

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES OF THE LEMONT PUBLIC LIBRARY DISTRICT
COOK AND DUPAGE COUNTIES, ILLINOIS
HELD AT THE LIBRARY DISTRICT MEETING ROOM
50 EAST WEND STREET, LEMONT, ILLINOIS**

June 2, 2015

I. Call to Order

Vice President Patricia Camalliere called the meeting to order at 6:12 p.m.

II. Pledge of Allegiance

II. Roll Call

The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Christine Hogan, Catherine Sanders and Michaeline Skibinski. Also in attendance: Library Director Sandra Pointon; Joe Huberty, Shaun Kelly and Sarah Ponto of Engberg Anderson Architects; Jack Hayes and Neil Larson of Frederick Quinn Corporation.

IV. Public Participation

No one from the public chose to speak at this time.

V. Presentation of Furniture and Finishes for Library Renovation Project, Engberg Anderson Architects

Joseph Huberty, Partner, and Shaun Kelly, Senior Associate, of Engberg Anderson, Inc., had prepared a PowerPoint walk-through of their proposals for the revitalized interior décor of the Library. Their comments were frequently detailed by interior designer Sarah Ponto, who had conferred with the Director regarding choices of colors, textures and durability for upholstery, floor coverings, wall accents, and surface finishes. Ms. Ponto referred to display boards with fabric samples and to furniture floor models.

6:35 p.m. Trustee Kirvelaitis arrived.

VI. Review of Design Plan for Library Renovation Project, Engberg Anderson Architects

Mr. Hubert confirmed many of the features discussed in previous meetings and expanded on certain aspects, including:

- **Entry sequence**—The entrance would extend, at a gradual incline, 20 feet toward the parking lot, ending in a drop-off zone. Disabled parking spaces would be moved over, and the flagpole relocated to the existing walkway/green strip at the center of the lot. Immediately to the right of the entrance, a two-person circulation desk greeted patrons, with express holds shelved directly opposite, next to the meeting room and learning center doors.
- **Meeting room**—The windows indicated in the original façade drawings, looking out on the lot, were enlarged and moved to the east side, with a view onto a pleasant outdoor plaza. The demonstration space would be located on the west side, and the north wall would accommodate a presentation screen.
- **Atrium**—The two-story “tower” over the current circulation desk would still act as the crossroads of the Library, featuring a lively café setting.
- **The Children’s Department** could be entered through either an adult-sized door or a low, child-sized one. Centering and enclosing the children’s services workroom in glass afforded the staff views of the entire section. The variety of seating options for both kids and parents included built-in, cushioned benches, reupholstered existing furniture, and modular components, like “scooches” or ottomans. Children would be encouraged to interact with

their environment by walls covered with chalkboard paint, Velcro, magnetic and Lego/Duplo-type surfaces. The overall effect sought was bright and playful.

- **Furniture** in the main seating areas (for example, serpentine arrangements through the center of the adult section and part of the atrium) was simple, streamlined and easily reconfigurable. High-density stacking chairs would be provided in the meeting room and adult study areas (two- and four-person rooms, 5-person collaboration room), and light-weight roller chairs would be purchased for the learning center and public work stations. Lounge chairs and modified wingbacks provided comfort in the quiet reading room.

VII. **Presentation of Updated Cost Estimates for Library Renovation, Frederick Quinn Corporation (FQC)**

Jack Hayes, President of FQC, reiterated the Library's objectives: to reduce costs, decrease the length of the renovation timeline, and maintain optimal Library operation, given certain construction constraints. FQC submitted a budget, dated May 29, 2015, which summarized construction costs by category and unit and came within \$50,000 of the goal, with a \$140,000 contingency. A separate list clarified Library-funded expenses. Mr. Hayes and Neil Larson, Manager of Pre-Construction, reviewed the proposed Project Phasing Plan, which divided construction into three phases:

Phase 1—

The heavy work would be accomplished before winter set in. During the major construction period comprising the roof, parking lot and north entry area, workmen would remove the three main windows of the adult section, to the east of the current entrance, to provide a temporary entrance.

Phase 2—

Work proceeded on the west core. A partition would separate the children's and teen sections from the rest of the facilities. Beforehand, department functions would be transferred to the new "swing" space created by the addition of the two meeting rooms. The wall and windows in the adult section, which served as the temporary entrance to the Library, would probably be restored at this time, and construction traffic rerouted through the staff entrance.

Between Phases 2 and 3—

Mr. Hayes recommended closing the Library to the public for two to three weeks in January to renew the restrooms, as no alternative bathroom access could be provided to the public. The temporary closure would also afford the staff time to move back into the children's department, vacating the swing space (meeting rooms) for occupancy by adult services during the next phase.

Phase 3—

Completion of east wing, or adult section, renovation was targeted for the end of February 2016.

According to Messrs Hayes and Larson, commencing construction toward summer's end was advantageous to the Library, as contractors who generally bid on municipal projects were occupied over the summer but would be open to new opportunities toward fall.

Below is the tentative schedule for bids:

June 19 or 22, 2015	Call for bids
July 1, 2015	Pre-bid meeting
July 10, 2015	Bids due
July 13-17, 2015	Scope review meetings with subcontractors
July 20-24, 2015	Recommendations for contracts presented at a special Board meeting

FQC will vet the construction bidders, reviewing the scope of work, phasing, bonding, certified payroll, etc. Engberg Anderson will similarly scrutinize furniture, shelving, millwork, audio/visual integration and moving vendors.

Trustee Culcasi emphasized that repaving the parking lot should be postponed until the end of Phase 3, in the springtime. Mr. Hayes responded that, according to the original plan, the top coat would have been applied at the completion of Phase 1, when the heavy equipment would have already departed, but acquiesced to Trustee Culcasi. Bids on repaving, however, would have to be deferred until April or May, as oil prices were too variable to obtain an accurate cost estimate at this time.

To maintain impartiality and avoid conflicts of interest during the bidding process, President Kirvelaitis reminded the trustees not to engage in any correspondence or conversations with interested parties until the decisions on contractors were finalized.

The trustees were satisfied with the above phasing plan.

VIII. Old Business

A. Renovation Project Update

Refurbishment was discussed in the previous three agenda items.

IX. Communications/Correspondence

Policy and Personnel Committee Chairman Camalliere reminded the trustees that the original deadline for submission of the Director's performance review was May 31st. The committee would accept Board members' input through Friday, June 5, 2015.

X. Executive Session

There was no need to move into executive session.

XI. Adjournment

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to adjourn the meeting at 7:56 p.m. Voice vote: all ayes, no nays. The motion was passed, and the meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis