

**Finance & Facilities Committee Meeting**  
**Thursday October 6, 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 6:34PM on October 6, 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, Fardoux  
Visitors Present: None

3. CONSTRUCTION UPDATE

Director Bochenski provided an update of the construction progress, and reported on construction completed between September 1 and October 5. We are now about 60% of the way complete with the overall project in terms of work completed, and approximately 80% complete with Phase 2. Work completed since the last committee meeting was:

- Got the fireplace up and running
- Completed tiling and grouting the single stall bathrooms
- Completed the HVAC, electrical ceiling, and electrical wall rough ins
- Completed pulling electrical and low voltage wiring
- Completed installation of new window frames and glass, including masonry repair and limestone sills
- Completed installation of final roof layer (excepting reading box and front entrance areas)
- Completed installation of ceiling grid and began installation of ceiling tiles
- Completed painting steel at youth clerestory ceilings
- Completed dry walling, mudding, and sanding
- Completed installation of interior doors (still need to paint and install hardware)
- Completed installation of glass doors between café and youth area (phase 1 punch list)
- Completed installation of track for operable glass partitions
- Completed fish tank build out
- Began painting walls
- Began installation of light fixtures
- Began fire sprinkler head rough in and trim out
- Began buildout at fish tank (only reservoir tank shelf left)
- Received and installed the new HVAC rooftop unit

We expect to complete Phase 2 by October 21, and we will have one week of transition time during the week of October 24. One construction item that may creep into our transition week is the installation of the operable glass panel, and that depends on the delivery date.

Director Bochenski reminded Trustees that as we move into Phase 3 that we will be storing the majority of our adult fiction and non-fiction offsite for the duration of the phase. The materials will be packed up by our moving/storage company, Corrigan, overnight on the nights of October 10, 11, and 12. We will still have access to all of our movies, music, videogames, new items, hot picks, and all youth and teen materials.

Overall we are still tracking well with the budget, see the budget summary included in the packet. As of today we have spent about 35% of the trade allowances and are about 60% complete with the project. Director Bochenski reported that Gilbane had processed the August pay packet and checks have been cut. She distributed a summary budget that reflected the updated payments.

4. CHANGE ORDER REVIEW AND APPROVAL

Trustees reviewed the following new change orders:

- **Full height gradient film on operable glass partitions:** The gradient film for the operable glass partitions is 60" high (the standard film height), and the partitions themselves are 108" high. If we use the 60" film, there will be a line at 60" where the film stops. We're worried about how the line it will look, and also the temptation for busy fingers to pick away at the film edges. We have received a quote for a custom 108" high film, and it would be an add of \$4,100. After discussion Trustees decided not to order the custom height film, and to stay with the 60" as originally budgeted for.
- **New ceiling tiles at youth area:** We discussed this add at the September 26 board meeting. At some point in our cost reductions we removed buying new ceiling tiles in the youth area. The old ones we are reusing look old, and many of them are water stained because of the leaking roof. This is admittedly an aesthetic change, but those old tiles are no longer made, so even if we just replaced the worst of the old ones, they would stand out as different. Gilbane has informed me that to get the lowest price possible we should make a decision at our October 6 meeting. The reason for the lower price is because more than half of the tiles are in the phase 2 construction zone, which doesn't have any furniture or finishes in it yet, making labor quicker and cheaper. Add of around \$14,000.

Trustee Poulson moved and Trustee Beard seconded **TO APPROVE THE CHANGE ORDER FOR NEW CEILING TILES IN THE YOUTH AREA.**

**Aye:** Beard, Berger, Poulson, Stavinoga **Nay:** none

- **Eliminate shades at adult reading box and meeting rooms:** Due to the wood beam that is being installed at the adult reading box, we discovered that the roller window shade would only roll about 1/3 of the way down, not providing much shade, so we eliminated it. Also, due to the changes in windows (removal) as part of the north wall reconfigurations we do not have windows in there that will need shades. DEDUCT of \$1,810.50.

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- **Add two concrete piers in front plaza for bike racks.** We discovered that the bike racks we have (the green bike-shaped ones) cannot be bolted to pavers, which is what is in the front plaza. To ensure stability we have to pour four concrete piers and then bolt them to that. Add of \$1,000.
- **Revise fish tank opening size.** This is the last part of the fish tank changes, the wall opening size had to be adjusted because we are setting the tank back from the opening instead of being flush with the wall (so we could open the top of the tank). Add of \$400.

Trustees reviewed the revised dedication plaque language and requested to make the Library Director's name and title distinctive from the architect and construction manager names. Trustees also reviewed the glass donor wall samples and agreed that the full film was preferable to the individual vinyl letters.

5. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were confirmed:


- Regular Board Meeting: Monday October 24, 2016 7:00PM
  - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712

Director Bochenski reported that she will be on vacation for the November 3 committee meeting, and committee members agreed to change it to Thursday November 10 at 6:30PM.

- Finance & Facility Committee: Thursday November 10, 2016 6:30PM
  - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

6. ADJOURNMENT

Trustee Berger moved and Trustee Poulsom seconded that **THE MEETING BE ADJOURNED AT 6:53PM.** Voice vote carried.

  
Secretary