

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES

April 14, 2012

Meeting Continued from Thursday, April 12, 2012

President Turner called the meeting to order at 2:35pm.

Members Present: Roberta Patterson, Keith Price, Joyce Kellogg Weaver and Annette Turner.

Absent: Barbara Fields, Eric Patterson and Marion Beck.

Trustee Kellogg-Weaver received a document from the City listing certain lots on Center Avenue to the Library. This document only had the City Clerk's name but there needs to be an official letter obtained with all the Aldermen's signatures on it.

Non-Resident Card Ordinance:

President Turner made the motion to approve the 2012 Non-Resident Card Ordinance and was seconded by Trustee Kellogg-Weaver.

Roll Call Vote: Ayes: Roberta Patterson, Keith Price, Joyce Kellogg-Weaver and Annette Turner.

Absent: Eric Patterson, Barbara Fields and Marion Beck.

Motion Carried.

The Attorney was called and told the Board that she was in touch with Lynda Givens of Chapman & Cutler and there are a few things the Board needs to take care of.

1. Finalize and come to a conclusion on what plan is going to be pursued in terms of construction while keeping in mind what plans were posted and in the library's newsletter on doubling the space of the library.
2. Then a new or revised estimate of cost must be put together and then hold a special meeting for the purposes of deciding a date you want to hold a public meeting for presenting these plans and cost of estimate to the public, then have a public meeting and pass a resolution adopting or re-adopting a plan as they are now and cost of estimate.
3. After the public hearing you need to pass a resolution regarding the financing then you are set to have your bonds issued.

President Turner wanted to be sure that two resolutions are needed. The Attorney replied yes- one before the public meeting and the second after that should have been passed in March 2011. Trustee Price asked the Attorney to draft these resolutions.

The Board now needs to set a date for a special meeting, set a date for the public meeting and a date to pass the resolution adopting a new plan and cost of estimate.

Architects – Moody Nolan

The Architects and the Board discussed the space to be allotted to each area in the library. Some retained their square footage while others were enlarged, shrunk or removed altogether.

#3 Community Space – omitted

#4 & 16 to be combined

#5 computer labs

#6 study area for Youth Services 500 square feet

#7 mother/baby area – 2 rooms 200 square feet

#8 public meeting space – 3 rooms – 300/600/900 square feet

- #9 math lab – stays the same
- #10 reading lab – stays the same
- #11 tutor space – space 9 & 10 can also be used for tutor space
- #12 Youth Section – 900 square feet walled off
- #13 Toddler Area – 600 square feet with dividers
- #14 Adult Reading Room – 1500 square feet with locked door library card access
Adult Area - 2000 square feet
- #15 Exhibit space - 250 square feet – just along entry wall with cabinets and benches
- #16 Auditorium – 9500 square feet – raised stage – 300/400 seating
- #17 Dressing room – 100 square feet added to #4 & 16
- #20 Storage room – 3 rooms to 1 room - 1000 square feet for tables and chairs next to auditorium
- #21 Garden Storage – 1500 square feet – equipment storage – lawn mower – snow blower –
Bookmobile
- #31 Locker room – 200 square feet only for staff
- #32 Exercise Room – omit
- #33 Open Work Space – omit
- #34 Friends of the Library – 1000 square feet (#32 & 33 merged with #34)
- #35 Multi-Purpose Rooms – omit
- #36 New Board Room – 900 square feet- room within a room for executive session
- #37 Director's office – 150 square feet
- #38 Youth Services' Office – 150 square feet
- #39 Marie / Adult Programs – 300 square feet
- #40 Staff Lounge with Kitchen – 400 square feet
- #41 Janitor Closet – 50 square feet
- #42 Housekeeping closet – 150 square feet

The Architects gave the Board the form that will be submitted with the grant application. The Board was informed that #2, 3A, 3C, 4A & 4C are the construction costs submitted on the grant totaling \$7,570,000.00. Total projected cost of this project is \$10,239,000.00. 75% is fundable by the grant if granted and a minimum of \$2,500,000.00 is the bond amount. Please keep in mind there are items the grant will not pay for such as trees and shrubs and you must contribute ½% in artwork which is stated in the grant.

After discussing stack space and the number of volumes the library owns President Turner and the Director came to a compromise that room for 100,000 volumes will be enough for now with other areas to grow into when the time came.

For the purposes of filing the grant application on Monday we need to show that when it comes to growth we are not land locked. You can go up with structural reinforcements and you've got the land across the alley way. This gives us two options for any expansion.

The Board discussed windows and all the public space should be like a separate building attached to the library.

Moody Nolan then gave a short discussion on dates that the library needs to meet.

Bidding & Negotiation Phase – Project out to bid 1/7/2013

Construction Phase – Finish on or about 6/13/2014

Move in date – On or about 7/21/2014 – President Turner wanted to know if this date could be change to 7/1/2014 to coincide with the beginning of our Fiscal Year. Architects replied yes but you shorten the contractor’s time.

After about nine months to a year, Moody Nolan will come back in to assess anything that might be working or not. The library should be open to the public around August 8, 2014.

Trustee Price wants to know how the library was going to be kept open during construction? Moody Nolan responded that the main library is a box and we will work on the outer edges first then in the building. As for being closed to the public, that could happen a couple of times when necessary but that should only be for a short period of time.

Last thing discussed by the Architects was the need for a construction manager who will work with us and the library. The grant will not cover this cost. This person will help the project run smoothly. Moody Nolan could not quote a salary but is could run as high as 5 to 6% of the total construction cost.

To recap:

1. To double the space of the library.
2. Estimate of Cost
3. Set a date for a Special Meeting
4. Sign a Resolution
5. Set a date for the Public Hearing
6. Estimate of Cost and 2nd Resolution (only if you are selling bonds)

President Turner asked the Director to call the Attorney to get things started.

A Special Meeting date was discussed for Thursday, April 19, 2012 at 5pm to sign the resolution and the public hearing to be set for Thursday, May 10, 2012 at the next Board meeting.

Trustee Kellogg-Weaver asked what happens to the scrap metal. Architects said it was ours to do with what we wanted. We can sell it or it can be taken out of their price.

Attorney called President Turner to inform the Board that they do have a valid referendum but a couple of clarifications need to be done before bonds can be issued.

The Architect wanted to know where things stand between now and the grant notification sometime in August. It was decided that the Board wanted to know the full amount of the grant if any of it is spent. The Board will discuss this with our Attorney and then get back to Moody Nolan.

President Turner made the motion to adjourn the meeting and was seconded by Trustee Price.

Roll Call: Ayes: Roberta Patterson, Keith Price, Joyce Kellogg-Weaver and Annette Turner.

Absent: Marion Beck, Barbara Fields and Eric Patterson.

Motion Carried.

Meeting adjourned at 6:05pm.