

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF NORTHBROOK
Northbrook Public Library Civic Room
June 17, 2010**

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order at 6:00 p.m. by Ms. Conat.

ROLL CALL

The roll was called by Ms. Anna Amen.

Trustees Present: Ms. Susan Conat, Mr. Carlos Früm, Ms. Miriam Imrem, Mr. Marc Lonoff, Ms. Vera Mayer, Ms. Kathryn Plumb

Trustees Absent: Mr. Howard Peltz

Staff Present: Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen

Guests Present: Engberg Anderson (Joseph Huberty & Doug Skinner) from 6:00 to 6:45
PSA Dewberry (Rick McCarthy, Doug Pieffer & Brian Kerner) from 7:00 to 7:45
PSA Dewberry – acoustical consultant Anthony Shou from Kirkegaard
PSA Dewberry – theater consultant Todd Hensley from Schuler Shook
Wold Architects & Engineers (Matt Bickel) from 8:00 to 8:45
Wold Architects – technology consultant Rand Tritz from Shen Milsom Wilke, LLC
Wold Architects – theater consultant Todd Hensley from Schuler Shook

INTERVIEWS WITH ARCHITECTS AND BOARD DISCUSSION

ENGBERG ANDERSON

Joseph Huberty and Doug Skinner from Engberg Anderson made their presentation to the Board from 6:00 to 6:45.

1. What process do you use in choosing a consultant? Which consultants do you use?

They stressed the importance of building a team to achieve the Library's goal by having the proper expertise and being collaborative. They would suggest Hennenan Engineering, Talaske and Schuler Shook to work with them on the project.

2. Would you be willing to use a consultant of our choice?

They would be happy to use a consultant referred by the Library that would benefit the team

3. How do you see your role in assisting the Library with fundraising?

They would provide graphics, informational brochures, boards for display, information for web pages and be available to speak to donors. They could also assist in writing grant applications.

4. How does this size of the project compare with that of your other projects?

They do a wide variety of projects from small to large – their expertise is in Libraries, Theaters, Museums. Historical preservation is an important consideration when thinking about a project.

5. How would you address the Library's need for cost containment?

They explained that many of the projects they have worked on focus on addressing the building shortcomings and that they need to work with what is there. They explained that they like to estimate early and often; being objective; allowing for surprises; the importance of thinking long term. They presented slides that showed how many of their projects came within budget.

6. Would you be willing to work with a construction manager of our choice? Which AIA contract would you use?

They would be willing to work with a construction manager of the Library's choice. They have worked with Pepper, Mortensen, Shale McNutt and others.

CMA Advisor	CMA Construction
AIA B141 CMA 1992	AIA B151 1997
AIA B801 CMA 1992	AIA A121 CMc2003
AIA A101 CMA 1992	

7. How would you relate to a Board (i.e. multiple clients)?

The Board is a big element in this collaborative process. When you incorporate many viewpoints into a project, the project is more successful.

8. What sort of timeline do you estimate for this project?

They presented a slide with a timeline that detailed the parts of the project (included and not limited to schematic design; fundraising; design development & construction; bidding & construction administration) and the timing of the project.

9. The Library is exploring many possibilities for renovation (renovating existing space vs expanding). Will you be able to provide multiple scenarios?

Yes with your goals in mind.

Additional Questions Asked

Are you set up for Video Conferencing – Yes we are

What issues do you think we should address – Gracious entry into the building

PSA DEWBERRY

Rick McCarthy, Doug Pieffer, Brian Kerner from PSA Dewberry, Anthony Shou from Kirkegaard and Todd Hensley from Schuler Shook made their presentation to the Board from 7:00 to 7:45.

1. What process do you use in choosing a consultant? Which consultants do you use?

Look for prior experience and start with the best. They brought in Anthony Shou from Kirkegaard as an acoustical consultant, Todd Hensley from Schuler Shook as a theater consultant and will use KJWW as mechanical and electrical engineer.

