

Minutes  
Converse County Library Board of Trustees  
Special Meeting of August 6, 2014

Present: Douglas: Jeremy Matter, John Nelson, Scott Barber, Karen Werner (teleconference), and Director Karen Hopkins

Absent: Bob Lindmier

Observer: Randy Hein & Jeff Bond (HeinBond Architects), Kirk Hissam & Cinnamon Hopkins-Johnson – Douglas Staff members, Glenrock Branch Manager Paul Pidde, Dennis Humphries & Katie Spicer of Humphries-Poli Architects, Hal Hutchinson of IME (Owners Rep)

Call to Order: President Matter called a special meeting of the Converse County Library Board of Trustees to order at 10:20 AM, on Wednesday, August 6, 2014 at the Converse County Library in Douglas with Board members present and via teleconference.

Dennis Humphries

- Glenrock
  - Now is the right time to start the process of selecting FFE and layout determination for Glenrock. 6 month lead time is his idea of minimum amount of time to do FFE.
  - Setup tour of CO libraries in August for staff/Board to see different ideas in operation and be able to talk to staff that is working with different configurations and equipment to see how it is working. Week of Aug 18-22 looks likely, probably end of the week – August 20-22
  - Has images of different areas/aspects of libraries
    - Circ, shelving, end caps, signage, etc.
    - “Mind Breaker” – try to get people to work outside of their “normal” comfort zone
  - Areas in library “zoned” by:
    - Traffic
    - Noise
- Douglas
  - Most flexible scenario is to move operations off-site, demo existing building, build new building
  - Old elementary school building being vacated by EWC is a possible site for ops during building
  - Having no basement might/will limit “storage” space; if it is going into storage, how often is it ever used again?
  - HeinBond to come up with two cost scenarios:
    - One phase demolition then construction
    - Two phase construction, then demolish and finish construction to avoid moving off-site.
  - Coffee shop – if it fails then the library is left with “dead” space where people coming in have it in their face.

- Rolling gates used for closing off areas for after hours access thus removing some interior walls between access points to open up ground floor
- Going to bid in January 2015 is still doable
- HB to come up with timeline for SD submittal
- HB software is the same that Humphries-Poli (HP) uses, Katie is HP touch point for software transmittals

At 12:20 PM, Owners Rep Hal Hutchinson of IME was called and brought into the meeting via teleconferencing.

Dennis brought Hal up to date on HP involvement in the library project.

- HP involvement in library projects over the years – 75+ libraries in the last 15 years.
- The idea of basement vs. no basement.
- The idea of meeting rooms in the basement vs. on the second floor.
- An elevator with two stops vs. three.
- Meeting rooms with multi use purposing.

HeinBond

- Can be done on existing schedule with probably equivalent cost or some savings based on original cost limit

Hal

- Question asked – what role does HP play
  - Answered – HP to act as advisor NOT as architect of record with suggestions and ideas concerning interior layout, etc.
    - Similar to what they recently did in Teton County for two locations there
    - Setup and coordinate a visit to libraries in the Denver/central CO area for staff/Board
- Question asked – timeframe and cost are of primary concern, especially that change in architects contract has been wasted money
- Wants letter from Library Board/staff outlining what we expect from HP
- Scott Barber informed Hal that the fees for HP are expected to be covered by the Library's Building Fund
- Wants estimates from HB/HP on scheduling and costs by the meeting 8-14-14 so he can present to the commissioners on his next scheduled meeting with them on 8-19-14

There being no further business to bring before the Board, the meeting was adjourned at 1:13 PM.