

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, September 1, 2015

5:00 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:08 p.m.

II. Roll Call

MEMBERS PRESENT:

Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Julian Westerhout, Carol Koos

MEMBERS ABSENT:

Mike Raikes, Whitney Thomas

OTHERS PRESENT:

Ed Barry (Farnsworth Group), Georgia Bouda, Deb Halperin, Kathy Jeakins, Caprice Prochnow, Joe Ragusa (WJBC)

III. Introductions

President Koos introduced the guests present.

IV. Public Comment

There were no public comments.

V. New Business

A. Approve Contract with Farnsworth Group for Needs Assessment, Programming, Site Analysis and Conceptual Design

Director Bouda stated that Farnsworth Group had provided the detail that the Board had asked for and it was included in the packet.

Ed Barry entertained questions.

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE THE LIBRARY NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS & CONCEPTUAL DESIGN CONTRACT WITH FARNSWORTH GROUP, NOT TO EXCEED \$80,500.00.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: MIKE RAIKES, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "V.A."

B. Development of the Bloomington Public Library Strategic Plan with Facilitator, Deb Halperin

Deb Halperin reviewed with the Trustees that they all should have received the draft of the five goals that she had put together from last week's meeting. She went on to say that she had met with staff yesterday and they gave her some fantastic feedback.

Deb stated that she wanted the Trustees' feedback on the five goals that were drafted. They can keep them, change them, toss them or add new ones. Deb shared that her thought was that the goals would then go back to the staff to flesh out further, then come back to the Trustees (timeline to be determined) to be approved.

Deb went through each of the goals with the Trustees starting with goal 5 as there was a lot to cover under this goal. There was much discussion and sharing of ideas.

The draft of goals:

Goal 1 – Meet the needs of diverse communities

Goal 2 – Focus on Regeneration area

Goal 3 – Make the community a better place, forge community partnerships, and be a hub for connections

Goal 4 – Be a resource for formal and informal education/self-improvement/lifelong learning

Goal 5 – Improve organizational health and create a culture of cooperation

Deb stated that she would type her notes and send them to the Trustees and Director Bouda.

There was some discussion as to whether further development of the Strategic Plan will be done at the Board level or Committee level. It was decided that the notes that Deb sends to the Board will be discussed at the next Board meeting.

VI. Adjournment

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 8:09 p.m.



2709 McGraw Drive
 Bloomington, Illinois 61704
 p 309.663.8435 f 309.663.1571

www.f-w.com

August 27, 2015

Ms. Georgia Bouda, Director
 Bloomington Public Library
 205 East Olive St.
 Bloomington, IL 61701-5218

Re: **Proposal of Services • Estimated Hours**
Library Needs Assessment, Programming, Site Analysis, & Conceptual Design
Bloomington Public Library

Dear Georgia:

Pursuant to our recent telephone conversation, below kindly find each major task listed for the above-referenced project, together with the estimated number of hours by team member for its completion. Total fee for each of these major tasks is as per our previously-submitted proposal.

A. Existing Building Analysis

| | | | |
|------------------------|-------------------|---|------------------------|
| Principal | 15 hours x 199.00 | = | 2,985.00 |
| Senior Architect | 25 hours x 123.00 | = | 3,075.00 |
| Engineering Manager | 05 hours x 176.00 | = | 880.00 |
| Senior Engineer | 35 hours x 128.00 | = | 4,480.00 |
| Administrative Support | 20 hours x 67.00 | = | 1,340.00 |
| | | | \$12,760.00 |
| Fee | | | \$12,500.00 |

B. Long-Range Visioning Document

| | | | |
|------------------------|-------------------|---|------------------------|
| Principal | 20 hours x 199.00 | = | 3,980.00 |
| Senior Architect | 35 hours x 123.00 | = | 4,305.00 |
| Engineering Manager | 10 hours x 176.00 | = | 1,760.00 |
| Senior Engineer | 10 hours x 128.00 | = | 1,280.00 |
| Administrative Support | 10 hours x 67.00 | = | 670.00 |
| | | | \$11,995.00 |
| Fee | | | \$11,750.00 |

