

Finance & Facilities Committee Meeting
Thursday September 1, 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 6:31PM on September 1, 2016 in the library at 4000 W Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Committee Members Present:	Beard, Berger, Martel, Poulosom
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 August 4 and August 31. We are now about 45% of the way complete with the overall project in terms of work completed, and approximately 35% complete with Phase 2. Work completed since the last committee meeting was:

- Received and installed the steel for the operable glass partition
- Began wall framing, electrical, HVAC, and plumbing rough ins
- Removed portions of old green metal roofing
- Completed removing old roof and installed first layer, begin installing final roof layer
- Cut, installed conduit/pipes, and poured back the electrical and plumbing channels
- Demolished and excavated concrete for operable glass partition, poured back the footing pads
- Poured the concrete sidewalk outside where we demolished it for the gas pipe installation
- Installed one half of the new "bird beak" window in the cafe
- Roughed in bathroom plumbing, making ADA changes as necessary
- Passed our soil and concrete tests
- Demolished the front plaza pavers and concrete
- Installed the new lobby window
- Opened phase 1 area and launched the new "Hot Picks" collection

Director Bochenski reported that we plan to complete Phase 2 by October 21, and we will have one week of transition time during the week of October 24. She reminded Trustees that that as we move into Phase 3 we will be storing the majority of our adult fiction and non-fiction offsite (it will be inaccessible) for the duration of the phase. 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, and have spent about 22% of the trade allowances and are about 45% complete with the project. If we spent 100% of our trade allowances, our total project cost would be \$5,284,000, which would be \$34,000 over our target budget.

Director Bochenski reported that the library plans be closed from Wednesday, September 21 through Saturday, September 24 for the delivery and installation of the new HVAC roof unit. She said that the library is focusing on communication to the community about the closing and reported that the installation is weather-dependent, and may result in additional days closed.

4. CHANGE ORDER REVIEW AND APPROVAL (IF ANY)

Trustees reviewed the following new change orders:

F7 light fixture custom stem length: This was to get the light fixture to hang in the space appropriately (these are the hanging “statement” fixtures in the adult area and reading box). Add of \$730.

Add RPZ backflow preventer at fish tank: We originally removed this during the cost reductions, but our fish tank consultant (Alan from Old Orchard Aquarium) explained that because there will be a direct connection with no air gap, the backflow preventer is necessary. Add of \$1,740.

Adjust floor drains at single stall bathrooms: We ran into the same problem in the men’s bathroom and expect to in the women’s as well. The new tile is a different height than the old tile, so some work had to be done to level out the floors and raise the floor drains. Add of \$500.

Metal wall tiles at bird beak window: This addition was the result of a previous cost reduction. We had planned to have a window on the back side of the fireplace so you could see the fire from the outside, but that window got removed during our cost reductions. There is now a solid blank space in that location that just has plywood and construction wrap, and we have to put something there, and didn’t think about it when we removed the window. These will match our roof and metal tiling at other areas of the library exterior. Add \$1,251. Trustees were curious to know what the original double-window fireplace cost was and Director Bochenski will research and provide that information.

Frame/drywall curved wall above vending: In the drawings this portion of the wall was to remain, but it needed to be demolished and re-done to accommodate the installation of the new steel. Add of \$1,429.

Move ductwork to accommodate steel: We had to remove some ductwork so the operable glass partition steel could be installed. Add of \$226.

Gradient film on operable glass partitions: We removed the orange gradient film during cost reductions, and the new specifications for the film on the operable glass partitions at the youth program room are for full translucent film sheets (white), the same transparency from top to bottom. However, staff and the architects had always talked about having this film be a gradient so that the top was clear and moved into opacity at the bottom (so kids in storytime wouldn’t be distracted, but parents could still see in and out). Add of \$4,500 for orange gradient. Add of \$1,000 for white gradient. No cost to stay with the current specifications. Trustees agreed to use the white gradient film and not the orange.

HVAC fuse replacement: Our electrician on the project helped us on multiple occasions with electrical work on our existing HVAC unit due to the air conditioning going out. He billed his time to us through the project. Add of \$976.

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Three other deduct changes orders were reported:

- Eliminate hose bib at east wall (-\$1,600)
- Credit for window shade at reading room (-\$1,810)
- Credit for RAKKS brackets at media lab (-\$402)

Director Bochenski provided an overview of anticipated upcoming change orders, including costs to accommodate the skewed steel in the adult reading box, and the shelf needed to support the reservoir tank above the fish tank.

Trustees discussed the dedicated plaque options and agreed to install one new plaque at the existing location and move the three old plaques to the retention wall near the staff entrance. The cost of this is estimated to be \$5,500 but could increase depending on the final size of the new plaque.

5. AIRROOM PARKING PROPOSAL

President Beard reported that Georgia Talaganis, President of the Friends of the Library, contacted her with a suggestion that the library board consider purchasing or leasing the right of way for the library side of Keystone Avenue. Trustees discussed this suggestion and what the right of way could possibly be used for should the library own or lease it. No further action was taken and no recommendations were made.

6. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were confirmed:

- Regular Board Meeting: Monday September 26, 2016 7:00PM
 - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712
 - Budget & Appropriation Hearing will be held at 7:00PM
- Finance & Facility Committee: Thursday October 6, 2016 6:30PM
 - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

7. ADJOURNMENT

Trustee Martel moved and Trustee Beard seconded that **THE MEETING BE ADJOURNED AT 8:15PM.**
Voice vote carried.


Secretary