

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Special Informational/Workshop Meeting – July 25, 2011**

Vice President Klunk called the meeting to order at 5:39 pm followed by the Pledge of Allegiance.

**TRUSTEES PRESENT**

Ed O'Brien, President (6:12 pm)  
Jane Klunk, Vice President  
Mike Budde, Treasurer  
Adelyne Parker, Secretary  
Phyllis Levine

**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**

Brian Smith  
Kevin Owen

**FRED SCHLIPF, LIBRARY BUILDING CONSULTANT**

Vice President Klunk welcomed Fred Schlipf and his assistant Diane Schlipf. Also in attendance was Greg Kerr of Ruck Pate Architecture.

**LONG RANGE PLANNING PROCESS**

In regards to planning for expansion Fred stated that you must ask how to meet the needs of the community for the next 30-40 years. Ideas that you suggest will most likely be more money than we have allowable, so therefore you cut back from there. At the upcoming August/September board meeting he will have developed a draft outline including square footage.

Fred asked what features the board would like to see in the Memorial Quiet Reading Room. Not the décor, but what is in it, and how to describe it to the architect. Director Kozel La-Ha stated that we are considering the following:

- Several artwork pieces that have been donated
- A "feature wall"
- The Olivieri Family had originally requested that Mikey's name not be the room name and it is being called the "Heroes Quiet Reading Room" at this time.
- A large photo mosaic of Mikey or other with family input
- A 2-sided fireplace
- The room could possibly overlook a nice garden area where we could include the Barry Levine Memorial Statue. It would be nice to also view the athletic fields.

Director Kozel-La Ha noted that other libraries feature a "tree of knowledge", commemorative brick wall or path, or a water feature. We also need to decide whether the periodical or other materials/collection would be within the room or just outside the room.

President O'Brien recently met with Mr. Olivieri to talk about what his role would be in this project. It was suggested that he assist or sit on a committee (due to his building experience). Fred noted that that detail should be worked out with the architect.

Fred made the following suggestions for furnishings in the Quiet Reading Room:

- Armchairs
- End tables with lamps
- Fireplace
- 4-person reading table
- Possibly no collection in the room, due to noise. Periodicals could be placed just outside the room.
- Table for laptops is an option. Some libraries don't like it due to the keyboard noise.

Trustee Parker asked if the Construction Manager would conflict with Mr. Olivieri's involvement. Fred stated that due to the size of the project, we would possibly be using a General Contractor. Your architect should pre-qualify the contractor. If your contractor is pre-qualified you are not required to take in the lowest bid for construction services.

Trustee Parker asked if this would be a full time position. Fred stated that it could be.

During construction, Fred doesn't visit the site. He comes when the contractor says the job is over, and then a "punch list" is made. The "punch list" is the minor details that need to be corrected or finished before they are paid the 10% balance of their bill.

Fred noted the following:

- Stage I = Schematic Design
- Stage II = Design Development
- Stage III = Construction Documents
- Construction costs are going up slightly
- Any time a "change order" is made, you must negotiate the cost
- Several contractors will likely submit, just as several architects did

There was a short discussion regarding running the library during construction, whether on site or off. Fred stated that the cheapest way is to find temporary housing and storage. Director Kozel-La Ha noted that we would have to verify the weight load wherever our temporary housing is. If affordable first choice would be a new building, but then how to stay in the building. This is only if a separate building would be considered adjacent to the current one. Fred asked how we would work out of 2 addresses. Director Kozel-La Ha noted that she has approached the Village about the possibility of using our current building. She has already sent Mayor Daley a letter regarding our remodeling plans. Fred stated that if we built new and only moved once, that would save on remodeling costs. We are currently not at this stage in the process, however, but all options are being reviewed.

Director Kozel-La Ha stated that items have been donated for the Heroes Quiet Reading Room, but how do you determine what you do and do not use? Fred stated that it is the board's prerogative. Until you design the room, you don't know what will fit. Trustee Levine suggested displaying items on a temporary basis. Fred suggested discussing this with the architect. Director Kozel-La Ha noted that the Olivieri family has not seen any of the items yet. Another thought is to have them displayed on particular occasions such as Veterans

Day, 4<sup>th</sup> of July, etc. Director Kozel-La Ha would like to see a display case adjacent or in the Quiet Reading Room to possibly house some of these items.

Trustee Klunk suggested that we provide access to a garden area from the Quiet Reading Room. Director Kozel-La Ha added that a gated garden area would be nice. There was a short discussion. The following items were agreed upon to be reviewed for inclusion in the Quiet Reading Room:

- Arm chairs – industrial class for fire resistance and everyday resilience
- End tables
- Reading tables
- Table lamps
- Ceiling fan
- Display wall
- Display case
- Periodicals (possibly outside the room)
- Fireplace
- Heavy double entry door with glass etching
- Big windows
- Inverted shelving for books highlighted with track lighting

Fred suggested wood wainscoting. Wood brings a great feeling to the room. Director Kozel-La Ha also noted that you must expend a certain percentage on art. She suggested contacting local stained glass artist Sheri Law or other. Fred added that according to IL Law, you can spend up to \$20,000 without going for bid.

Fred suggested applying for the IL State \$125,000 Construction Grant. The application deadline is November. Some of the requirements include:

- Schematic Design (from the architect)
- Control/ownership of the site (we do)
- Written Building Program (from Fred)
- Cannot be on a flood plane

Director Kozel-La Ha noted that she has already sent the Letter of Intent. Fred suggested including pictures depicting the need for improvement such as the rock garden, the basement, and overcrowded programming.

Fred suggested holding a fundraiser in the community for library furnishings, especially since we are not asking for an increase in taxes.

Fred will prepare a revised outline for review, one week prior to the August 22<sup>nd</sup> board meeting. The current outline will be reviewed with the staff.

President O'Brien spoke with Mr. Olivieri regarding the Quiet Reading Room. There was no discussion regarding specifics as far as details to the room. Fred suggested that the Olivieri family provide input and be involved with details and contents as we move further along in the process.

Fred asked the board to consider a sprawling 1-story building. This would not require a staircase or elevator. It would also eliminate floor weight concerns and allow for more construction money. Director Kozel-La Ha noted that if all of the offices were on the 2<sup>nd</sup> floor,

there wouldn't necessarily need to be a floor weight concern; although Fred added that an elevator would be required by law.

Fred stated that Phase II of the project will be building for the future. If you build a 2-story now, it would allow for easy expansion in the future, but would be more costly. There was a short discussion.

Director Kozel-La Ha suggested we consider a platform stage in the meeting room or children's section. Fred noted that an 18" high stage would require an 18' ramp.

Fred noted that we have an extraordinary library staff, very friendly. This is a feature he considers more important than any building or collection. He added that he had the opportunity to meet the Adult Services Director (Alex Annen) and that it is always a pleasure to come here.

### **ADJOURNMENT**

At 6:53 President O'Brien adjourned the meeting.

Respectfully submitted,

*Patti Nakutis*

Recording Secretary

cc: David Lennon