

The Round Lake Area Library is subject to the requirements of the American with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the library at 546-7060 (Voice) or 546-7064 (TDD/TT) promptly to allow the library to make reasonable accommodation. The library is located at 906 Hart Road in Round Lake, IL

**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES
BUILDING PROJECT COMMITTEE MINUTES
MEETING ROOM
November 9, 2021 – 6:30 p.m.**

Anyone interested in remotely attending this meeting should contact the library at least 24 hours before the meeting.

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. **Call to Order:** President Anne Richmond called the meeting to Order at 6:41 p.m.

2. **Roll Call**

Sarah Duby	P	Anne Richmond	P
Kathy Oetker	P	Carolina Schottland	P

Jim DiDonato, Executive Director P

3. **Pledge of Allegiance:** All present recited the Pledge of Allegiance

4. **Approval of Agenda**

Sarah Duby made a motion to approve the agenda as presented, Carolina Schottland seconded. All Trustees present, (Duby, Oetker, Richmond, and Schottland), voted aye. Motion carried.

5. **Public Introductions and Comments**

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation

- Fred Schlipf, library space planning consultant

6. **Approval of Minutes**

- No minutes up for approval

7. **Discussion**

Feasibility / Capital Reserves Study / Plan Update

- Joe Huberty plans for the group studying mechanical, engineering, and plumbing to start reviewing documents the week of November 29, 2021.
- Joe will meet with Jim at the library to conduct a site walkthrough on December 1st.

Space Needs Assessment Update

- Jim walked trustees through a brief review of the 2012 Space Needs Assessment.
- Library space planning consultant, Fred Schlipf, provided a brief overview of the initial (2012) plan and options for moving forward to update the plan. Tenets of a building plan should incorporate the following:
 - Create a space that maximizes flexibility to allow for future growth and reconfiguration
 - Individual and group study rooms are always in high demand; expect to provide more than initially planned
 - Meeting rooms are sometimes the only place in a community available for large groups of residents; something to keep in mind when determining the size of space for this feature

- Fred thinks the library and community will be well served with us locating close to retail establishments
- The most efficient layout will likely involve a two-story building
- Building above grade should address water/runoff issues
- Two Phase Plan: If we draft a building program that outlines space not only to meet needs when opening a new building but one which also incorporates design recommendations to prepare for future growth, say ten years after the building opens, the library will be much better prepared for the financial and infrastructure changes that accommodate a renovation. More specifically a two-phase building plan will
 - “Bake in” plans for updating or expanding mechanical, HVAC, plumbing, and electrical components
 - Protect the library from anyone who may take an interest in grabbing any space that appears “unused”
 - Makes it vastly easier to plan for our vision if we are looking at a new building, as opposed to reconfiguring our then current space.
- Trustees noted they are interested in looking at the amount of space required to provide services and resources as they stand today to gauge the level of overcrowding and hence the level of space needed in a new building. Fred and trustees discussed methods for measuring and calculating the amount of space we need based on the collection and staff we currently have.
 - Fred noted libraries are quite individual and needs are specific to each community, so standards are not necessarily used since each library is unique. Libraries rely more on their assessment of specific concerns and goals they’d like to achieve when discussing current or future space. For example:
 - i. One concern is the reality of having to remove material from the collection if we want to provide more staff space or space for new services such as the maker space or Library of Things
 - ii. One goal is to determine the amount of space we need just to eliminate overcrowding
 - Fred and Jim will discuss needs in more detail with staff to determine the minimum amount space necessary to provide current services and resources
 - All agreed it’s important to tell people how much space it will take just to do what we do now and the limitations of our current site and building when explaining the need for a new building
- Fred and Carolina touched upon the issues of expansion at our current site, mainly with expense of moving HVAC, strengthening beams, and digging out under one section of the building.
- Trustees expressed their desire to provide residents details behind and the data used in determining the amount of space needed – for our current space – when demonstrating the need for a new building.
- Trustees asked Jim to gather the following information for the November 17th board meeting
 - Fees
 - Fred’s fees are \$110/hour. Fred can provide a more precise fee schedule and maximum cost not to exceed once he understands what we’d like to do; the number of phases, and so on
 - Creating a program from scratch usually costs between \$5k and \$8k. Meeting by zoom is an obvious cost saver by reducing travel. Utilizing Jim to discuss finer points of detail with staff and trustees to present Fred a relatively final set of plans will also reduce costs.
 - Determine how many times we want to meet with Fred in-person; how many group meetings to hold, etc. Key people to meet with are the board and administrative staff
 - Deadline: Fred feels it will take three to four months to provide a final report. To expedite things, we should enumerate the items we need to house in the library – for the “today” option.
 - Make sure we include the 2020 census data and take into consideration stagnated building trends when estimating space needs
 - See if Fred can create a questionnaire for staff and trustees to complete – in an attempt to cut down on meeting time
 - Can we see the research that shows that libraries do well when located close to retail establishments

