

BARTLETT PUBLIC LIBRARY DISTRICT
COMMITTEE OF THE WHOLE MINUTES
MONDAY, JULY 15, 2024
6:00 p.m.

Location: Meeting Room, Bartlett Public Library District
800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The meeting was called to order by President Deyne at 6:00 P.M.

ROLL CALL: Peggy Deyne, President; Peggy Bucaro, Vice President; Dave Barry, Treasurer; Monica Boyer, Trustee; Joseph AJ Olsen, Trustee. Present via telephone: Lynn DeSmidt, Trustee. Absent: John Sias, Secretary.

STAFF PRESENT: Karolyn Wessel, Library Director; Katie Converse, HR Generalist; Larry Siegel, Facilities Manager.

PUBLIC PRESENT: Andy Dogan, Williams Architects; Dan Pohrte, Product Architecture + Design; Darren Schretter, Studio GC; Jamie Zaura, 845 Design; Megan Harte, 845 Design. Present via telephone: Sarah Hamfeldt, Ivy Group.

TOWN HALL: None.

Trustee DeSmidt is attending the meeting via telephone.

Trustee Olsen made a motion to allow Trustee DeSmidt to attend the meeting via telephone; Seconded by Trustee Boyer. Treasurer Barry requested the reason why Trustee DeSmidt is attending via telephone. President Deyne stated Trustee DeSmidt is ill.

Roll Call Vote - Yes: Olsen, Boyer, Barry, Bucaro, Deyne, DeSmidt. Absent: Sias. Motion carried.

AGENDA:

1. Space Needs Assessment Bid Proposals

Andy Dogan from Williams Architects is present to review space needs assessment proposal bid and answer any questions the board may have.

Trustee Olsen inquired how the firm approaches community engagement. Andy Dogan stated that community engagement is

put as an optional service in the proposal as the firm does not know if this is a service that is wanted.

Andy Dogan stated that if community engagement is wanted, the firm likes to gather informal feedback by holding in person open house sessions where there are different boards placed around the room talking about different aspects of the project. Andy Dogan also stated that another component of community engagement is an online survey.

Trustee Olsen inquired if Andy Dogan has ever approached community engagement from the standpoint of a library that is disconnected with their community and trying to get those people engaged. Andy Dogan stated that when community engagement is completed that there is always a section of the community that does not use the library or is not completely aware of the services and programs offered by the library. Andy Dogan stated that some of the boards that are at the in person open house sessions talk about what the library is doing.

Treasurer Barry inquired about what the timeframe for the community engagement portion of the project would be. Andy Dogan stated typically two in person open house sessions are held at different times of day so people with various conflicts can attend one of the sessions. Andy Dogan stated that the survey is typically open for about three weeks. Andy Dogan stated that this adds approximately one month to the process.

Treasurer Barry inquired cursory condition assessment. Andy Dogan acknowledged that John Shales from SMC Construction Services has worked on other projects for the library and that Williams Architects works very closely with them. Andy Dogan understands that John Shales has done some capital assessments for the library and Williams Architects does not mean to duplicate the service but finds it necessary since working on the project that they do their own assessment. Williams Architects will be able to identify any code issues or accessibility issues by completing the assessment. Andy Dogan stated that the easiest grant funding for the library's improvements would be through state library's construction grant program.

Treasurer Barry inquired if the \$2,500 includes the two in person sessions and the online survey. Andy Dogan responded that it does. Vice President Bucaro inquired if the 9-month

timeframe listed in the bid is typical for a library the size of the Bartlett Public Library or typical for this type of assessment. Andy Dogan stated that this does not have much to do with the size of the library as any size library must go through all the same steps with communication and touchpoints with the community. Andy Dogan stated that there are two main things that affect the timeline and that is community engagement and exploring the different options after the space needs assessment. Vice President Bucaro inquired if the project takes longer if it will cost more to which Andy Dogan responded no. Andy Dogan stated that a fee may change if there was something that was discovered during the space needs assessment process that required a third party to come in.

Jamie Zaura and Megan Harte from 845 Design and a Sarah Hamfeldt from Ivy Group are present to review space needs assessment proposal bid and answer any questions the board may have.

Trustee Olsen inquired about the use of Ivy Group, how they view their function, and what part of the total cost is associated with their services. 845 Design stated that their total cost is \$40,000 and Ivy Group's portion is \$10,000. 845 Design stated that Ivy Group would complete the community engagement portion of the project as they are the experts in this field.

Trustee Olsen stated that he had the opportunity to visit LaGrange Park Public Library and liked what had been done to the building. Trustee Olsen inquired if 845 Design has had any other library clients. 845 Design stated that they have also done Highwood Public Library.

