds an appealing element to the lobby design. Additionally, the current Patron Services desk will need to be repaired and refaced because it will be modified for the project. The number of workstations for staff will be reduced to two stations from three. Architect Barnes added there are also additions to the Children's Portal entrance. This includes a wood tree element and a mural wrap applied to the column. The signage for this area will now display "Children's Library." He continued to the Story time Room in which quotes are to be stenciled on to the walls. Additionally, benches will line the perimeter for extra seating for patrons. A flat screen monitor is to be included with the removal of the existing projector. Architect Barnes showed images of the glass view of the Youth Services study rooms.

Architect Schmidt concluded the design portion with the Nature Center. She confirmed that the deck size has been modified in the square footage to reach the desired budget. This particular plan will be known as "Option E."

Architect Schmidt opened the discussion concerning the overage on the Budget. She discussed the fact that the current number is at \$3.8 million which includes the \$203,900 for the Nature Center. She confirmed that our goal for the budget is to be at the agreed upon amount of \$3.2 million. Trustee Healy inquired if the new tariff costs are factored into this higher number. Architect Schmidt stated

that the tariffs are not included into the budget yet due to the lack of information on what the end number will amount too. Schmidt continued that the contingency amount would be lower than 10% at the design development phase but Wight kept it at 10% to factor in for the possible tariffs cost increases. The 10% contingency could be utilized in this case, if necessary. She continued with the discussion on furniture costs. She recommends purchasing furniture before spring of 2020 since an increase of 3-5% is expected on furniture costs. Architect Jain added that the furniture companies have currently been absorbing the cost increases, but they are preparing to hand the cost to the customers.

Architect Schmidt examined the Budget Analysis. The overall general renovation cost has decreased \$60,400. The Story time/Craft Room has decreased \$15,600 but due to the cost of a 2nd floor study room recording studio, those costs did not decrease more. Director Weimar stated that the recording studio will be taken off the table. Architect Schmidt said that to get the budget to \$3.2 million it would take quite a bit of changes. One area to review will be the millwork pieces which currently has 12 new pieces added into the design that added close to \$200,000 to the budget. She stated that the numbers usually increase during the design development phase once details are added in. The lighting is another area that can be examined to cut costs. Architect Barnes said this is a living document that is constantly changing. We can ask for alternative bids to save money. Architect Schmidt confirmed that she is working with the engineers on the lighting for ways to become more cost efficient. Lighting is trending high in price currently. She continued that some of the price increase was also due to the increase in the percentage of glass. Director Weimar inquired about the use of millwork and if there is a possible savings there. Architect Schmidt stated that currently we have 12-inch millwork on the baseboards throughout the Library. Director Weimar suggested the idea of minimizing the millwork on areas less visible to the public down to 6 inches. Architect Barnes agreed that we could possible reduce the size down to 4 inches.

Architect Schmidt proceeded with the Adult Patron Computer Area, Tech Center and Smart Lab areas. This particular area increased \$51,700 due to anti-static flooring, cooling systems and specialty items. Secretary McShane asked for clarification on the specialty items. Architect Schmidt explained some of the items include the core flooring, the use of glass in the Web Developer's office area and the new cooling system needed for the server room. Director Weimar stated the Library can reduce cost by creating an office for the Web Developer within the redesigned Adult Services workstation area. In addition, Director Weimar inquired about the cooling system. Secretary McShane mentioned that the sizes of the various servers do not warrant a full HVAC system. He suggested a smaller unit because over time our servers housed onsite will decrease. Architect Schmidt stated that the engineers originally had recommended the larger unit due to the server rooms size calculations. She will inquire about possibly reducing the size of the cooling unit. Director Weimar questioned the cost of the anti-static flooring. Architect Schmidt confirmed that this flooring was requested for the workroom only, not for the server room. Trustee Lindbloom asked for clarification on why this floor is needed. Secretary McShane said the anti-static floor is needed if IT staff are working on computers' inside technology on a daily basis and there are other less expensive options available.

Furthermore, the 2nd floor the Teen Area was discussed. Architect Schmidt stated this area increased \$42,000 due to the glass scope being more defined. The estimators missed the wrap-around glass element of the area. In addition the flooring design originally included carpet with some vinyl areas, but has now been changed to all vinyl except in the study rooms, which costs more. The solid vinyl is higher in cost than the carpet at approximately \$3 per square foot. The Multipurpose Room cost decreased by \$900 which is believed to be the elimination of the storage closet in the north end of the room. That area will now be an open niche. Trustee Healy asked about the entryway for this area and how much glass is being used. Architect Barnes explained that the entryway is all glass with the rest of the area walled-in. The inside of the room will have a T shape design.

