

HINSDALE PUBLIC LIBRARY

Ad Hoc Space Plan Committee, Meeting MINUTES December 12, 2024

Present: John Bloomfield, President; Magda Sokolowski, Vice President; Chun Ye, Trustee
Also Present; Karen Kleckner Keefe, Executive Director; Bob Bell, BTS Manager; Martha Kennedy, Patron Services Manager; Lizzy Boden, Adult Services Manager; Lisa Winchell, Youth Services Manager
Remote: Samantha Mendiola, HGA; Kate Lohrenz, HGA; Erica Frederiksen, HGA

The meeting was called to order at 10:30 am

HGA noted that the final cost was not included in the presentation, they need clarification on some feedback and phasing priorities.

HGA reviewed Conceptual Plan updates and reviewed the feedback received from the Library after the last meeting, much of which related to storage and shelving.

No changes were made to the plans for the Mezzanine Level. Single-faced shelving could go in front of the railings, depending on the material selected.

Revised plans for the Main Level included a west storage room (primarily for tables and chairs) and an east storage room in the CMR. The Patron Services workroom has opportunities for built-in storage for Library of Things items.

The exterior walls of the Quiet Room could be used for the Community Display cases that will be removed as part of the lobby/marketplace changes.

Keefe had asked about adding a fireplace to the Main Level. If desired and within budget, HGA recommended an electric unit on the exterior wall of the new Board Room.

On the Lower Level, HGA recommends using mobile shelving to define the new Storytime Area, while maintaining flexibility. Open and locked storage can be incorporated into this space. Mobile screens could also help enclose the space during programming.

HGA does not recommend adding a second entrance to the Flex Studio, as it would reduce capacity by over 25%.

HGA reviewed the timeline for what happens next. Pre-Design is projected to take 12 weeks, Schematic Design: 8-10 weeks, Design Development: 10-12 weeks, and Construction Documents: 12-16 weeks. Construction is expected to take 6+ months.

HGA explained that the earlier in the process a Construction Manager is engaged, the fewer “surprises” will impact construction and budget. The contingency budget goes down the more information the architects have about the existing building and the CM’s input on efficiencies that can be built into the bids.

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HGA reviewed a phasing plan that would address the stairs first, then the Main Level, and then the Lower Level.

Library staff will need to determine the best way to provide access to materials when parts of the building are inaccessible. The committee discussed offsite storage, relying on ILL from SWAN libraries, and moving “high demand” collections to other parts of the building.

HGA reviewed the budget impacts of keeping the Library operational/occupied during construction. Remaining open during the entire construction is estimated to add \$420K to the project. If the Library closes for two months during the construction on the stairs, it will add \$245K to the project cost.

The committee discussed fully closing the floors being worked on and allowing staff and patrons to use the other floors.

The preliminary overall budget is \$4,279,797.

HGA will send phasing options to their cost estimator to develop different scenarios. HGA will also look at parts of the project that could be deferred. For example, the Flex Studio could be framed out, but not completely renovated or furnished.

Staff from HGA left the meeting at 12:17 pm.

The committee discussed where in the timeline marketing and collecting feedback from the public should occur.

The committee also discussed service models that other libraries have used during construction projects. Some libraries have completely moved offsite during construction. Some, like Plainfield, have rented programming space from neighboring organizations during construction. Staff will look at options for collection access (mediated like curbside, fully offsite, high-demand collections only, etc.) and programming space.

On a motion by Chun Ye and seconded by Magda Sokolowski, the meeting was adjourned at 12:46 p.m.

Approved: February 6, 2025