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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING MINUTES  
SITE SELECTION SUBCOMMITTEE  
MEETING ROOM  
August 11, 2016 – 6:00 p.m.**

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

1. **Call to Order:** Anne Richmond called the meeting to order at 6:16.

2. **Roll Call:**

Mike Bock	P	Kathy Oetker	P
Anne Richmond	P	Carolina Schottland	P
Jim DiDonato, Executive Director			P

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

4. **Approval of Agenda:** Mike Bock made a motion to approve the agenda as presented. Carolina Schottland seconded. All trustees present, Bock, 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.

- Joe Huberty, architect from Engberg Anderson

6. **Communications:**

Joe Huberty presented trustees a number of options for adding space to the library.

Trustees asked Joe if the library could build a third story. The essential question to answer is whether or not the roof can simply be “lifted” to allow for a third floor. The answer is no. The roof will need to be completely removed and existing support columns and their footings will need to be reinforced to hold books. Even if we don’t initially plan to locate books on a third floor, the library should make sure the third floor can support books to avoid any future limitation to functional use. In other words, we need to reinforce the building to support a third floor to hold books or run the risk of

never being able to place material on the floor, thus locking the library into a very limited configuration and use of the third floor.

Joe described the process to reinforce columns as follows. Reinforcing involves digging up the floor 10 feet in each direction around all columns (on the main floor) as well as around the footings (on the lower level), then reinforcing each column, and finally pouring new concrete around each column on both the main and lower levels.

Trustees asked if the library could conduct this process in stages. Joe indicated that it would be much more cost effective to reinforce all columns at once instead of doing a few at a time. Special equipment needs to be brought in to cut through the concrete and then to reinforce the columns, after which a Bobcat has to be brought in to clear debris. This process creates an enormous amount of dust and a lot of noise. Joe indicated the library really should be closed during each step in a multi-stage reinforcement project. In sum, it is much more cost effective and less disruptive to reinforce all columns at once rather than to close the library for multiple stages.

Trustees asked if the library could add a third floor to only a portion of the area above the second floor. Joe indicated that “Zoning covers quite a few aspects of the building form,” meaning building any part of the third floor depends on zoning limitations.

#### Zoning Requirements:

- **Parking:** At this point Joe mentioned that Round Lake’s zoning requires we provide 3 spots for every 1,000 square foot of library space. This equates to the library needing to provide 87 spots ( $29,000 \text{ square feet} / 1,000 = 29$ , then multiply by 3). The library currently has 82 spots. Any expansion of the current building means the library would either need to get a variance for our location or expand our parking. Joe noted that zoning laws are different for every site, so this requirement could vary widely between each of the villages and zoning spaces within the villages.
- **Building Height:** Joe noted the library will also need to consider local zoning laws that govern building height; we may need to get a variance for a third floor.

Joe stated It is also good to use the full area available so we maximize options for future growth without needing to do more construction - again citing cost effectiveness and disruption of services for long term use.

Joe mentioned that when adding a third floor, a major amount of the basement would be cut apart to “beef up all those footings.” In the end, it would be easier to simply remove concrete in the entire basement floor.

Joe went on to detail the library’s current dimensions and square footage.

Current square footage: The library is NOT 36,000 square feet as is often quoted. The basement does not extend to the full area of the upper floor. That is, the main floor is built on a slab rather than over the basement. Calculations show square footage are as follows:

- basement: 11,000 square feet
- main floor: 18,000 square feet
- third floor could be 18,000 square feet

Trustees asked if the library could add square footage to the basement; build it out from the 11,000 to 18,000 square feet. Joe stated this could be done. Joe indicated that if we didn't have a usable building, it may be more expensive to do a complete tear down and build out, but that his studies had showed that to some extent portions of our building are usable and that he could not conclude that it would be more cost effective to build new.

Joe stated the library could do a simple buildout in the basement to increase space from 11,000 to 18,000 square feet - without adding a third floor. This process still requires the library to reinforce some footings and requires we keep the main floor supported while digging under that area built on a slab - otherwise the main floor would have no support underneath. In "comparing the costs of demolishing the norther portion of the building, expanding the lower level, and rebuilding the upper level (with or without a second floor of 7,000 square feet), such a scenario is likely less expensive than one that tries to keep the main floor in place." Joe noted that he still needs to make calculations to verify the cost of this option.

In addition to the construction cost for adding a third floor, Joe noted the library should take into consideration the cost of staffing a third floor. A third floor does need to be supervised unless one of the library's floors is set aside to serve only as office space and thus not require patron service.

Trustees entered a discussion about the size of building the library needs.

Jim noted he is in conversation with Library Space Planner, Fred Schlipf, to update the library's 2012 Space Needs Assessment using the district's current population of 40,400 and an estimate of 45,000 (to allow for approximately 10% growth for roughly 20+ years after construction). The 2012 Space Needs Assessment used population as one variable in determining recommended space for future growth. That recommendation was based on population estimated through 2040 projected by CMAP (Chicago Metropolitan Agency for Planning). CMAP developed their 2040 population projections before the 2008-2009 economic downturn, so there is a question about the validity of those projections. That being said, Jim asked Fred Schlipf to re-estimate the 2012 plan only on today's population - 40,400 residents - to see if the library has enough space to meet today's needs as a benchmark for determining space necessary for services for future population growth, and therefore building expansion.

Joe indicated that another option to determine initial expansion options is to set a budget for a certain amount of money to spend on expansion and then determine what size building the district can afford. Longer term needs should still be based on population and service goals.

A question came up about the process for which the size of the current building was determined. Joe stated that space recommendations for our current building were likely based primarily on space necessary to hold the collection with minor considerations for meeting space, people space, meeting rooms, having a more browsable (lower shelf) collection instead of tall stacks, etc. Contrasted to older standards, population and collection size are not as big of a size decision parameter as they used to be, because of all the new ways libraries are being used.

The conversation turned toward a discussion of the library's site (the entire property) rather than just that of the building.

Local zoning says we can have a building that is no more than 30% of the size of our lot, so 70% of the property is unbuildable. We can ask Round Lake to rezone us, to get some variances, etc. Joe says this 30/70 is normal for "Estate Residential," which is what the library is zoned. It is unlikely we

would not get some form of variance. Parking is considered part of the 70% space. Foot print and building area are not the same.) As a rule of thumb, for every square foot of building, the library should have the same square footage for parking. The real concern for the library's site is having enough permeable space to allow for runoff. The west end (not the entire undeveloped area) of the property is considered a low hazard FEMA flood plain, though this is not as much of a concern as the Lake County Wetland Inventory, discussed next.

Lake County Wetland Inventory shows that ALL of the space beyond the parking lot is wetlands. This area can be maintained, but not expanded or built with a building. This means that we could add on to our building, but putting a new building there would require us to provide a higher amount of runoff retention. We would have to buy NEW/ADDITIONAL property somewhere else to allow for runoff (as part of the whole community's runoff requirements). Again, this means this option would require the library buy additional land to allow for community-wide runoff that we eliminated by building a new building on our wetlands. Joe noted that though this may seem like a huge expense, it may actually be small compared to purchasing land.

Trustees asked if we could add a third floor that overhangs the current building. Joe said that, yes, this is a possibility.

Asked how much space the library could get by using any expansion option, Joe noted that regardless of whether we expand out or go up, we are maxed out at about 60,000 square feet primarily by virtue of parking constraints. Any option to expand to 60,000 square feet will likely require an agreement with the Park District for land. A 60,000 square foot building would require about 160 parking spots. We will definitely need zoning variances for any of build-outs to accommodate parking for that size building. For reference, our current building is about 29,000 square feet serving a population of 40,400 residents with 82 parking spots. Any large expansion will likely need to start with a discussion of variances with the Park District about a land swap and to the Village of Round Lake about variances.

Trustees asked if the library can:

1. build a parking structure over the wetlands and expand out the current building - westward - still keeping 2 floors.
2. construct the building over the wetlands and add parking on current building site.

Joe noted that either option requires work on wetland studies.

Joe offered one more option: build a two-tiered parking lot on the west end with a ramp down to a lower level - a parking deck type of structure where the current lot is with a parking lot underneath.

Trustees asked if the library's current building is considered usable for any expansion option. Joe does consider this to be a useful building, noting "going up could be expensive; going horizontal is pretty straight forward."

Trustees asked Joe what other libraries have done when presented with similar options.

Crystal Lake: The Crystal Lake Library is trying to pass a referendum to conduct a complete tear down of their 40,000 square foot building and building a new 75,000 structure at a total project cost of \$30 million. That price includes acquisition of additional land for \$1.7 million, \$2 million for technology, and \$1.5 million for furnishings. Crystal Lake is not doing anything yet.

Fox River Valley: FRV plans started with a new 75,000 square foot building for \$32 million, though they will likely scale back to about 45,000 - 50,000 square feet. This size was determined by calculating the amount tax payers would be willing to pay, then seeing how much space that money could buy. Determining the amount of money residents are willing to pay for any expansion is another option for setting a building expansion budget. This option will need to involve a financial planner. FRV is not doing anything yet.

Trustees and Joe agreed Joe will work on the following items to present at the next Site Selection Subcommittee meeting.

Two strategies:

1. Analyze this site to see how big we can go if we
  - A. build only on the land we own
  - B. acquire land from the Park District for expansion
2. Compare our current site to the downtown Round Lake site.
  - A. When can we talk to Round Lake?
  - B. What ameliorations that site needs

Current site options include calculating the cost of building up, building out, and various other parking, overhang, and re-use options. Such options should also provide a cost of phased construction to allow for updates over the long term.

Some final points:

- The library will not engage any external partners at this time.
- Joe noted that the average cost of construction (all in project costs) is \$425 per square foot.

**7. Action Items**

- a. Action on Site Selection: No motion and no action taken.

**8. General Good and Welfare**

**9. Adjournment:** Anne Richmond adjourned the meeting at 8:36.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim DiDonato,  
Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Anne Richmond,  
Secretary, Library Board of Trustees