Hinckley Public Library District

Board of Trustees Meeting Minutes  
Special Meeting  
May 17, 2021

At 6:02 pm, Karen Yaggie called the meeting to order. Fran Kriesch, Amie Carey, and Arlen Carls were present. Carol Kohler, Kari McMurtrie, and Tom Lang were absent.

Comments from the Public

No comments.

New Business

The board discussed revising the building program with consultant Fred Schlipf. Fred and Rylie met on Zoom to see what could be cut in the program, as it was originally written in 2008 for a much larger space and population (approx. 13,000 square feet). It will need to be cut to accommodate the 6,000 square foot building. Additions in the program have been underlined, and anything removed has been crossed out. The total space was reduced from 13,275 sq. ft. down to 7,215 sq. ft. The thickness of the walls will impact the final allowed space.   
  
The service desk was cut in half, and after Fred asked, Rylie agreed there may be more space that can be saved. Rylie said two stations for checking out materials are essential. One workstation was removed from the staff area of the service desk, as well as space for users to sit while registering for library cards. The used book sale area was reduced by 25 sq ft., and the exterior book pick-up and return equipment was removed from the service desk, which saves an additional 50 sq. ft.  
  
The adult services area was cut by almost half, and space was saved by removing a wall mounted display case and two armchairs. Rylie said that the OPAC can be removed, as only one is needed, which is in the circulating collection. The adult services reference collection was removed. Space was saved in adult services reader seating by removing one armchair. The large A-frame unit for displaying new books was removed, and the current display unit will be used instead. Fred said the width of the aisles can be changed slightly to save space while still following the law. Rylie mentioned that back issues of magazines aren’t often kept, so it was cut, as well as storage for multiple newspapers and back issues of newspapers. One adult services study room was taken out to save space. Rylie and the board agreed they don’t want to get rid of the last study room, due to tutoring and sensitive conversations needing quiet and privacy. A separate 300 sq. ft. adult quiet reading room was removed to save space. Three computer workstations were cut from the adult services.   
  
Space was saved in young adult services by taking out a game table, one OPAC, and adding two computer workstations. Two OPACs and two jewel box display cases were removed from children’s services. One table, one armchair, and two game computers were cut from reader seating and computers. Space was saved in circulating materials for younger children by removing shelving for recently returned books. Rylie said storage for book/recording sets can also be cut, saving 50 sq. ft. of additional space. One adult sized reading table and a game computer was removed from services for older children. Fred mentioned the last computer could be taken out to save additional space, leaving computers in the shared areas. Rylie agreed.  
  
Rylie said J recorded books could be removed from circulating materials for older children, as they’re hard to find anymore and are now downloadable. The family restroom was cut. Two workstations and a work counter were removed from staff workspaces. Rylie said the extra filing cabinets in the staff workroom aren’t needed, as well as the printer. The bookkeeper’s workroom was removed.  
  
The conference table was taken out from the Director’s workroom to save space, and will instead have two visitors chairs. Space will also be saved by reducing the server room, removing the deliveries/staff entrance, and reducing the staff lunchroom. Fred mentioned that the staff restroom could be removed if they chose, but that he wouldn’t blame them if they wanted a separate one from the public.   
  
Rylie asked if the board should start the process of testing for asbestos and the EPA checks prior to looking for an architect. Fred recommended calling, and suggested Joe Huberty would be a good contact, as well as a good potential choice for an architect, as he’s done a lot of libraries. The architect hiring process was discussed. Fred wrote a sample request for qualifications for architects. He explained that you can hire anyone but that the law requires the job is made known to all. An advertisement would need to be put in a newspaper of record (i.e. The DeKalb Chronicle). He said to have it run for about a month. The board would then rank order applicants and negotiate with the top ranked one. Fred said the board would interview the top three firms all in one day. With current times, it may be easiest to do via Zoom. Karen asked how much they should expect to pay for an architect. Fred said about 10% of construction cost total fees, which is negotiable.  
  
Fran commented that they appreciate Fred’s time and investment in the process, as well as his generous spirit towards the town of Hinckley. Fred will complete a revised version with additional changes made. He will then make a final version removing marked changes. Advertising for an architect would then be able to begin.

Other Business

No other business.

At 8:22 pm, Karen Yaggie adjourned the meeting.