C. Program of Building Spaces & Amenities

| | | | |
|------------------------|-------------------|---|-------------|
| Principal | 35 hours x 199.00 | = | 6,965.00 |
| Senior Architect | 40 hours x 123.00 | = | 4,920.00 |
| Engineering Manager | 10 hours x 176.00 | = | 1,760.00 |
| Senior Engineer | 10 hours x 128.00 | = | 1,280.00 |
| Administrative Support | 20 hours x 67.00 | = | 1,340.00 |
| | | | \$16,265.00 |
| Fee | | | \$16,250.00 |

D. Alternative Conceptual Site Layouts

| | | | |
|------------------------|-------------------|---|-------------|
| Principal | 10 hours x 199.00 | = | 1,990.00 |
| Senior Architect | 60 hours x 123.00 | = | 7,380.00 |
| Engineering Manager | 10 hours x 176.00 | = | 1,760.00 |
| Senior Engineer | 10 hours x 128.00 | = | 1,280.00 |
| Administrative Support | 05 hours x 67.00 | = | 335.00 |
| | | | \$12,745.00 |
| Fee | | | \$12,500.00 |

E. Alternative Conceptual Building Designs

| | | | |
|------------------------|-------------------|---|-------------|
| Principal | 15 hours x 199.00 | = | 2,985.00 |
| Senior Architect | 60 hours x 123.00 | = | 7,380.00 |
| Engineering Manager | 20 hours x 176.00 | = | 3,520.00 |
| Senior Engineer | 05 hours x 128.00 | = | 640.00 |
| Administrative Support | 05 hours x 67.00 | = | 335.00 |
| | | | \$14,860.00 |
| Fee | | | \$14,250.00 |

F. Conceptual Construction/Operations/Maintenance Costs

| | | | |
|------------------------|-------------------|---|-----------------------|
| Principal | 05 hours x 199.00 | = | 995.00 |
| Senior Architect | 10 hours x 123.00 | = | 1,230.00 |
| Engineering Manager | 00 hours x 176.00 | = | 0.00 |
| Senior Engineer | 10 hours x 128.00 | = | 1,280.00 |
| Administrative Support | 05 hours x 67.00 | = | 335.00 |
| | | | \$3,840.00 |
| Fee | | | \$3,750.00 |

G. Preparation of a Public Presentation Packet

| | | | |
|------------------------|-------------------|---|-----------------------|
| Principal | 05 hours x 199.00 | = | 995.00 |
| Senior Architect | 20 hours x 123.00 | = | 2,460.00 |
| Engineering Manager | 05 hours x 176.00 | = | 880.00 |
| Senior Engineer | 05 hours x 128.00 | = | 640.00 |
| Administrative Support | 15 hours x 67.00 | = | 1,005.00 |
| | | | \$5,980.00 |
| Fee | | | \$5,750.00 |

H. Pursuit of Available Grants

| | | | |
|---|-------------------|---|-----------------------|
| Principal | 05 hours x 199.00 | = | 995.00 |
| Senior Architect | 10 hours x 123.00 | = | 1,230.00 |
| Engineering Manager | 00 hours x 176.00 | = | 0.00 |
| Senior Engineer | 00 hours x 128.00 | = | 0.00 |
| Administrative Support | 10 hours x 67.00 | = | 670.00 |
| | | | \$2,895.00 |
| Fee | | | \$2,500.00 |
| Total Professional Services Fees • Tasks A thru H | | | \$79,250.00 |

Ms. Georgia Bouda
Proposal of Services – Estimated Hours
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The above noted hourly rates can be found on the Farnsworth Group rate table previously included in our proposal of services.

Mileage and reproduction expenses are excluded from the proposed fees noted above, and shall be invoiced as reimbursable expenses. For these expenses, we anticipate a not-to-exceed maximum of \$1,250.00.

Please note that these various hour numbers are estimates only. The total project fee of \$79,250.00 (plus \$1,250.00 in reimbursables); however, is a not-to-exceed firm dollar total.

Many Thanks & Best Regards,

FARNSWORTH GROUP, INC.

Handwritten signature of Edward J. Barry Jr. in black ink.

Edward J. Barry Jr., Architect, AIA, NCARB, LEED-AP
Principal

Handwritten signature of Chad Frankeberger in blue ink.

Chad Frankeberger, Associate AIA
Senior Architectural Project Coordinator