

# HINSDALE PUBLIC LIBRARY

Signage Project Team  
May 24 at 1 p.m.  
Board Room, Main Floor

**Present:** Kathleen Wilson, Trustee; Callie Revord, Trustee; Laura Tortorello, Trustee; Julie Liesse, Trustee; Karen Keefe, Executive Director; Molly Castor, Marketing and Outreach Manager; Ridgeway Burns, Youth and Young Adult Services Manager; Maura Schoo, Adult Services Librarian; Martha Kennedy, Patron Services Assistant Manger

**Also Present:** Kim Cardosi and Emmett Boblick, Cardosi Kiper Design Group, Inc.

The meeting was called to order at 1:05 p.m.

On a motion by Kathleen Wilson and seconded by Callie Revord, the minutes from the March 22 meeting were unanimously approved.

Kim Cardosi, President of the Cardosi Kiper Design Group, Inc. introduced Emmett Boblick and reviewed the purpose of the Phase 3 Design Development meeting. Once the Project Team has provided feedback, Cardosi will begin putting together construction documents and bid proposals. Team members were asked to provide feedback on the message schedule within one week.

Cardosi explained the difficulty identifying a vendor for the Library's current sign system. They may recommend Apco to match existing hardware.

In reviewing the Design Development document, Cardosi pointed out that on the maps, the only locations that were critical to nail down were those where signs would be hung from the ceiling.

The Cost of Magnitude (projected budget) for all of the elements initially identified exceeds the Library's budget for this project. Cardosi told the team that typically there is about a 15% variance in the projected costs and the final bid numbers. Bids usually come in lower than projected. Cardosi explained that a fabricator would bid on the entire project, but most likely would need to use a subcontractor for some components.

Once the Library has approved a fabrication bid and knows set costs for each sign type, the Project Team can choose to eliminate some elements or move them into a second phase to be implemented and funded at another time. The possibility of a phased implementation will be included in the request for proposal.

In the proposals, Cardosi will ask for bids to be prepared with installation priced separately. The Library could choose to save money by having some elements installed in-house. Cardosi will also ask for sign costs to be guaranteed for one to two years. Some clients order "attic" stock of hardware to use as replacements at the time of the initial order.



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Cardosi described several different approaches to fabricating the etched glass branding element that would highlight the Library's logo. Actual glass would cost approximately \$5,000. The Library could also consider a plexi-glass unit with frosted etched vinyl. This is an element that could easily be moved to a second phase. The Project Team looked at the location being proposed for this element.

Cardosi reviewed fabrication and pricing options for the hanging signs. Rather than placing magnetic panels on the signs, the Library could save approximately 20% per sign by having the signs painted and vinyl letters attached.

Given the number of room and collection signs being considered, Cardosi said that the separate directional signs may be unnecessary. Vinyl letters could be affixed directly to columns, if needed.

The Project Team discussed the need for consistency in how the signs were formatted. Text on overhead signs will be centered. Wayfinding signage will be flush left.

Cardosi explained that if moving room signage to the appropriate height did not significantly damage the walls, the Library could eliminate the colored wall backers from the project scope.

The Project Team discussed the bid process. Executive Director Keefe will get clarification from the Library's attorney on the necessity of a public bid. Cardosi suggested requiring bidders to submit a prototype as part of their proposal. This gives the Library the opportunity to disqualify bidders who do not meet minimum requirements.

There being no further business, the meeting was adjourned at 2:45 p.m.

Approved: August 16, 2016

