

**Finance & Facilities Committee Meeting**  
**Monday December 12, 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 6:33PM on December 12, 2016 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Committee Members Present:	Beard, Berger, Poulson
Other Trustees Present:	Stavinoga
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 November 11 and December 12. We are now about 80% of the way complete with the overall project in terms of work completed. We are on target to meet our construction completion date of January 20, with the following week to be used for furniture installation and transition. We expect to open to the public on Friday January 27. Work completed since the November 28 Board meeting was:

- Began electrical ceiling rough in
- Began HVAC rough in
- Began pulling low voltage wiring
- Completed drywalling, began taping and mudding
- Completed installation and training of AV systems in Room C (phase 2)
- Completed installation of backer board, taping and mudding in women's restroom
- Completed landscape plantings
- Completed masonry repair on north wall, began repair on east wall
- Completed temperature controls rough in
- Installed all of the steel at the front canopy
- Installed glass for north wall windows and reading box
- Installed gradient film on operable glass partitions (phase 2)
- Installed under slab snow melt system and pavers at front plaza
- Installed wooden beam in reading box

If all of the known and potential change orders come through, we will have spent about 63% of our trade allowance (and have \$97,000 left).

Trustees discussed the planned Community Partners Event and agreed to hold an open house Thursday March 2 from 5:00PM – 7:00PM. The library will be open, but the event will be held in the large meeting rooms and will be private, but there will be tours of the library.

Director Bochenski and Head of Operations Amy Skrzypinski are working a short video that highlights the construction improvements and how they meet the needs of the community and the goals of the strategic plan. The cost of this video is around \$3,000, and it will be used on the website, at promotional events, and in the library.

4. CHANGE ORDER REVIEW AND APPROVAL

Trustees reviewed the following new owner-initiated change orders and approved as indicated:

- **Add a window in Director's door.** NOT APPROVED. Trustees discussed this request and thought the cost of \$1,020 was too high, but did recognize the need for a window.
- **LED light fixtures in five back office spaces.** APPROVED.  
Trustee Berger moved and Trustee Poulsom seconded to **APPROVE ADDING LED LIGHTS IN THE ELECTRICAL CLOSET, SPRINKLER CLOSET, MECHANICAL ROOM, AND MAINTENANCE ROOM AT A COST NOT TO EXCEED \$3,000.**

The following existing condition/design error change orders were reviewed by the committee:

- **Youth coat hooks price decrease.** We originally priced out these coat hooks and labor at \$1,136, but the final price due to a change in product is \$600, which saved us \$536.
- **Drywall repair at front door vestibule.** When they were installing the steel for the new canopy, they discovered that the beam that runs across the top of the front door is too short to support certain columns. We had to make some minor changes in configuration and needed to take down some drywall and repair it to make the steel fit properly. Estimated add of \$1,000.
- **X-bracing at north wall.** We discovered that a portion of the north wall had x-bracing in it, and we needed to add it back after all the windows and doors were in. Estimated add of \$1,000.
- **Framing for F7 light fixture.** We needed to add some additional framing to support the F7 light fixture in the clerestory (fixed frame on a slanted ceiling). Estimated add of \$900.
- **Floor door stops at Room C.** There are two doors at Room C that needed door stops. Estimated add of \$100.
- **Floor leveling in women's bathroom.** We think this is the last correction work needed in the women's bathroom, to level out the floors for the taller tile and slope it appropriately toward the drain. Estimated add of \$1,000.
- **Rework existing pipe at clerestory for new light.** There is a sprinkler pipe that was in the way of the light fixtures in the clerestory which needed to be moved. Estimated add of \$500.
- **General Trades winter conditions.** Trustees discussed the potential need for enacting winter conditions for the front plaza canopy plaster work. This includes tenting with plastic and renting heaters so that the plaster cures properly. The original estimate was \$10,000 but after further research it looks like it would be more in the \$4,500 - \$6,000 range. The committee discussed the pros and cons of spending the money for the winter conditions versus waiting until the spring. Due to time constraints and the Board's meeting schedule, Director Bochenski will work with a Board officer on this item to make the best decision for the library and the project.

5. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were confirmed:

- Finance & Facility Committee: Thursday January 5, 2016 6:30PM
- Regular Board Meeting: Monday January 23, 2016 7:00PM

6. ADJOURNMENT

Trustee Berger moved and Trustee Poulsom seconded that **THE MEETING BE ADJOURNED AT 7:09PM.**  
Voice vote carried.

  
Secretary