

# Minutes of the Special Meeting of the Building Committee of the Board of Library Trustees of the Orland Park Public Library held January 27, 2020

The meeting was officially called to order by Christian Barcelona, Committee Chair at 6:03 p.m.

## Call To Order

Members present: Christian Barcelona, Chair of Building Committee; Bridget Lindbloom, Trustee; Dan McMillan, Treasurer; Charles McShane, Secretary

## Roll Call

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

None

## Introduction of Visitors

None

## Public Comment

Renovation Update – For Discussion

## Old Business

Director Mary Weimar opened the review of the renovation update by announcing that she will be conducting a tour to incorporate a visual of the progress that will be discussed. Administration led trustees on the tour which started with the Administration wing. With regards to the Finance office, Weimar explained how the space is being converted from two offices into three, which will allow the Finance Manager to have an adjacent office with the Senior Administrative Coordinator. The third office space will house the Administrative Clerk. This will increase productivity by placing certain staff members closer together along with the organization of filing cabinets to ease workflow. The workstations that were used previously will be repurposed in this area. Director Weimar then continued to the Graphics department. With the removal of a closet, it opened up this area to make it more efficient. The Communications Manager will now have an office and there is much more space to house the equipment used by this department. Treasurer McMillan added that this is a great use of space since the Graphics department does most of the library's printing in house. Director Weimar continued to state that when the Library first opened this building in 2004 the staff in this department was minimal. Since then, the Library has grown with additional staff members in Graphics to produce the level of work that is now required.

Director Weimar directed the group to the next area under construction, the Adult Services workroom. She explained how a wall was removed from between the Adult Services workroom and the Information Technology workroom. These two departments will share space that will now include a large table for collaborative program planning, meetings with staff, etc. The Web Developer will have her own workstation in the north corner of the Adult Services department. The server room has decreased in size, and is kept at a consistent temperature. Director Weimar stated that the Library is down in the number of servers due to many of the services being hosted offsite. Secretary McShane added eventually the Library would only require two to three servers in the future.

Moving north in the renovation area, the Computer Lab was visited next. Visually one could see the partial wall with a curvature. The rest of the wall will be glass which will have a frosted film adhered to it to allow projected library-related images on it for the patrons to view. Adjacent to the Computer Lab is the entry for the Tech Center. Assistant Director Adamowski pointed out this area will incorporate several of the library's current services and equipment such as the 3D printer, VHS to DVD converters, iMacs and more. Treasurer McMillan asked if the Computer Lab is large enough to fit the amount of attendees for the classes that the Information Technology department conducts. Director Weimar confirmed that it is the same sized area from before. Secretary McShane inquired about the lighting fixtures and projector. The way that the lighting is currently, it will interfere with the present projector. Assistant Director Adamowski stated a new projector is being purchased and they would confirm with the architects about the lights and projection unit.

The tour continued down the hall including the Information Technology Commons area. Director Weimar added that a new color will be utilized here. With the large prints of the Burnham exhibit that are displayed along the east wall, the paint color will be carefully chosen to contrast the pieces appropriately.

As the tour progressed toward the north end of the building, Assistant Director Adamowski stated the carpet had just arrived and is on schedule to be installed this week. The study rooms were viewed next, in particular the two new study rooms on the east end of the building. The trustees mentioned they were not fond of the current paint color in the study rooms, and Director Weimar said new paint will be applied. Furthermore, the new Multipurpose room was examined. This is located in the northeast corner of the building next to the study rooms. Director Weimar stated that a large table with approximately 12 chairs will be used for many of the seating setups for the events to be held in the room. Assistant Director Adamowski added that there will be a closet in the room to stack extra tables and chairs to be used for programs. She continued to explain that there will be a sizable television mounted on the south wall with a sound bar. Director Weimar stated that this particular area can be utilized for a number of patron events, including (but not limited to) business meetings, scouts meetings, non-profits, library book discussions, etc. Assistant Director Adamowski said this area is good for certain sized groups. Setting up the larger Room 104 for these smaller groups has been a problem for the Maintenance staff.

Director Weimar discussed that no more shelving runs will be added to the current Adult Services collection. Trustees mentioned the paint color in the main hallway by the 2<sup>nd</sup> floor staircase may need to be changed. Secretary McShane contributed that this would be very dependent on what was changed in the surrounding area, such as the Teen Area and Adult Services. Director Weimar stated that this might have to wait, possibly to be completed outside the scope of the renovation. Normally Maintenance Superintendent Newman would paint but he is spending a considerable amount of time moving shelving units. Director Weimar directed the tour back to the meeting room and concluded by passing examples of the font lettering to be applied on the glasswork in the Computer Lab, The In-Between and Teen Loft.

Approval to remove seven stanchions and convert power/data to floor boxes on the second floor by Airport Electric in the amount of \$19,363.09 from the operational budget – For Action

Trustee Lindbloom motioned to approve the Approval to remove seven stanchions and convert power/data to floor boxes on the second floor by Airport Electric in the amount of \$19,363.09 from the operational budget. Chair Barcelona seconded.

Director Weimar stated this particular project would be part of Phase 2. Chair Barcelona asked what the project entails, in which Director Weimar responded stanchions hold data and power wiring and 7 stanchion units on the 2<sup>nd</sup> floor need to be demoed to allow conversion to floor boxes for easier access for patrons. Airport Electric provided the library with a quote for the removal of the stanchions. Wight had not had time to vet the proposal. The 7 stanchions would be under tables within the Adult Services area and it is not imperative the project be done at this time. Secretary McShane said that since most of the necessary components are already located in these areas then cost should be minimal. Director Weimar added spending operational funds on this project at this price was not fiscally responsible.

A roll call vote as follows: Barcelona – nay; Lindbloom – nay; McMillan – nay, McShane – nay.

Motion denied. 0 ayes, 4 nays, 0 absent

Approval to have the second floor study rooms and bay areas repaired and painted by Pro Nova Contracting LLC in the amount of \$8,700 from the operational budget – For Action

Treasurer McMillan motioned to approve the Approval to have the second floor study rooms and bay areas repaired and painted by Pro Nova Contracting LLC in the amount of \$8,700 from the operational budget. Secretary McShane seconded.

Director Weimar explained 2 quotes were provided for this project from Pro Nova Contracting and Nedrow Decorating. Treasurer McMillan inquired if the painting in this area was outside the initial scope of the renovation. Director Weimar confirmed that yes, it was not factored into the initial scope of the project, and it was noticed after the fact on exactly how much damage was incurred in these rooms. The Library cannot open a newly renovated area with walls that have nicks and water damage. Furthermore, the area will look distorted if new paint is applied next to the old paint. Director Weimar stated Pro Nova could finish the painting before the end of Phase 1 is completed.

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

Motion passed. 4 ayes, 0 nays, 0 absent

Trustee Lindbloom motioned to adjourn the meeting. Secretary McShane seconded.

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

Motion passed. 4 ayes, 0 nays, 0 absent

The meeting was adjourned at 6:51 p m.

Charles McShane  
Secretary

**Adjournment**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by Alice Grabowski