The discussion continued onto the large meeting room. The budget in this area has increased by \$47,500. Architect Schmidt explained that the level of detail including the lighting and ceiling are the factors. Architect Barnes suggested a review of the room to find a way to reduce costs. One option is to look at the ductwork but this would be minor. Architect Schmidt said that with the overall size of the room increasing that reducing too much on the ductwork might cause temperature issues. She stated that the ceiling is very detailed with a couple of different lighting types. Finance Manager Kimmey inquired about the cost of each electrical panel for this room. Architect Schmidt stated that each panel is approximately \$5,000. Architect Barnes added that the drop ceiling was not factored into the cost of this room initially. He stated that if we did not include the "cove" lighting the cost would

decrease, but the lighting element would change. Director Weimar asked how much savings would it come to if this type of ceiling was selected. Architect Barnes stated it would be approximately \$15,000. Trustee McMillan inquired on how much this change would affect the light in the room. Architect Barnes acknowledged that the lighting change would alter the room. The feel of the room would change and become more compressed with fewer options for lighting. Architect Schmidt moved on to the cost of acoustics. There is a need for better sound reduction to be placed in the wall adjacent to the bathroom. Architect Barnes added that this room will have to be a gut remodel. If mechanical and lights can be simplified than cost may be reduced.

A quick analysis was performed earlier in the day to update the numbers, in which a revised document was handed out. Finance Manager Kimmey inquired about the cost differences between the different handouts. Architect Schmidt explained that some of the changes that were presented during this meeting were already incorporated into the new document. She confirmed that the numbers are not what are desired with the changes. Schmidt suggested that alternative bid pricing would allow for more flexibility. Manager Kimmey asked how the bidding climate is currently. CM Moore stated that now that the summer work is ending as you enter into fall the cost is typically a better outcome. Trustee Healy asked if the general renovation included the staff areas in the back of the house. Architect Schmidt confirmed that it was included. Architect Barnes added that a good-sized chunk of the cost is in the carpet replacement. Trustee Healy inquired if this renovation will fix the issue with the toilets not flushing if there is a power outage. Assistant Library Director Adamowski explained that the library will purchase a backup generator in 2019 out of the operating budget, which will eliminate this issue.

Director Weimar asked about the cost increase in the Wellness/Sensory Room. Architect Schmidt explained that in the original estimate full plumbing was not accounted for in the budget. Concrete work will be needed to add a sink into this room. According to code requirements, a sink is required for safety and health reasons. Architect Jain mentioned that between the removal of the closet in the Multi-purpose Room and repurposing some of the light fixtures, cost will be decreased. Architect Schmidt explained that the cost to salvage a light fixture is \$350 due to the care needed to remove it and then retrofitting to LED lights. Architect Jain also added that a few extra savings can come from changing the Information Technology workroom floor and the removal of the recording studio, which was suggested earlier.

The cost increase on the Friends Book Sale room was considered next. Director Weimar asked why there was an increase in this area. Architect Schmidt stated it is due to the electrical room enclosure, new flooring, glass door and the modified ceiling. Director Weimar inquired why the \$9,480 increase specifically. Architect Schmidt said this is due to the full glass door and the detailing of elevation.

A revised document was distributed on the Summary Remodel dated 8/12/2019. Director Weimar suggested that by only rearranging the Patron Services workstations some savings will occur. She continued the Graphics area will be reexamined to see if changes are necessary for the work flow. Architect Schmidt offered the idea of using deductive alternatives for this area. She stated the use of Value Engineer will be utilized, which is how items can be looked at in depth for new totals. In addition, furniture quotes will be a way to increase reductions. With this system, they are hopeful for an additional \$10,000 in savings.

Trustee Healy inquired about the three phases. CM Moore confirmed the Library is set to complete the renovation in three phases. He explained that if the construction were done all at once it would greatly affect the patrons and staff. The cost goes up if you add additional phases into the schedule. Director Weimar asked if the Quiet Study Room would be done first. Architect Schmidt confirmed this area is being considered in the first phase. Director Weimar inquired about the collection that is currently housed near the Quiet Study Room and the accessibility of the materials by staff and patrons. Architect Schmidt will provide diagrams to provide details on the plans for the phasing of that area. She continued to say that two phases was a possible, aggressive alternative. Director Weimar concluded that this is not desired due to the flooring being scheduled for phase three. If the carpet installation is scheduled earlier than phase three, the carpet will get full of construction dust.

