

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Special Informational/Workshop Meeting – June 27, 2011

Vice President Klunk called the meeting to order at 5:10 pm followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Ed O'Brien, President (6:28 pm)
Jane Klunk, Vice President
Mike Budde, Treasurer
Brian Smith
Phyllis Levine
Kevin Owen (5:26 pm)

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Sara McCambridge, Library Director
Carol McSweeney, Business Manager
Kitty Mitchell, Youth Services Director
Patti Nakutis, Recording Secretary

TRUSTEES EXCUSED

Adelyne Parker, Secretary

INTRODUCTION OF FRED SCHLIPF, LIBRARY BUILDING CONSULTANT

Vice President Klunk welcomed Fred Schlipf and Diane Schlipf.

LONG RANGE PLANNING PROCESS

Fred explained that there are IL State Laws to follow when hiring an architect. He suggested the following guidelines:

- Advertise
- Allow a 2 week response time
- Form a Committee of 2 board members plus library administration
- Choose your architect
- The Committee will make their recommendation to the board

Director Kozel-La Ha stated that architect bids were due today at 2 pm. Fred suggests that you do not discuss with architects, why they weren't hired. Some may even attend upcoming board meetings. Simply state the following, "someone else met our needs better."

Director Kozel-La Ha stated that 16 architects responded and 10 of the 16 submitted RFQ's. Many are asking what the final budget amount is. As you know, we are presently unsure.

Fred asked what type of design would meet the needs of the community? Be sure to relay that information to myself and your architect.

Fred met with Administration and the Youth Services Department today. Tomorrow he will meet with Circulation, Adult Services, Technical Services, and Management. He will put together an outline based on the information received over these 2 days, and submit it 10 days prior to the July board meeting.

Fred also suggested applying for the IL State \$125,000 Construction Grant. The application deadline is November. Recipients are notified in Spring 2012. Director Kozel-La Ha stated that she has already been in contact with Neil Kelley; Trustee Education/Systems Consultant at the IL State Library regarding this grant.

Fred inquired as to the plans during construction. He suggests moving, therefore start thinking about places to lease/rent. By moving out, you are cutting your construction cost and time by 50%. Additionally, remaining in the building during construction poses a health hazard (drywall dust, etc.).

Fred stated that the following would be required from the architect before proceeding:

- Schematic Design
- Design Development
- Construction/Bid Documents
- Specification Book

Fred recommends that the General Contractor be pre-qualified by establishing requirements and limiting bids. The architect should assist with this. Your General Contractor makes sure everything is done correctly. Procedure is to hire a General Contractor or a Construction Manager. Fred recommends a General Contractor due to the size of the project, but this should be confirmed with the architect. He also recommends that the Assistant Director accompany the Director at all weekly/bi-weekly meetings with the Contractor.

Director Kozel-La Ha stated the \$125,000 IL State Grant may not work for us this year if we don't know if we are doing a remodel, or reconstruction. This information is required for the November deadline. Fred stated that we may know in time, but we would have to work quickly. He stated that if we are adding an addition and going up, that is more expensive due to the installation of an elevator and additional staffing. He noted that parking is already narrow and limited. Typically, the parking lot should be equal in size to the library. Director Kozel-La Ha stated that some of the grant elements are already in place. She will need additional information from the architect and from Fred. Also required will be a "sign-off" letter from Fred. The grant committee meets in February or March electronically. Applicants can lobby at the IL State Library prior to the final grant award decision.

Fred made the following points:

- Cost would be lower if we moved out of the building during construction.
- An architect should be chosen by the July meeting.
- If we choose to stay in this building, a sprinkler system would have to be retrofitted. He recommends a "pre-action" sprinkler system. The cost is only slightly higher, but worth it.
- Remodeling costs about 2/3 of what a new building would cost.
- Libraries must be constructed to withstand 150 lbs/sq.ft.

Fred discussed projected future population. Currently Homer Glen is just under 25,000 and the District is approximately 33,000. More land is available for development when the economy improves. Director Kozel-La Ha stated that the population should increase by 20,000 within the next 30 years. Assistant Director McCambridge stated that the projected population in 2030 is 40,588. Therefore, Fred estimated future growth at 55,000 for the library district 25 years from now. The board agreed. Fred will have the state standards for the size of the new building before the July board meeting. It is beneficial to be in compliance when applying for grant funding.

