

Midlothian Public Library Board of Trustees  
Building Committee  
Minutes  
Friday, July 9, 2021

Attendance: Tom McDermott, Committee Chair; Jim Woolard, Committee Member; Mary Chiz, Board President; Jennie Cottrill, Library Director; Christy Parente, Business Manager.

Chair McDermott called the meeting to order at 10:03 AM.

1. Review a preliminary estimate for the demolition of the parking lot structures within the context of a total parking lot renovation.

Ms. Cottrill presented a rough estimate prepared by Dan Eallonardo of Independent Construction Services.

Construction	\$175,000
Contingency	\$17,500
Professional Fees-Engineer	\$20,000
Survey	\$4,000
Material Testing	\$1,500
Printing	\$1,000
Permit	\$2,500
Overall Probable Cost	\$221,500

Other important notes by Mr. Eallonardo that Ms. Cottrill shared with the committee:

- The estimate to repaint the steel structures in the parking lot was between \$14,000 and \$15,000. While Mr. Eallonardo had earlier stated "off the cuff" that demolition of the steel structures would cost less than this, upon further investigation, he determined that demolition would most likely cost \$20,000 to \$30,000. If the Board wished to pursue a full rehabilitation of the parking lot without demolition of the steel structures, \$20,000-\$30,000 should be deducted from the rough estimate.
- Before pursuing any parking lot rehab, an engineer should be consulted to inspect the condition of the current parking lot to determine if a simple recoating would be adequate. However, based on the opinion of both Mr. Eallonardo and the Village building inspector, a full rehab is probably necessary. If necessary, spring of 2022 would be the recommended date to carry out such a project.

Committee Discussion:

- In our Capital Needs Assessment in 2017 a parking lot recoating was estimated at \$60,000 and was recommended every 7 years. Chair McDermott asked Ms. Cottrill to confirm with Mr. Eallonardo whether this estimate and timeline would still hold true if the parking lot were rehabbed.
- Chair McDermott asked Ms. Cottrill to check whether the demolition of the steel structures could be done without also doing a full rehab of the parking lot simultaneously.
- This estimate includes replacement of the red steel fences with plain black wrought iron. However, the committee expressed hesitance about wrought iron because of rusting and maintenance issues and suggested chain link instead. Ms. Cottrill expressed aesthetic concerns

over chain link, as well as safety concern related to children who might climb on it. The committee proposed coated chain link (black or gray in color) as a more attractive, less climbable option, and also suggested looking into aluminum fencing.

- Chair McDermott asked whether fencing along the east side of the library property was being considered. Ms. Parente responded that there is no continuous fence along the east property line, so this is not being considered as a part of this project.
- The committee expressed concern that wrought iron had been selected for the small fence in back of the building during the current renovation. Ms. Cottrill said she would check with the project team to see if there was any chance of amending this detail so late in the project.

2. Establish timeline for upcoming capital projects for the purpose of updating the capital needs plan prior to writing the FY 2021-22 budget.

Ms. Cottrill presented a new spreadsheet covering projected expenses 2021-2041. This spreadsheet included replacement cost and life spans estimates of all elements in the Building Envelope Renovation Project from Chris Hansen of Kluber. Per Mr. Hansen's advice, an inflation factor of 3.5% was used.

Noting the high concentration of costly projects in the next couple of years (\$229,252.50 for the parking lot in 2022 and \$304,950.00 for the restrooms in 2023), Chair McDermott requested an outline of tentative plans to fund these projects. Ms. Cottrill shared the following information:

Borrowed for Building Envelope Renovation Project	\$2,750,000
Grant for Project	<u>+ \$110,000</u>
Total Funds for Project	\$2,860,000
Actual Project Budget	<u>- \$2,236,000</u>
Project Surplus	\$624,000
Building Fund (as of May 2021 Financials)	<u>\$515,955</u>
Total Capital Funds	\$1,139,955

Ms. Cottrill also noted that in the past two fiscal years, the library has levied \$60,000 to \$70,000 to set aside for future capital improvements. Ms. Cottrill will present this spreadsheet to Jamie Rachlin of Meristem Advisers and request advice regarding an appropriate amount to include in the coming fiscal year's levy for the sake of continuing to set aside funds.

3. Identify possible projects to be included in a potential IGA between the Library and the Village for funding/reimbursement if the TIF produces revenue.

The committee identified the following as top priorities to propose to the Village as potential items to be reimbursed by TIF revenues:

- Parking lot rehabilitation
- Restroom renovation
- Upgrade or replacement of digital sign

They also identified other projects to be added to a "menu" of future projects for the Village's consideration:

- Meeting room renovation
- HVAC replacement

- Landscaping

The committee authorized Ms. Cottrill to approach the library's attorney regarding next steps toward an IGA with the Village.

Chair McDermott adjourned the meeting at 10:38 AM.

- Respectfully submitted by Jennifer Cottrill