

**Finance & Facilities Committee Meeting**  
**Thursday July 7, 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 6:32PM on July 7, 2016 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

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

3. CONSTRUCTION UPDATE

Director Bochenski provided an update of the construction progress, and reported on construction completed between June 2 and July 6:

- Received and installed structural steel for new window openings
- Framed out new window openings and have almost completed masonry work
- Completed framing, electrical, and tiling in men's bathroom
- Installed braces for magazine shelving
- Completed considerable amount of electrical rough in, framing, and dry walling
- Removed old door opening and bricked the opening up
- Installed new temporary double doors (that will serve as the main entrance in Phase 3)
- Poured back concrete at new footings

Next steps are to complete the following by the end of July/beginning of August:

- Fireplace installation
- Complete remainder of drywall installation
- Install light fixtures
- Put ceiling tiles in
- Paint and reclaimed wood on walls
- Flooring installation (carpet and tile)
- Install millwork at new circulation desk
- Install men's bathroom fixtures and partitions

Trustee Poulsom asked about when we would have to close for the roof work, and Mr. Hadel said that when we get the new HVAC rooftop unit we would need to close for 1-3 days because there will be a crate and two flatbed trucks in the front part of the parking lot.

Committee members discussed whether the library should install another dedication plaque at the outside front entrance. There was no consensus, and Trustees agreed that they should continue thinking and talking about it.

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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.

4. CHANGE ORDER REVIEW AND APPROVAL (IF ANY)

There were no new change orders for the committee to approve. The only change orders that have come up since the last committee meeting were:

- **Expedite fire plan review:** We have been working with the Fire Department's third party plan reviewer since April to plan for our hydro test. They have been taking 3-4 weeks to get back to us each time they review the drawings, and now they have asked for another item to be added, and we are running out of time to complete the hydro test (which is required before we can drywall up the ceilings). The change order is for \$440 to expedite this (hopefully) final round of reviews so the fire marshal can come out and do the testing.
- **Replace men's bathroom floor drain:** We had to replace the floor drain to be able to adjust it to the height of the new tile, the cost was \$471. We will likely have to do the same in the women's bathroom but won't know for sure until we begin work in there.

Mr. Hadelier said that he anticipates the need for some Saturday work (premium time) in order to make up time lost from the delayed hydro test as well as to meet the Phase 1 deadlines. The premium time would come out of the trade allowances.

Other anticipated upcoming change orders are:

- Possibly move the electrical panel in the server room. This item was originally bid as an alternate because we weren't sure if it would be required. If it is required, the cost is around \$5000.
- Install a door at the back staff area. We will be removing the old circulation desk to make room for either library materials or seating areas, and we need to close off the private staff areas. We will be able to reuse an existing door for this purpose.
- We need to move the temporary wall in the new Youth Services area. This is because we need to be able to access the new book stacks, and the current wall would not allow that.

Director Bochenski asked committee members how they felt about the construction communication, both the weekly updates to the board as well as the public updates on the website. Trustees reported that everything seems to be going well and no one reported any complaints from residents.

Trustees asked how the off-site programming was going, and Director Bochenski reported that it has been going very well, and in some cases so well that the library may continue with certain off-site events even after construction is completed (such as perhaps the outdoor movie, Lincolnwood Place events).

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5. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were confirmed:

- Regular Board Meeting: Monday July 25, 2016 7:00PM
  - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL
  
- Finance & Facility Committee: Thursday August 4, 2016 6:30PM
  - Held at the library at 4000 W Pratt Ave, Lincolnwood IL

Trustees recognized that the next committee meeting is the week after the regular board meeting, and said we would wait and see if we wanted to hold the meeting, reschedule, or cancel it.

6. ADJOURNMENT

Trustee Poulos moved and Trustee Beard seconded that **THE MEETING BE ADJOURNED AT 7:21 PM**. Voice vote carried.



Secretary