Deed with Round Lake Area Park District

- At the October 27, 2021 board meeting, trustees agreed to move forward with discussing land ownership options with the Round Lake Area Park District as follows:
 - Jerry Dietz will draft a Quit Claim Deed

- Anne will schedule a meeting to introduce herself to and discuss potential benefits of the library and park district working to find an amenable solution with park district president, Paul Hollingsworth
 - Suggest the park district put us on the agenda for the November 11th meeting, listing this as “quite title” on the agenda.
 - Trustees discussed a variety of benefits for the park district, library, and greater Round Lake community if the library and park district can cooperatively work through this concern. There are also some serious issues that could negatively impact the park district including cost of equipment repair and/or replacement and general building operations that all agree should be discussed with the park district.
 - Present our case to the full park district board should there be no response from park district leadership
- The following has been accomplished since the October 27, 2021 board meeting
 - Anne left a message for and is awaiting response from the park district board president
 - Jerry Dietz drafted a Quit Claim Deed
 - Jim located an expanded list of issues from a prior library planning meeting that the park district should review when considering options for keeping control of the land the library occupies. Anne and Jim will incorporate these into a more inclusive list prior to meeting with park district leadership.
 - Discussion at the November 9, 2021 Building Project Committee meeting is as follows:
 - Jerry Dietz discussed the process of presenting the park district a Quit Claim Deed, noting that to pass it they would most likely need to do so with an ordinance or resolution. Jerry can draft one but will need to know how the park district would like to proceed, and suggests there will be some back and forth between the initial conversation and acceptance of final changes. Jerry also provided a parcel map of the library’s property for reference while discussing land owned by the library and the park district.
 - Anne will reach out to the park district president again in an attempt to setup a meeting

Referendum Seminars / Training:

- Trustees directed Jim to invite the Antioch Library director to the November 17, 2021 regular board meeting to discuss Antioch’s experience with their referendum
- Trustees noted it is early to hold referendum training but requested Jim discuss the menu of training options available from Chapman and Cutler as well as other agencies available for such assistance

50th Anniversary Celebration

- Carolina and Anne scheduled a Friends of the Library meeting for December 1st. More details are to come.

8. Action Items

A. Discussion and Possible Action on Scheduling Building Project Committee Meeting

Trustees agreed to schedule a meeting for 6:30 p.m. Tuesday, December 7th if there is sufficient information to report on discussion with the park district and progress with the Friends group worth discussing separately from a board meeting. No motion or action was taken on scheduling a meeting

9. **Executive Session:** No Executive Session was held

10. **General Good and Welfare**

11. **Adjournment:** President Anne Richmond adjourned the meeting at 8:29 p.m.

Respectfully Submitted,

Name: _____ Date: _____
 Jim DiDonato, Recording Secretary

Name: _____ Date: _____
 Kathy Oetker,
 Secretary, Library Board of Trustees