Trustee Olsen inquired what 845 Design's assessment is of the current legislative environment as far as public funds available. 845 Design stated that the first step is to speak to the local representatives. Trustee Olsen inquired if they had any experience with the federal level and Megan Harte stated that they do have experience.

Treasurer Barry inquired about community engagement and what the process is. Ivy Group stated that a community wide survey would be completed and a promotional panel is also provided.

Trustee Boyer inquired how the survey results are translated. Ivy Group stated that translation services are a service they provide, however, they find it more cost effective to find a local partner for translation services.

Trustee DeSmidt inquired if in person sessions are held for community engagement. 845 Design stated that they do and that this is only one facet of community engagement.

Dan Pohrte from Product Architecture + Design is present to review space needs assessment proposal bid and answer any questions the board may have.

Trustee Olsen stated that he did not see any specific information in the proposal regarding community engagement and requested Dan Pohrte to discuss how they go about this. Dan Pohrte states that there are normally three things that happen and they are looking at the library's strategic plan, hold two community meetings, and get public and library staff's input regarding schemes.

Director Wessel requested clarification regarding cost. Dan Pohrte stated that the cost listed in the request for proposals does not have the survey cost included in the \$14,000 quote.

Vice President Bucaro inquired on approximately how much a survey would cost. Dan Pohrte stated that he does not have an exact amount as it depends on the scale of the survey but stated that he cannot see it being more than \$10,000.

Treasurer Barry inquired about the additional \$3,500 for optional 3D renderings and when that would go into effect. Dan Pohrte stated that their firm draws plans on a 1:1 scale to show what the potential of the new space is of current spaces, furniture, and collections within the library. Dan Pohrte stated that some libraries do not want the renderings so that is why it is listed as an optional service. Dan Pohrte stated that they try to keep the upfront costs as low as possible.

Trustee Boyer stated that sometimes she has seen some VR regarding this and would like to know if this is an option. Dan Pohrte stated that this is possible and that a QR code is created and placed around the library for each different space. Dan Pohrte stated that this allows the patron to see the new space while looking at the old space.

Trustee Boyer inquired on what the firm's philosophy on flexible spaces. Dan Pohrte stated that they never want to see a space dark so they try to create multipurpose rooms so it is a better use of space versus a dedicated space that you cannot use throughout the day.

Darren Schretter from Studio GC is present to review space needs assessment proposal bid and answer any questions the board may have.

Trustee Olsen inquired on how they utilize community engagement to understand the needs of the community. Darren Schretter stated that community engagement is important to gauge what the community wants no matter the size of the project. Studio GC likes to identify how the library would like to go about completing community engagement. Studio GC likes to focus on smaller groups first to be more in depth as people are more willing to open up in those settings and then after the smaller sessions take place it can open it up to a large session. Studio GC states that these can be in person or virtual meetings or a survey can be done. Studio GC helps script the survey to ask poignant questions.

Trustee Olsen stated that he does not believe that the library has enough involvement when it comes to community engagement and wants to know how Studio GC would reach out to people who are uninvolved with the library. Darren Schretter stated that they like to understand the demographics of the community and do peer reviews.

Trustee Olsen inquired what portion of the community engagement is included in the cost. Darren Schretter stated that it is all included.

Vice President Bucaro inquired about the timeline and cost and how that breaks down. Darren Schretter stated that he can compress it or elongate it as much as the library wants.

Trustee Boyer stated that Studio GC is the only firm that offered sessions in Spanish and mentioned that in community approach. Darren Schretter stated that through working with other clients there is a growing Spanish population in the Chicagoland area and is an important demographic to reach.

Darren Schretter stated that they have an employee who speaks Spanish and hosts sessions entirely in Spanish.

President Deyne stated that the community also has a large Polish and Indian community. Darren Schretter stated that they have an employee who can speak Indian but do not have one that can speak Polish. Darren Schretter stated that if they do not have an employee who speaks the language the library is looking for that they could have a meeting in English and then translate the meeting to the language needed or find another environment outside the library that would make the community feel more comfortable.

Trustee DeSmidt inquired what Studio GC's strong point is without making translation services the focus of the company. Darren Schretter stated that Studio GC's ability and creativity that they have proven over time is unrivaled. Darren Schretter stated that Studio GC performs excellent work, thoughtful, get as much out of what their clients and the community is looking for, and do well executing from beginning to end.

TOWN HALL: None.

Roll Call for Adjournment - Yes: Barry, Bucaro, DeSmidt, Olsen, Boyer, Deyne. Absent: Sias.

Meeting adjourned at 7:01 P.M.