

Dundee Township Public Library District
Committee of the Whole Meeting

Monday, December 6, 2010
7:00 p.m.

Dundee Township Public Library Craft Room
555 Barrington Avenue
East Dundee, IL 60118

Vice President Marge Skold called the meeting to order at 7:08 p.m.

ROLL CALL

Liz Gade was asked to be Secretary pro tem and took roll. Present were Skold, Norman Raven, Joe Molinaro, Fred Lechuga and Gade. Lenore McDonald and Bill Stephens were absent. Also present was Library Director Roxane Bennett. Audience was Jeanne Etling.

PUBLIC COMMENT

There was no public comment.

BUILDING ISSUES

Roxane reviewed copies of documents completed in 2008 for a previous board during discussions of long range planning. While the information is dated, they are still useful.

- Environmental Scan by Northern Illinois University
- Building Study & Feasibility Plan by PSA/Dewberry

A Long Range Plan based on these documents was never completed. An interior renovation in 2009 addressed a few of the issues raised in the PSA Dewberry Building Study, but many issues remain.

Roxane recommends developing a comprehensive Master Plan that will include a Long Range Plan, Facilities Plan, and Financial Plan. A Master Plan will provide information that the Board needs to make the best use of taxpayer dollars for providing library service. A well thought out and documented Plan will be of value for Board decision-making even if trustee seats change hands in upcoming elections.

- The Environmental Scan and Community Needs Assessment pieces form the backbone of a Long Range Plan. The 2008 research can be updated and expanded to complete the Long Range Plan portion of the Master Plan. This is needed to provide a basis for the Facilities Plan.
- SEC has compiled a list of items they can address in a Facilities Plan. This plan should be completed before making decisions about how much and when to invest in improvements to the current building as well as a potential West side facility.
- Current reserves are not sufficient to address all of challenges at once, so plans will need to be phased and/or financed. Mike Madden had received a quote from a consultant that could help us with the Financial Plan.

The Township Board has indicated its intent to remain a tenant of the Library under the \$1/per year lease negotiated when the building was built. Township revenue is limited by the tax cap making it impossible for it to build its own building, rent elsewhere, or pay market rents to the Library without a referendum.

The Township Board has received the Building Study from SEC/HR Green for the space they occupy. Estimated cost of fixing just the lighting and HVAC problems in that space is around \$300,000. There are other issues with Township space that should be dealt with at the same time, but the Township Board needs to know what the Library Board is going to do with the building exterior and HVAC systems before moving forward with its own interior renovation/repair.

Facility issues to be addressed in the planning process include:

- What kind of investment will it take to get another 45 years of life out of this building? Is the building worth that investment? What are the alternatives?
- Current space is less than half what we should have based on the size population we serve now. Plan should address space needs based on population projections on both sides of the river. New census numbers will be coming out soon.
- Do population numbers East of the river justify increasing the square footage at the current location with or without a West-side location?
- Consider modular design for any new facility so it can be expanded as need arises and funds are available (e.g. D300 Charter School in Pingree Grove)
- Recommended extent and phasing of repair/replacement roof, fascia, screen walls, windows, doors, and insulation for foundation for current building.
- Additional issues not yet evaluated including parking lot, access drives, sidewalks, and drainage.
- Despite partial updating of HVAC in 2009, areas are still problematic for both the Township and the Library. What is the best way to deal with interdependent systems?
- Codes were different when the building was built. Compliance with current codes may be desirable or necessary, depending on the scope of additional work – particularly with regard to firewalls.
- Changes to entrances may improve building access from the parking lot as well as solving other issues such as: firewalls, code compliant emergency egress, and room for additional HVAC equipment.
- Extent of landlord responsibility for rented space.

Committee consensus: Roxane will develop a proposal for completing a Master Plan that will include preparation costs and timeline. Neither Trustees nor Staff has the expertise to assemble a full Master Plan. Experts should be utilized as needed – particularly for the Facilities and Financial portions of the plan. Monthly Board Meetings are not frequent enough to make good progress. The Director and staff can work with consultants and keep the Board apprised of progress.

ADJOURNMENT

Skold moved to adjourn; Molinaro seconded. Motion carried by voice vote and meeting adjourned at 8:15.



William J. Stephens
Board Secretary