

# HINSDALE PUBLIC LIBRARY

## Ad Hoc Facilities Space Audit Committee, Meeting MINUTES Thursday, March 7, 2024

**Present:** John Bloomfield, President; Magda Sokolowski, Vice President, Chun Ye, Trustee

**Also Present;** Karen Kleckner Keefe, Executive Director; Lizzy Boden, Adult Services Manager; Martha Kennedy, Patron Services Manager; Lisa Winchell, Youth Services Manager; Bob Bell, IT & Facilities Manager

**Remote:** Samantha Mendiola, HGA; Erica Frederiksen, HGA; Kate Lohrenz, HGA

Call to order 2:03 pm.

On a motion by Magda Sokolowski and seconded by Chun Ye, the minutes of the February 20 meeting were unanimously approved.

Staff from HGA presented their final report. They noted that feedback on option “C” was in the appendix. The committee asked that references to options “A” and “B” parallel the same name convention as previous reports and discussions.

HGA discussed phasing the projects proposed in the report. From a documentation standpoint, they proposed breaking construction into two phases. They noted that emergency stairs would be opened and available during construction on the central staircase and they expected the elevator to remain operable.

The Committee shared with HGA that having a large meeting room available was a priority. They would prefer that the main floor meeting room be complete before reconfiguration of the lower-level meeting space.

HGA estimates work on the lower level would be 20-25 weeks. HGA would need feedback from a contractor before developing a timeline for the stair project. One strategy to reduce the length of onsite work would be to discuss prefabrication with a contractor.

HGA discussed options for engaging a contractor, including the benefits of hiring a construction manager during the design phase. HGA can help with the RFP and interviews for contractors. Having a construction manager involved in the project earlier would make it easier to ask for a reliable guaranteed maximum price (GMP) for the project.

Keefe asked if there were any components of the project that could be completed in FY 2024. HGA said the meeting room and north half of the mezzanine were possibilities.

HGA reviewed the design process. During the schematic design process, they would bring in subject experts for areas like lighting and building systems and lock down changes. Design development would add detail to the project. The final phase would be the construction documents.

The committee discussed the importance of sharing with the community the strategic plan feedback that is driving these changes.

The next step for the project would be for the Library Board to approve a contract with HGA for design services.

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The meeting was adjourned at 3:40 pm.