

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
August 27, 2020 - 7:07 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President (via GoToMeeting)
Jenny Norton - Treasurer (via GoToMeeting)
Emily Swistak - Secretary (via GoToMeeting)
Thomas Duffy - Trustee (via GoToMeeting)
Karen Larson - Trustee (via GoToMeeting)
Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak

One visitor addressed the Board. He discussed COVID-19 financial stresses that have affected his family. He asked about employee furloughs and tax rebates. He stated that the Library renovation should be on a ballot via referendum. The Board received a public comment email. President Hummel stated the comment mentioned having a referendum for renovations.

3. RFQ Update | CCS

Mr. Rogers stated the RFQ was released on August 18th.

Director Weinstein stated that the visitor who provided public comment left the room. He left at 7:15 p.m.

Mr. Rogers stated 7 architectural firms had confirmed interest to this point, 3 contractors inquired about the project, 1 subcontractor inquired about the project, and 3 online plan rooms showed interest. He provided an overview of the steps in the coming weeks that include verifying submittals, notifying finalists, reference checks, visits to previous project sites, organizing meetings for interviews, and contract negotiation with the top ranked firm. Mr. Rogers provided dates to schedule meetings during the week of October 12th. Trustee Larson stated she would not be available on October 12th. Trustee Sullivan stated she would not be available on October 13th. Trustee Duffy stated he would be fully available. President Hummel asked about culling respondents. Mr. Rogers provided examples of how a firm may be rejected. President Hummel asked when price would be revealed. Mr. Rogers explained, as per the Local Government Professional Services Act, the Library would request a proposal from the firm for a specific scope of services and attempt to negotiate a contract that is agreeable to the Library and the firm.

4. Project Parameters for Facility | CCS - discussion

Mr. Rogers stated that the goal of the discussion was to provide initial guideline information to launch into the concept phase. He mentioned that he would present the Board a summary at the next meeting.

Mr. Rogers stated that it is the architect's job to take all inputs, study the building, and provide the Board with options in the form of drawings/layouts. He stated that the overall project budget would have to be defined during the concept phase. Mr. Rogers discussed project delivery options and the responsibilities of the owner's rep, architect, and contractor. He explained the differences between a general contractor and a construction manager. Trustee Sullivan asked for documentation in bullet point format for a general contractor and construction manager. Mr. Rogers agreed. President Hummel asked how much the owner's rep does during design phase. Mr. Rogers explained that the owner's rep acts as a liaison between the architect and the Library. He said that the owner's rep makes sure the architect adheres to the contract and meets with them to make sure the deliverables are correct.

Mr. Rogers discussed key project inclusions including building scope, interior space notes, entrance location, site improvements, and FFE (furniture, fixtures, and equipment). Director Weinstein mentioned that previous scope discussion was pre-COVID and included information gathered via six years of Board discussion and that the scope could change due to the new circumstances. Mr. Rogers talked about cost ranges during concept phase. Trustee Duffy asked Director Weinstein about staff space. Director Weinstein stated that staff are already sharing desk space in certain departments before COVID. She explained that some departments have offices that are not suited to current work conditions, as opposed to 10 years ago. Director Weinstein stated that conversations about office space are essential.

Trustee Sullivan shared her concerns about how cramped staff are in certain offices and stated that they may need to allocate more space. Mr. Rogers commented about looking for efficiencies with both space and operations within departments. President Hummel suggested that the whole building should be operationally efficient. Trustee Sullivan suggested creating a pleasant facility where staff look forward coming to work. President Hummel asked when the Board would discuss reorganizing departments. Mr. Rogers stated that the architect phase would be most appropriate. President Hummel asked what happens if final design comes in higher than budgeted. Mr. Rogers explained that to prevent such happenings, there are cost estimate stages that allow for alternates. Trustee Duffy asked if the FQC findings would be factored into project costs. Mr. Rogers stated the FQC items would be included in costs. Trustee Duffy suggested to clarify FQC improvements/maintenance projects. Trustee Sullivan suggested having a Finance Committee and Physical Plant Committee meeting to determine FQC project progress. President Hummel stated that the FQC report had cost estimates.

The Board discussed performing a cash flow analysis for the renovation plans. Mr. Rogers discussed construction timelines and options for staying open during construction. Board consensus was to remain open to the public if manageable through construction phases. The Board discussed the two adjacent LLD-owned properties. Mr. Rogers suggested that the Board await design concepts that include parking and storm water analysis.

The Board took a break at 9:00 p.m.

The Board came back from break at 9:06 p.m.

The Board discussed reserve fund totals. The Board discussed borrowing options to supplement reserve funds for a \$9-11 million project. The Board referred to a Dec 2, 2019 meeting for funding option information. Board consensus was to consider a \$9-11 million project for the current building. The Board discussed that borrowing limits be planned with a professional cash flow analysis.

5. Next steps with project phases - discussion

Mr. Rogers discussed project phases including design team selection, concept design, contractor selection, and construction. The Board discussed financing. Mr. Rogers suggested drafting a financial RFP six months out from when funds would be necessary; issuing a bond by October 2021. President Hummel asked Trustees if they would like to review proposals from other owner's reps to gauge costs.

Mr. Rogers excused himself from the meeting at 10:00 p.m.

The Board discussed seeking proposals from other firms or remaining with CCS. Director Weinstein provided a review of how the LLD procured CCS's services and discussed costs. Board consensus was to retain CCS as the Library's owner's rep for the remainder of the renovation project.

Mr. Rogers returned to the meeting at 10:20 p.m.

President Hummel stated to Mr. Rogers that the Board would retain CCS. Mr. Rogers thanked the Board on behalf of CCS.

Director Weinstein asked CCS to provide the LLD with the fee structure for the next major stages. Mr. Rogers confirmed that CCS would forward their fee structure before the next Board meeting. The Board thanked Mr. Rogers for his presentation.

6. Adjourn

MOTION: Treasurer Norton moved to adjourn the meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye

The meeting adjourned at 10:23 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 16, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees