

**St. Charles City-County Library District
Board of Trustees Special Meeting Minutes
November 19, 2019**

The St. Charles City-County Library District Board of Trustees met for a Special Meeting on Tuesday November 19, 2019, at 6:00 p.m. at the Library's Administration Building, located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Staci Alvarez
- Myra Crook
- Joann Leykam
- Georganne MacNab
- Mary Reese
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Justin Collier

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Gary Brinker, IT Manager
- Lori Beth Crawford, Chief Communications and Engagement Officer
- Chris Donnelly, Purchasing and Projects Manager
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Earl Haug, Assistant Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Maggie Melson, Director of Youth Services
- Tauquincy Neal, Facilities & Logistics Manager
- Laurie St. Laurent, Deputy Director & Chief Customer eXperience Officer
- Kristen Sherry, Manager, Outreach Services
- Diana Tucker, Manager, Kisker Road
- Debbie Warren, Express Branch Supervisor, Discovery Village
- Melissa Whatley, Assistant Branch Manager, Middendorf-Kredell
- Julie Wolfe, Chief Financial Officer

Others present:

- Scott Kolath, Landmark Contract Management, Inc.
- Tiffany Nash, Product Architecture + Design
- Dan Pohrte, Product Architecture + Design

Board of Trustees Vice President Georganne MacNab called the meeting to order at 6:06 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Ms. Alvarez opened the floor for public comments. No requests for time were received. Joann Leykam arrived at 6:51 p.m.

The Director and members of the Board were notified prior to the meeting that Trustee Julie Bartch resigned from the Library Board of Trustees. Ms. Bartch's term would have expired in June of 2021.

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

20-16 Cliff View Branch Design Jason Kuhl introduced Tiffany Nash and Dan Pohrte from Product Architecture + Design and Scott Kolath from Landmark Contract Management. Jason reported Product Architecture + Design and Landmark Contract Management have been working with staff for the past several months on preliminary designs for the Cliff View Branch. The space was designed for people and flexibility and the use of movable shelving and walls, as well as leveraging outdoor patio space, will help to maximize the effectiveness of the space. The plan calls for the use of the collection density standard for small branches (2.0 volumes per square foot) which was presented in the Facilities Master Plan at the November 12, 2019, meeting. The Cliff View Branch will have light, open, friendly, flexible spaces with an appropriately sized collection. This will be a showplace to highlight a new modern approach that can expand into our other existing spaces.

Tiffany Nash and Dan Pohrte reviewed the details of the Cliff View Branch design schemes 1, 2 and 3.

Scheme 1

Scheme 1 is the least costly because it involves the fewest changes to major existing building elements. The restrooms and vestibule both remain in their existing locations. The tradeoff is that there is less usable space for the public in this plan. The staff area is the largest in this plan and the multi-purpose room is a less usable shape.

Budget Estimate

Construction ¹	\$ 840,460
Furniture, Fixtures, & Equipment ²	\$ 233,000
Technology ³	\$ 64,000
Testing ⁴	\$ 4,000
Moving ⁵	\$ 5,000
Professional Fees ⁶	\$ 144,700
Total	\$ 1,290,700

Scheme 2

Scheme 2 provides a better flow and more usable space for the public than scheme 1. The restrooms are moved to the periphery of the building and split so there is a restroom near the children’s area/multi-purpose room and one near the adult seating area. The vestibule remains in its original location. By reconfiguring the interior more substantially, the collection can be located primarily in the open center of the space and can be used for adult or children’s materials as usage patterns dictate.

Budget Estimate

Construction ¹	\$ 892,357
Furniture, Fixtures, & Equipment ²	\$ 233,000
Technology ³	\$ 64,000
Testing ⁴	\$ 4,000
Moving ⁵	\$ 5,000
Professional Fees ⁶	\$ 149,200
Total	\$ 1,347,557

Scheme 3

Scheme 3 is similar to scheme 2 but includes a reconfigured and relocated vestibule/entrance. Relocating the vestibule/entrance provides a wind break as customers enter and exit the building. The staff station will be easily visible to customers when they enter. Scheme 3 offers the best usable interior space as well as a larger patio.

Budget Estimate

Construction ¹	\$ 982,202
Furniture, Fixtures, & Equipment ²	\$ 233,000
Technology ³	\$ 64,000
Testing ⁴	\$ 4,000
Moving ⁵	\$ 5,000
Professional Fees ⁶	\$ 156,200
Total	\$ 1,444,402

¹Includes direct and indirect costs such as insurance, permits, and contingency

²Includes all furnishings and equipment with the exception of technology

³Includes computing equipment for the staff and public, technology infrastructure, and Open + system allowing for extended, unstaffed access.

⁴Third party material testing during construction, such as concrete or steel, if needed

⁵Third party moving assistance, if needed

⁶Includes Architectural and Engineering fees, Contract Management fees, and any technology consulting fees that are needed.

Nevada Smith asked how many staff members would work at the location. Jason said there would be three staff members scheduled at one time because the drive-through service will require a dedicated staff member. Staci Alvarez asked if the shelving will be traditional high stacks. Jason replied that the shelving will not exceed sixty-six inches and will be movable to optimize the space. The glass meeting room walls will also be movable. Nevada Smith asked what the occupancy is for the building is. Tauquincy Neal, Facilities Manager, reported that the occupancy is 113. Georganne MacNab asked what the Open + system is. Jason said that the Library is considering the Open + system from Bibliotecha to allow the building to be open when staff are not present, possibly very early morning hours before the branch opens.

Scott Kolath spoke about the budget estimates with construction costs being the biggest variable. Relocating the restrooms will require moving plumbing but the existing fixtures would be reused. Relocating the vestibule would require new foundations. After selection of a design scheme, biddable documents will be ready by the beginning of May 2020. Bids will be presented to the Trustees at the June 2020 Board meeting for consideration. Construction will require seven to eight months, with an estimated completion in January/February 2021.

Staci Alvarez asked how much of a contingency was assumed. Mr. Kolath replied that a 10 % contingency was included in the estimates. Ms. Alvarez asked if landscaping was included in the estimate and Mr. Kolath reported that landscaping, including lock pavers for the patio, is included in the construction line. Gail Zumwalt inquired about the condition of the parking lot. Mr. Kolath responded that the cost to reseal the lot and the addition of concrete to the drive-up, for durability, is also included in the construction line. Joann Leykam asked if the parking was adequate for the building capacity. Laurie St. Laurent replied that the building has 38 dedicated parking spots, but has a shared lot with several nearby businesses.

MOTION: Joann Leykam asked for a motion to move forward with one of the three schemes presented. Gail Zumwalt made a motion to move forward with Scheme 3 and to request the Library to prepare a budget amendment to bring to the Board of Trustees for approval at the December 10, 2019, meeting. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions, and one absent.

Jason noted that at the December meeting the Library will also be requesting approval to extend the engagements with Landmark Contract Management and Product Architecture + Design through the completion of the project as outlined in the respective RFQ and RFP.

MOTION: At 7:02 p.m., Gail Zumwalt moved to adjourn the meeting. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions, and one absent.

The meeting ended at 7:04 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Staci Alvarez
Secretary Board of Trustees

December 10, 2019
Date