CM Moore continued with the schedule of the renovation. He suggested finalizing the design with a budget hopefully in September. One to two weeks will be needed to get the documents out for bid. Director Weimar will contact Klein, Thorpe & Jenkins to confirm what is required in regards to the

time element on the bidding. CM Moore suggested three weeks for bidding which would give the contractors more time to examine the project in detail and give a more accurate bid. With this suggested time line, it will put the next step at the end of September, to complete scope reviews and to vet through all bids.

CM Moore suggested a special meeting to be scheduled before the October 21, 2019 regularly scheduled board meeting. The date for a special meeting on October 14, 2019 was suggested. At this meeting, the GMAX will be presented, as well as the total project value and subsequent costs. Finance Manager Kimmey asked about the GMAX options in regards to alternative bid options. CM Moore stated the bids could be presented as option A or option B. Director Weimar inquired on how many bids the library should expect. CM Moore stated to expect approximately three bids. He continued to state that there will be more subcontractors for electrical, whereas millwork is variable and glass is a tighter market right now. He stated there is higher success in bidding in the October/November time window due to the market at that time. Director Weimar asked for an approximate time on the start of the renovation. CM Moore confirmed the estimate date is mid-November.

Architect Schmidt inquired if the renovation start timeline affects the phasing. Director Weimar stated that knowing the timeline helps plan for how to best accommodate the patrons. She mentioned that programming has been planned through April within the various departments. The library can explore various ways of still presenting programs within the building during the project, as well as seeking outside venues. Architect Schmidt stated that Phase One is scheduled for the Quiet Study room, 2nd floor study rooms, Smart Lab, Public Computer area and the Story time Craft room area in Youth Services. Director Weimar asked for a phasing schedule to try to accommodate programs for patrons and staff. She suggested scheduling less outside groups in Room 104 to save room for the Library's regular programming. Architect Jain added that the lobby is scheduled for Phase Two. CM Moore continued that the noise level will be an issue because there is no sound buffer between the workers and the patrons. He recommended doing an earlier start for the work crews so they can complete their day by approximately 2 p.m. Director Weimar added that this will be ideal for the patrons to have less noise between the hours of 2 p.m. - 9 p.m. Architect Schmidt stated that a diagram with dates will be provided to aid in scheduling patron events.

Nature Center Budget discussion/Survey/Construction timeline

Architect Schmidt stated that the budget on the Nature Center has been reduced due to the reduced decking area on the west side over the pond. As the renovation project moves forward, the Nature Center may lag behind in time line. Once the survey is done, the civil engineer can start the process. This bidding will be done separately.

Approval of the Proposal from DLZ Surveying, Inc. to provide surveying services on the Nature Center project in the amount of \$2,000 – For Action

Committee Chair Barcelona motioned to approve the Proposal from DLZ Surveying, Inc. to provide surveying services on the Nature Center Project in the amount of \$2,000. Secretary McShane seconded.

Architect Schmidt confirmed this is a reputable company with a fair price.

A roll call vote as follows: Barcelona – aye; Lindbloom – aye; McMillan – aye; McShane – aye

Motion passed. 4 ayes, 0 nays, 0 absent

Review Project schedule & discuss GMAX timeline/Bid process

Please refer to the above information for the project schedule and GMAX timeline.

Treasurer McMillan began the discussion on the timeline on fundraising efforts. Director Weimar stated that Room 104 could be utilized until the end of March. A suggestion of a family event may be offered after the Story time room is completed. Director Weimar asked for a list of dates when areas of the Library will be available for use for these events. It was mentioned that Evergreen Park Public

Library hosted a fundraising event at Bourbon Street. Assistant Library Director Adamowski suggested contacting Potbelly's and Whole Foods as they offer fundraising opportunities. Trustee Lindbloom also suggested City Barbeque, while Architect Barnes mentioned the idea of Portillo's and Architect Schmidt added that Nothing Bundt Cakes would offer events as well. All of the suggestions will be given careful consideration.

Adjournment

Committee Chair Barcelona motioned to adjourn the meeting. Secretary McShane seconded.

A roll call vote as follows: Barcelona - aye; Lindbloom -aye-, McShane -aye; McMillan- aye

Motion passed. 4 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:59 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Alice Grabowski and Mary Adamowski