

Finance & Facilities Committee Meeting
Thursday August 4, 2016 6:30PM
MINUTES

1. CALL TO ORDER

The meeting of the Finance & Facilities Committee of the Lincolnwood Public Library District was called to order by President Beard at 6:30PM on August 4, 2016 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Committee Members Present:	Beard, Berger
Other Trustees Present:	None
Staff Present:	Bochenski, Skrzypinski
Visitors Present:	None

3. CONSTRUCTION UPDATE

Director Bochenski provided an update of the construction progress, and reported on construction completed between July 7 and August 3:

- Completed the gas pipe installation for the fireplace
- Framed out and installed the fireplace and flue
- Installed the men's bathroom fixtures and accessories
- Poured back the concrete footings
- Completed framing for the new "bird's beak" window in the café
- Successfully completed the fire sprinkler and plumbing testing/inspections
- Installed light fixtures
- Completed installation, taping, mudding, and sanding of all drywall
- Installed both sets of temporary double doors
- Dry walled the vending machine enclosures in preparation of the backsplash tile installation
- Completed painting of walls and ductwork/steelwork
- Had roofing materials delivered and completed temping in the roof in areas for Phase 1 and 2
- Installed the vending counter
- Installed the circulation desk
- Installed water fountains
- Completed ceiling frame and installation of ceiling tiles
- Built temporary north wall
- Completed carpet and tile installation

Director Bochenski reported that the library plans to close during daytime hours on Monday August 8 in order to complete the transition of furniture and library materials from the Phase 2 to the completed Phase 1 areas. The library will open at 5:00PM that day.

Committee members discussed the schedule and Director Bochenski reported that Gilbane approached her about extending the schedule through January. Because there is no specific reason for delaying the schedule, committee members directed Ms. Bochenski to work with Gilbane to remain on schedule as far as possible, excluding any significant extenuating circumstances.

Director Bochenski verified the plan that the board approved on July 25 to attempt to salvage the donor bricks currently on the lobby wall and offer them as keepsakes to the owners. The library will make an announcement in the next newsletter regarding this plan, and also include renderings of the new glass wall with donor names.

4. CHANGE ORDER REVIEW AND APPROVAL (IF ANY)

Director Bochenski distributed a summary change order log that is easier to read. New change orders are at the bottom of the list to make it easy to see what has changed since the board/committee has last met. Since the last Committee meeting there were eight change orders, (all but the last were discussed at the July 25 board meeting).

- Drywall, shimming and tape feather at curved wall: This was to get the drywall to line up properly at the curved wall above the bird beak window. Add of \$1,775.23.
- Add furring at fireplace front for curved bench: This was to get the curved bench to line up properly with the fireplace. Add of \$586.50.
- Phases 2 and 3 reviewed shop drawings: This was for working out the fine details of all of the cabinets and desks in the next phases, including some slightly modified sizes, resolved a conflict with a finish, remove a cabinet to fit the coffee machine we selected, adjusted brackets, and some other small details. This includes the adult and youth desks, cabinets in meeting rooms, and shelving in storage areas. Add of \$717.
- Panic hardware at meeting room doors: This was to accommodate the code requirements, and was formally approved at the July 25 library board meeting. Add of \$10,219.
- Rehang ductwork in café: This was because we ended up having to take down the ductwork so we could install the shoring, and there was a cost to rehang it. Add of \$904.
- Add glass film at movable wall: We needed to add two more panels of translucent film on our youth meeting room walls because the door configuration for that room changed. Add of \$932.
- Premium time: As discussed at the board meeting, we paid for some Saturday premium time to complete Phase 1 on time. Wally is working on a write up to explain what he feels are extenuating circumstances. (Note: we will not be approving any further premium time simply to stay on schedule for phases 2 and 3). Add of \$2,173.
- Temporary wall at Phase 2: We had originally planned for the permanent wall between at Phase 2 to be used as the construction divider, but due to the amount of electrical and networking conduit necessary for that space (adult computer counter and staff workroom) we needed to build a temporary wall instead. Add of \$3,000.

Director Bochenski brought up some additional “wish list” items for the board to consider toward the end of the project as we see how the budget is shaping up. Director Bochenski reported that the library is still tracking very well with the overall project budget, mostly because we haven’t encountered any construction catastrophes or major unforeseen circumstances that would require us to spend a large portion of our trade allowances.

- New book carts - \$5,000
- New ceiling tile in Youth area – cost not known at this time
- Outdoor seating – cost not known at this time

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
4000 W Pratt Ave • Lincolnwood • Illinois 60712

5. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were confirmed:

- Regular Board Meeting: Monday August 22, 2016 7:00PM
 - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL

- Finance & Facility Committee: Thursday September 1, 2016 6:30PM
 - Held at the library at 4000 W Pratt Ave, Lincolnwood IL

6. ADJOURNMENT

Trustee Berger moved and Trustee Beard seconded that **THE MEETING BE ADJOURNED AT 7:08 PM.**
Voice vote carried.


Secretary