

Hinsdale Public Library

Facilities Committee Meeting

Wednesday, March 14, 2007

MINUTES

Chair Moriarty called the meeting to order at 12:35pm

Attending: President Anita Moriarty, Trustee Bob Shutack, Director Lynn Elam, Assistant Director Tiffany Auxier, PSA-Dewberry representative Doug Pfeiffer

Renovation Project Status

Furniture Budget

Although PSA-Dewberry had been directed by trustees and staff to present a furniture plan based on the approved budget number of \$205,000, Doug Pfeiffer reported he was unable to complete this task until he had further discussions with trustees.

Pfeiffer presented the collection mapping document which was the result of the shelving count done the previous week. He reported that the furniture budget had "a problem". The discrepancy between the furniture plan and the furniture budget is caused by the exclusion of shelving end panels in the original plan. The library has three types and styles of shelving. When the new configuration of shelving was developed, only the sizes of the shelving units were factored into the plan resulting in a mixed use of styles. As no consideration was given to styles of shelving, the color palette selected for the renovation does not reflect the current color or style of the shelving. Further, tile samples for the restrooms have already been approved based on the palette. Pfeiffer reported that the proper "control mechanisms" to coordinate the interiors was not in place or managed by PSA-Dewberry. He further stated that due to staff turn-over by both PSA and the library, neither one has adequate documentation to trace the construction of the furniture plan and that they "lost sight of the furniture along the way" during planning the construction.

Pfieffer suggested that approximately 65% of the existing end panels could be re-finished with a plastic laminate stick-on. He showed the trustees examples of this work in photographs taken in other institutions most notably Edwards Hospital in Naperville.

Pfieffer also suggested refurbishing the black study chairs for additional cost savings.

Pfieffer discussed the merits of leveraging the market by bringing the current plan to bid and attempting to hold current prices but taking a later delivery/payment date.

Trustees reiterated their request for a furniture plan based on the approved budget of \$205,000. Currently the proposed furniture budget ranges between \$387,204 - \$354,937 without re-using existing materials. Suggested cost savings reduces the budget variance to a range of \$150,000 - \$101,517.

Trustees reviewed the list of alternates to explore additional cost savings. They also discussed reducing the amount of loose furniture and directed Pfieffer to review the amount of seating recommended for similar sized libraries.

Trustees and library staff discussed prioritizing placement of new furniture and determined that the main level of the library and area around the Reading Cabin should be outfitted with new furniture. Other areas of the library including study rooms and the second floor could use good quality existing materials.

Pfieffer reported that in the \$205,000 furniture plan, shelving represented \$150,000 of the total budget.

Chair Moriarty directed Elam to notify Phil Wade that the board wished to see an updated project budget with current expenditures at the March 20 board meeting.

Chair Moriarty directed Pfieffer to print drawings of the \$205,000 furniture plan and the current plan for trustees to review.

Finish Selection

PSA-Dewberry's Interior Designer Amanda Voorhees is being requested to return to the library for further consultation on styles and types of loose furniture.

HVAC Testing Report

Pfieffer presented PSA's response to the DeKalb Mechanical review of the library's rooftop units.

Testing could not be performed because the vendor believes that the compressors and condenser coils have failed since their inspection in August 2006.

PSA has requested DeKalb Mechanical to verify this with West Town Refrigeration, the library's HVAC maintenance vendor.

Intergovernmental Agreement:

Requested revisions from the March 7 Facilities Committee meeting were completed by the library's attorney and reviewed. These revisions were also reviewed by Village Manager David Cook. He requested clarification on exterior maintenance responsibility.

Elam was directed to have the attorney insert clarifying language to page 3 paragraph C. Following revisions, Elam was directed to re-send the document to trustees for approval prior to presentation at the March board meeting.

Elam was further directed to coordinate a meeting date and time with village representatives for a final discussion.

There being no further business before the committee, Chair Moriarty adjourned the meeting at 2:00pm.

		<u>List Price</u>	<u>40% discount</u>	<u>45% discount</u>
Shelving		\$70,315	\$42,189	\$38,673
End Panels		\$148,470	\$89,082	\$81,659
Canopies		\$22,355	\$13,413	\$12,295
Service desks		\$17,000	\$10,200	\$9,350
OPAC		\$8,500	\$5,100	\$4,675
Loose Furniture		\$378,700	\$227,220	\$208,285
	<i>List</i>	<i>40%</i>		
	<i>Wood Chairs</i>	<i>\$56,400</i>	<i>\$33,840</i>	
	<i>Lounge Chairs</i>	<i>\$119,600</i>	<i>\$71,760</i>	
	<i>Other Chairs</i>	<i>\$55,800</i>	<i>\$33,480</i>	
	<i>Computer Tables</i>	<i>\$9,000</i>	<i>\$5,400</i>	
	<i>Other Tables</i>	<i>\$137,900</i>	<i>\$82,740</i>	
	Total	\$645,340	\$387,204	\$354,937
	Budget		<u>\$205,000</u>	<u>\$205,000</u>
	Variance		(\$182,204)	(\$149,937)

Refinish Existing End-Panels and Canopies

Vinyl lamination of existing plastic laminate end-panels	\$18,000		
Painting of existing wood end panels	\$10,000		
End-Panel savings (re-use 65% of existing panels)	(\$58,000)		
Canopy Savings (re-use 10% of existing panels)	(\$1,500)		
Estimated Savings	(\$31,500)		
Remaining Variance		(\$150,704)	(\$118,437)

Retain Existing Wood Chairs

94 Black, wood, armless chairs	(\$33,840)		
Recondition existing chairs	\$16,920		
Estimated Savings	(\$16,920)		
Remaining Variance		(\$133,784)	(\$101,517)