Island Trees Public Library
Special Board of Trustees Meeting Minutes
December 5, 2015

IN ATTENDANCE:
John Mikulin, Trustee
Ann Harris, Trustee
Jerry Schmotzer, Trustee
Bill Fitzgerald, Trustee
Howard Taylor, Trustee
Ann L. Boiallis, Board Secretary
Michele Vaccarelli, Director

ALSO PRESENT:
Dr. Charles J. Murphy
Brian Fielding,
Michael T. Rich, Jr.
Michael Guido,

CALL TO ORDER:
John Mikulin called the meeting to order at 11:50am.

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

PURPOSE OF MEETING:
Presentation by Michael Guido (M.G. Architect) of his architectural drawings of proposed Island Trees Public Library layout.

Details of Michael Guido’s presentation:

The presentation showed the existing Library and existing Administration -- the Library is currently under $8,000 sq. ft. and will be going into a space of under $15,000 sq. ft. A good portion of this is the gymnasium and the stage. The actual sq. ft. usable space of the Library will be increased. Currently we are in a Library that had one time been classrooms which over the years have been converted, and openings cut up to create different areas within the Library. One of Michael Guido’s primary goals in coming up with a new design for the Library is to try to not make it look like it had ever been a school and that it ever had been divided up.

Where you enter by the front door, the existing vestibule on the inside will be eliminated. A vestibule will be placed on the outside, to which possibly an awning will be added, with plans of a Library sign over it.
Michael Guido stated that everything shown today is preliminary, and open for discussion, nothing is set in stone. Michael G. stated he has been in direct contact with our Director, Michele and that they have been going back and forth with many different ideas.

We are at a point where we need to be able to go to the voters with 1) a plan showing what we intend to do to the Library, 2) an approximate cost, 3) once we have the voters approval, then 4) we can move ahead and go over all the tiny details which we want, making sure that everything is planned for.

The above is a goal setting plan. Can we meet the needs that we think we have, in the space that we have, and what is that approximate cost? Michael Guido stated that this is currently where we are.

All the bathrooms will be renovated and handicap accessible. The Administrative offices for the school district will all be knocked down. The entrance towards the Library will be a giant open space, which in that area will be a reception desk, circulation desk, reference area in the back, computer area (high and low counters), large sitting area centrally located which we will have tables located throughout, lounge area. The goal is to make the spaces as welcoming as possible and give patrons room. Also there is a need to maintain a certain level of egress; we have to get people safely in and out of the building.

In the kitchen, the functioning sink will be kept. Basically in this given area it will be used for storage in the Community Room.

The 3 small rooms will be made into 3 private tutoring rooms (which will be mostly glass so you can see into the rooms.)

A book drop is planned to be in the parking lot. This book drop will have a curbside drop, on the driver's side so there will be no need to get out of the car.

Another goal mentioned is to be as technologically advanced as possible, have a lot of wireless capabilities, phone charging stations and tablet charging stations. We would like to make the Library as inviting as possible. We want to keep the patrons we have, but to also attract the younger patrons.

A 3D drawing showed the Children’s Room as an open concept. On top of the bookshelves there will be tempered glass. You can have messages in the glass; leaves pressed in the glass, there are many options available for the glass. The staff can see in, but you can't see out.
Behind the Circulation Desk there will be the Karopczyc Museum. Different items will be on display in this museum.

Bill Fitzgerald asked Michael Guido if there were any plans to plant any trees and to utilize the outdoor space. Michael Guido stated he conferred with our Director, Michele and they thought that perhaps a Children's area could be constructed around the back where it is more private, and if the Board wishes to have a Children's area in front it is of course, possible.

Michael Guido stated that as far as design goes, he believes he has meet most of our needs. Every individual piece will have further discussions. What was shown is a preliminary drawing. Michael G. reiterated what the goals are: satisfy every need, increase the capacity for books, bring in the latest technology, and create a much more open space that looks like the Library was never a school. It will be a more open and inviting Library space.

Dr. Murphy stated that the new Community once can have whatever space you require. You can utilize the entire room, use 2 halves, or use one of the halves into a 1/4 space. Michael Guido stated that the gymnasium will be stained; a logo can be put down. All the lighting will be redone. The basketball hoops and ceiling will come down. The divider that will split the room in half will be motorized, has a safety system and requires 2 keys. The approximate cost of the folding door was stated as approximately $200,000. The room will be ADA compliant, and have air conditioning (new HVAC system). The plan is to have the gymnasium not look like a gymnasium.
DISCUSSION:

Question: How long will it take, how long can the Library stay in the current space when the construction starts, or is everyone vacating the building? What is the best route to take and what would be cost effective since this is a very big move.

Answer: There are many things which has to occur for this move. Administration would have to move to where we are the Library moves to Administration. Another option is if everyone moves out thereby making it easier to gut the entire spaces. This is a decision that must be made by the Library and Administration, not the architect.

Question: If the building was vacated by both the Library and Administration, how much would that cut the time?

Answer: If everyone left at once, it would probably cut the time a little bit. The significant renovation is the Library’s side. It would be quick to move Administration to the Library’s side, but it is not going to be quick to move the Library to the Administration’s side. To safely project, it would take a year would be reasonable. The best of the best perhaps 6 months… realistically the Library should plan on 9 months to 1 year. It is best to plan on the 1 year mark.

Who moves first: There was much discussion going back and forth as to who is going to move first. No decision was made as to who moves first. An option was given was to set up trailers/modular buildings in the parking lot and to work out of the trailers. Further investigation and discussion needs to take place. Once the Library moves we can ask for the help of the Boy and Girl Scouts who can work toward their Community Service badge.

Statement: Since there is asbestos to be removed in the building it becomes a liability issue and a responsibility to our patrons to keep the safe and not be in a comprising situation with even 1 particle of asbestos ingested in their lungs. (This was stated by Bill Fitzgerald who just battled with lung cancer and who now has 1 lung due to working with asbestos in the past).

Timeline Needed: To properly fund the project we must be prepared by January for the vote in March 2016.
ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion at 11:45 pm to adjourn the Special Board of Trustees Meeting to go into Executive Session for the purpose to discuss union negotiations. Ann Harris seconded the Motion. All in favor. Unanimous.

I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at 1:01pm. No voting took place

STATEMENT:
Since there is asbestos to be removed in the building it becomes a liability issue and a responsibility to our patrons to keep them safe, and not be in a compromising situation with even 1 particle of asbestos ingested in their lungs.

ADJOURNMENT:
Howard Taylor made a Motion to adjourn the Special Board of Trustees Meeting of December 5, 2015. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 1:10 pm.

Respectfully submitted,

Ann L. Boiallis
Secretary to the Board of Trustees
/alb