

Finance & Facilities Committee Meeting
Thursday January 5, 2017 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 Treasurer Berger at 6:31PM on January 5, 2017 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Committee Members Present: Beard (6:36), Berger, Poulosom
Other Trustees Present: Stavinoaga
Staff Present: Bochenski, Skrzypinski
Visitors Present: None

3. CONSTRUCTION UPDATE

Director Bochenski reported that we are now about 92% 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 December 12 Finance & Facilities Committee meeting was:

- Began light fixture installation
- Began installation of interior and exterior doors
- Began acoustical ceiling tile installation
- Completed drywalling, mudding, taping
- Completed all masonry repair
- Completed ceiling grid installation
- Completed electrical ceiling rough in
- Completed fire sprinkler rough-in and passed hydro test
- Completed front canopy steel, framing, electrical rough in and fixtures, roof sheathing, and ice/water shield
- Completed HVAC rough in and trimout
- Completed installation of fish tank and equipment
- Completed installation of reclaimed wood on walls
- Completed outdoor metal wall tile installation at reading box
- Completed pulling low voltage wiring
- Completed tile installation in women's and staff bathroom
- Installed fixtures in women's and staff bathroom
- Installed glass for north and east wall windows and reading box
- Installed secret purple bricks
- Took down construction fencing on north and east sides

If all of the known and potential change orders come through, we will have spent about 67% of our trade allowance (and have about \$86,000 left). Wally Hadelor from Gilbane is in the process of finalizing the last cost reductions and making sure all change orders are processed.

Committee members reviewed the latest draft of the dedication plaque dated 1/3/17 and accepted it with dimensions of 32"W x 16"H, and with three different text sizes.

Director Bochenski reminded Trustees of the upcoming grand re-opening events:

- **Sunday February 19** – Family Event
- **Thursday March 2** - Community Partners Event
- **Sunday March 12** – Lincolnwood Chamber Orchestra

4. CHANGE ORDER REVIEW AND APPROVAL

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

- **Add a window in Director's door.** APPROVED. Trustees had not approved this item at the December committee meeting, but discussed it again and decided to approve it.

Trustee Poulson moved and Trustee Beard seconded to **APPROVE INSTALLING A WINDOW IN THE LIBRARY DIRECTOR'S DOOR AT A COST OF \$1,020.**

Aye: Beard, Berger, Poulson **Nay:** none **Abstain:** none **Absent:** Martel

- **Purchase new book carts for the library.** APPROVED.

Trustee Beard moved and Trustee Poulson seconded to **APPROVE PURCHASING NEW BOOK CARTS AT A COST NOT TO EXCEED \$5,500.**

Aye: Beard, Berger, Poulson **Nay:** none **Abstain:** none **Absent:** Martel

The committee discussed other wish list items and agreed that they could wait until the project was completed to consider again as necessary. Director Bochenski reported that the two items that should be seriously considered in the short term is the additional shelving to help with the AV overload, and central file cabinets for the staff workroom.

The committee reviewed the UV film for the adult clerestory windows, and we agreed that we would ask Wally to take down the existing screens now. We have a scissor lift and there is no furniture, so it will be much easier to do now. Staff will monitor how the sun comes in and if there are any areas with significant glare we can put up some of the screens or consider an alternate solution for just those windows.

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

- **Exit sign in vestibule.** We needed a new exit sign in our vestibule. Estimated add of \$500.
- **Relocate temp construction door between phases 2 & 3.** We had to move the temporary construction door and related wall framing to be able to start the reclaimed wood finishes in that area. Add of \$1,383.
- **Paint back hallway and maintenance areas.** This was somehow left off the specs, but these back areas have been impacted by construction and need to be painted. Add of \$1,800.
- **Rework power to relocated HVAC.** This was part of the HVAC relocation at the operable glass partition in the meeting room A/B. Add of \$700.
- **Add F23 light fixture under canopy.** Our architects added another light under our front plaza canopy to increase the light levels. Add of \$416.
- **Add outlet in front lobby.** This was an additional outlet in the front lobby that occurred in phase 1, but the electrician forgot to submit the paperwork until now. Add of \$146.
- **Framing work for F7 light fixture.** This was reported earlier but the cost increased from the estimate to the actual. Estimate was \$1,600, actual was \$2,400.
- **Lighted bollard concrete work.** We had to have our concrete contractor (4 guys) work an additional day to dig the lighted bollard holes deeper and do detail fill work around the grounding rods and conduit. Add of \$3,190.

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- **Lighted bollard steel work.** We had to cut custom slots in the steel portion of the bollards to allow for the lighting mechanism. Estimated add of \$1,000.
- **Additional steel angle at foundation of bird beak window.** This was from Phase 1, we had to make an adjustment to the steel. Estimated add of \$300.
- **Rework temporary partition between phase 1 and 3.** The temporary wall was put up precisely where a line of light fixtures had to be installed, so some of the wall had to be taken down then repaired. Estimated add of \$1,400.
- **Floor prep in phase 3.** A certain amount of floor prep is included in our carpet contract, like around floor outlet boxes or other construction related areas. However, there is an area where the old adult computer room was where the floor needs significant repair (this is where the 1997 addition met the original building). Wally is estimating an add of \$3,500 for this work.
- **Reflected ceiling plan lighting revisions.** This was part of the original cost reductions. We had estimated that we would be able to take up to seven different cost reductions for lighting, and the final actual costs are in based on invoices, and it comes out to be \$2,226 less of a lighting cost reduction.
- **Added sod quantity.** The square footage of the sod needed changed from the bid set to the construction set due to the elimination of the paved patio area. If we decide to have that entire area sodded it would be an add of \$1720.

5. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were confirmed:

- Regular Board Meeting: Monday January 23, 2016 7:00PM

Trustees agreed that this would be the last regularly scheduled Finance & Facilities Committee meeting to discuss the renovation project, and that Director Bochenski should schedule a follow-up committee meeting after the project has been completed.

6. ADJOURNMENT

The meeting was adjourned by acclamation at 7:34PM.


Secretary