

Minutes of the Special Meeting of the Building Committee of the Board of Library Trustees of the Orland Park Public Library held September 10, 2019

The meeting was officially called to order by Christian Barcelona, Committee Chair at 6:33 p.m.

Call To Order

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

Roll Call

Other Members Present: Nancy Healy, Trustee (6:38 p.m.); Joanna Leafblad, President (6:37 p.m.)

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

Andrew Masura, Adult Services Manager; Brandi Smits, Youth Services Manager; Nicole Suhm, HR Generalist

Introduction of Visitors

None

Public Comment

1. Proposals for furniture tear down, storage and rebuild – For Discussion

Library Director Mary Weimar began the meeting by explaining the proposal submitted by Midwest Office Interiors for the furniture tear down, storage and rebuild for the various workstation areas involved in the renovation project. Weimar reminded the trustees that the Patron Services workstation area will be reconfigured by the library's maintenance staff and is no longer included in the project scope. Also the staff lockers will be repurposed into other departments and the disassemble and rebuild will be done by the selected outdoor company. The library will seek at least two additional proposals from companies so a cost comparison can be done with the proposed figures given by Midwest. Hendrickson, a company suggested by Wight & Co., will visit the library on Wednesday morning and submit a proposal. The cost of the furniture tear down, storage and rebuild will be taken out of the FY 2019 building maintenance budget with some crossover into the FY2020 budget as this particular scope of the project will continue.

2. Cooling system for server room – For Discussion

The proposed cost to cool the current server room was given as \$15,000-20,000. Within the renovation project the size of the server room will be reduced in size and Digital Services Manager Lashbrook has mentioned in discussion with Director Weimar that the money should be used elsewhere within the project as the current cooling system will be more than adequate for the reduced space. Vice-President Barcelona suggested looking into a spot cooler to stabilize the temperature in the room.

Old Business

3. Teen Room's new ductwork, diffusers, and VAV box – For Discussion

Wight & Co. engineers have reported the ductwork over the Teen Area will not allow for proper ventilation within the proposed newly enclosed space, thus causing stuffy airflow. Library Director Weimar stated in order to remedy the problem, larger ductwork, diffusers and VAV (variable air volume) are needed which will cost approximately \$15,000-20,000, the same amount that was saved from the deletion of a new cooling system for the IT server room. The cost of these changes will be covered in the bid. Treasurer McMillan asked if any more budget total changes have been given by Wight & Co. Weimar stated that no new totals have been provided. Weimar did mention the ads for the construction bids, as well as the bid for the FF & E were printed in the Post Tribune on Sunday, 9/8/19 and will again appear in the 9/11/19 online issue. The ads will also appear in the Thursday edition of the Orland Park Prairie. Discussion was held about the varying costs of newspaper legal notices. Trustee Healy inquired about what type of publication the Post Tribune was. Assistant Library Director Adamowski stated the Post Tribune is an online news source that covers a large region that carries into Indiana. Director Weimar mentioned the bid notifications are also on the library's website with a link to them from the renovation blog button.

4. Library Renovation FF & E – For Discussion

The trustees were invited to sample the furniture styles that Wight & Co. architects Lisa Schmidt and Erin Oberman recommended and were sent from various suppliers. The samples provided were soft seating for the lobby, multipurpose room chairs, board room chairs and owl-themed chair of the Preschool Area. Trustees gave their feedback of the styles that will be relayed to Schmidt and Oberman. Carpet samples were also viewed and a discussion followed concerning the benefits and drawbacks of cushion-backed carpet vs. non-cushioned. Director Weimar stated any carpet selected would be adhered to the cement flooring throughout the building. Concern was mentioned about the carpet not having enough cushion for the children who may fall or tumble while in the Youth Services Department. It was also mentioned that cushion-backed carpet can be a tripping hazard for the older population. Assistant Library Director Adamowski pointed out that book carts could be more difficult to push over the thicker carpet. Director Weimar stated the cleaning of any of the carpet would be through wet carpet extraction. She also said the cost of cushion-backed carpet was an additional \$2 per square foot. President Leafblad said she would prefer non-cushioned carpet to be installed. Youth Services Manager Smits showed the various colors of the carpets that will be installed in the bay areas of Youth and Adult, as well as in the study rooms. The walk off carpet between the Preschool Area and the Nature Center was shown. The same carpet will be installed on the north stairs outside of the Preschool Area. Smits also showed the luxury vinyl tile that will be put into the Teen Area, Sensory Room and Mother's Room. Trustee Healy stated she hoped the architects will be deciding the colors and proper placement of them so they flow throughout the departments. Treasurer McMillan expressed surprise that carpet would not be installed in the Sensory Room. Director Weimar stated the LVT would be easier to clean in case of a child becoming sick or having an accident in either the Sensory or Mother's Room. An explanation of who would use the Sensory Room was given by Smits, as well as how they would regulate the use of the room. Director Weimar continued the discussion by showing the newest renderings of the Children's Library Portal, Storytime Room and Teen Area. Trustee Healy asked about the AV components that will be installed in the Storytime Room. Assistant Library Director stated that three companies will be working with Digital Services Manager Lashbrook to discuss what components will be the best ones for the various areas. He will then shop various vendors to get the most optimal pricing. Director Weimar reminded the trustees the money for the AV components will be used from the operational budget.

Director Weimar referred the trustees to the copy of the minutes from the 9/5/2019 meeting with Wight & Co. to see the various pieces of furniture that will be newly purchased and those pieces that will be repurposed throughout the library in different departments.

5. Bid Notices and Opening Timeline – For Discussion

Library Director gave the timeline of the bidding portion of the project beginning with the Plans and Specifications available to be viewed or downloaded electronically via Building Connected. The contractors must email CM Steve Moore to receive an electronic invitation after 2 p.m. on Monday, 9/16/2019. Next, a mandatory pre-bid walkthrough is scheduled for 9/23/2019 at 10 a.m. This walkthrough is expected to last approximately 2 hours. The bids are due to the library by 10/7/2019, 1 p.m. CST for FF & E bids and 2 p.m. CST construction bids. The opening of the bids will immediately follow each time deadline. Between 10/7 and 10/14, 2019 the GMAX will be provided to the library. A special meeting of the entire board of trustees will be scheduled the same week to accept the bids.

President Leafblad motioned to adjourn the meeting. Trustee Lindbloom seconded.

Adjournment

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 7:26 p.m.

Charles McShane
Secretary

Approved: _____ Date: _____

Minutes prepared by Mary Adamowski