2. Would you be willing to use a consultant of our choice?

Yes but if we were to take responsibility for their work both parties would have to agree that the other was appropriate.

3. How do you see your role in assisting the Library with fundraising?

They would provide persuasive graphics, naming opportunities and assist with presentations to potential donors. They could use 3D modeling when talking to donors.

4. How does this size of the project compare with that of your other projects?

It may be smaller than average but by no means is this the smallest. The project is complex and will merit the full attention of the assigned design team.

5. How would you address the Library's need for cost containment?

Cost containment and accurate estimating is important. We will bring CRM into the project to accurately estimate the cost of the project. Historically projects come in under budget.

6. Would you be willing to work with a construction manager of our choice? Which AIA contract would you use?

They would be willing to work with a construction manager of the Library's choice. They have worked with Bollen & Anderson, Mortensen, Turner and others. The contract that they would use is AIA B-132 owner architect.

7. How would you relate to a Board (i.e. multiple clients)?

They use a consensus building approach to facilitate decision making. Giving you detailing information regarding costs, program goals and design options are the hallmark of this process.

8. What sort of timeline do you estimate for this project?

An aggressive timeline would be 4 months of design work, 1 month of billing and 6 months of construction.

9. The Library is exploring many possibilities for renovation (renovating existing space vs expanding). Will you be able to provide multiple scenarios?

Yes, multiple scenarios will be an important part of finding the design that best meets your goals. Real Library and Theater expertise will be brought to the table.

They would provide 2 to 3 concept solutions and what benefits each one provides and the cost related to each concept.

Additional Questions Asked

What issues do you think we should address – Look at Lobby; reworking of space

WOLD ARCHITECTS & ENGINEERS

Matt Bickel from Wold Architects & Engineers, Randy Tritz from Shen Milsom Wilke LLC and Todd Hensley from Schuler Shook made their presentation to the Board from 8:00 to 8:45.

1. What process do you use in choosing a consultant? Which consultants do you use?

Working with people that have shared values. They brought in Randy Tritz from Shen Milsom Wilke LLC as an technology consultant and Todd Hensley from Schuler Shook as a theater consultant. They will use Kent Adams from JWA, Inc as a structural engineer, Bob Walker from EEI as a civil engineer and Bill Wolters for cost estimating.

2. Would you be willing to use a consultant of our choice?

Yes – They already included Richard Thompson in the planning process.

3. How do you see your role in assisting the Library with fundraising?

They would help with graphics, phone survey and promotional materials. Assist with referendum.

4. How does this size of the project compare with that of your other projects?

5. How would you address the Library’s need for cost containment?

Yes, they will use the teams’ passion to meet our needs within our budget.

6. Would you be willing to work with a construction manager of our choice? Which AIA contract would you use?

7. How would you relate to a Board (i.e. multiple clients)?

The Board is part of the participatory planning process, which needs to be collaborative. Communication with the Board, Core Planning Group and Users is important to be successful.

8. What sort of timeline do you estimate for this project?

Estimated Project Timeline

Programming Pre Design	1 month
Schematic Design	2 months
Design Development	3 months
Construction Documents	4 months
Bid	1 ½ months
Construction	6 to 10 months

9. The Library is exploring many possibilities for renovation (renovating existing space vs expanding). Will you be able to provide multiple scenarios?

Yes

Additional Questions Asked

Are 3D renderings available – yes they are

What issues do you think we should address –

Trustees had a small discussion regarding the architects and their proposals. It was decided that a discussion regarding budget and specific project requirements needed to take place before an architect could be selected. This discussion will be on the agenda for the July 2010 Board Meeting.

ADJOURNMENT

There being no further business to discuss, Mr. Früm moved to adjourn. Ms. Mayer seconded the motion. The meeting was adjourned at 9:20 p.m.

Susan Conat, President

Anna M. Amen, Recorder