Fred inquired about the community. Trustee Budde stated that it is a middle class community. Homer Glen is 10 years old. The community is approximately 30 years old. He considers Homer Glen a “2nd home” community, not starter homes. It would also be considered a commuter suburb.

Fred then asked about the “feel” of the library. Trustee Budde considers it a community library. There isn’t a Village Recreation Department or Park District. Trustee Klunk added that it is the heart of the community. The library is more than just books. We hold a variety of programs for all ages. Trustee Budde noted the bookmobile is another source of outreach to the community, schools, senior citizens, etc. He added that the library board is “a-political”, always working together with other community organizations.

Fred asked if the plans were to build with the option for future expansion. Trustee Budde noted that Homer Glen is a heavily taxed community. Referendums are very difficult for any establishment to pass. Director Kozel-La Ha noted however, that we would consider a common wall to this building and add an addition to the library. Fred will consider this option. Fred summarized the library as a place people come to spend time – a social center for all ages.

Fred asked if additional meeting rooms were needed. He suggested additional storage outside of the meeting room. He would not recommend a movable room divider. They are expensive, difficult to open and close, and overall do not work well. Would the library allow use of the meeting room after library hours? There was a short discussion. The board agreed that they would not be in favor of that.

Fred discussed the overall layout of the library:

- The layout should incorporate the ability to operate without wasting staff.
- There are 3 service desks – Adult Services, Youth Services, and Circulation.
- Staff should be able to view the computer room.
- All adult reading tables should include electrical outlets on the table top.
- Ethernet jacks on tables tops is another inexpensive option to consider.

Trustee Owen suggested the use of a Technology Consultant.

At 6:20 the board took a short break. Upon returning, Director Kozel-La Ha summarized the meeting to this point:

- Legal notices were posted for architects.
- 16 bids were received, 10 included RFQ’s.
- Fred recommended a Committee be formed to review the bids and make a choice by the July board meeting. The Committee should consist of 2 board members and administration to avoid the Open Meetings Act. Architects are welcome to attend board meetings but you should not discuss details with them.
- A \$125,000 IL State Construction Grant is available with a November deadline.

Fred proposed the following meeting room options:

- 1 small board/conference room near administration (1/2 the size of our existing meeting room)
- 1 community meeting room for programming (where people set up their own furniture)

Trustee Smith noted that the current meeting room is too isolated to allow use by patrons unattended.

- A minimum of 4 study rooms that would consist of audio privacy but not visual privacy.

Director Kozel-La Ha stated that the quiet study rooms are a high priority.

- 1 craft/storage room consisting of vinyl flooring, locked cabinets for supplies, a sink, and high windows
- 1 Heroes Quiet Reading Room
- 1 room for tutors, proctoring tests, study groups, and/or community meetings.

Trustee Smith suggested a meeting room that would function as a Technology Class room.

Fred noted that Addison Library has a glass wall that slides/separates inside of the computer class room.

- Study rooms would be located in the Adult Services Department.

Fred stated that the remodeling project would have to include bringing the building up to code. The architect can project that cost.

Fred assessed current layout issues:

- Children's Department is too crowded
- Children's Department – bad site lines
- Front entrance – doors open simultaneously allowing wind and/or hot/cold air
- Extreme lack of storage
- Lighting problems
- Low ceiling
- Not enough electrical outlets
- HVAC system does not work well – inconsistent room temperatures
- North light is wasted due to high windows and berm

Some positive aspects that currently exist are:

- East/west dimension is best layout
- South entrance is best
- Windows facing north are best for lighting

Director Kozel-La Ha noted the poor ADA accessibility:

- Shelves are too high
- Limited bathroom accessibility
- Minimum shelving aisle width

Fred asked what aisle width we would prefer. The most common and recommended width is 42". Most shelving heights are 7'. We are currently at 7'6". We are not able to cut the existing shelving, but we are able to move them down.

ADJOURNMENT

At 7:06 President O'Brien adjourned the meeting.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon