

**MINUTES OF THE SPECIAL MEETING OF THE FACILITIES
COMMITTEE OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM**

DATE: November 29, 2011

Time: 6:30 p.m.

PLACE: Discovery Room

1. Call to Order

Trustee Hudspeath called the Special Meeting of the Facilities Committee to order at 6:30 p.m.

2. Roll Call

The roll was taken by recognition.

Present: Trustees Hudspeath, Bailey, Jeffrey and Douglas

Absent: None

Also Present: Trustees Arends, Wade, and DeRango, Library Director Ann Kennedy

3. Approval of Minutes of June 29, 2011

Trustee Wade and Trustee Arends made a total of three corrections to the minutes. Motion was made and seconded to approve the minutes. Motion carried.

4. Discussion, Re: Disposition of Kammes House

A quote was received from Camosy Construction for the demolition of the house. Trustee Hudspeath expressed concern that there were some things in the quote which were not needed including taking out the trees and shrubs and seeding areas of disturbance. President Douglas stated that the topsoil and seeding may be required by the Village. Trustee Jeffrey asked if the project had been put out to bid. Director Kennedy explained that she asked Camosy for a quote so the Board would have a number to begin discussions. If the Board approved proceeding with demolition than portions of the project that are over \$20,000 would go out to bid. President Douglas asked if the asbestos abatement was based on the amount of asbestos in the building. Trustee Jeffrey stated most of the cost of asbestos abatement is for set up and containment. President Douglas asked Director Kennedy to get from Camosy a breakdown of the asbestos bid. President Douglas stated that the other bids are in the range with expected costs based on what DuPage County spends to demolish homes. Trustee Arends asked how many sub-contractors would be involved. Director Kennedy stated that there were approximately five sub-contractors that walked through the house. Trustee Arends asked what the time frame would be for the work and if there was enough money in the budget. President Douglas stated that the budget would need to be amended.

Trustee Wade enquired if the asbestos abatement companies were technical disciplines under Camosy. President Douglas stated that Camosy is acting as a construction manager

and would bid out the parts of the project. Director Kennedy reminded the Board that Camosy has not yet been hired to act as Construction Manager but that they put together the bid for the Library based on the good relationship we have had in the past. Trustee Wade reiterated the Library's Insurance Agent's recommendation to place a fence around the house if it was going to be left empty to prevent vandalism and squatters and asked if the same recommendations should be applied to the barn and garage. Trustee Hudspeath asked what shape the garage was in. Director Kennedy reported that last July the garage was hit by two falling trees but she doesn't know the extent of the damage. The Kammes family still has a few belongings in the garage. President Douglas asked Director Kennedy to get in touch with the Kammes family and get the garage cleaned out. Trustee Jeffrey asked if we had considered tearing down the garage and barn. Director Kennedy stated that needs to be determined by the Board. Trustee Arends asked about the statement from Camosy that costs could be reduced by using fill from the Park District construction at Town Center. Director Kennedy stated that she was still trying to get information about getting fill from the Park District.

Trustee Hudspeath stated that a lot of factors are coming in to play with this discussion including the beginning of the town center project, the time needed for bids, and a reassessment of property. Trustee Arends asked about the assessment of the house and asked for clarification that the removal of the house would not change the value of the land but would lower the property taxes. President Douglas said that if there is an agreement with the Park District than we would not have to pay taxes. We are just holding on to the land until it gains in value or we can "do what we want to do". President Douglas also stated that if the house is torn down than more land could be offered to the farmer. Director Kennedy stated that real estate taxes this year \$8,400 the majority of that being for the parcel with the house and the garage.

It was the consensus of the Committee that the house is in disrepair and needs to come down. Concern was also expressed about the liability the empty house poses to the library.

Trustee Hudspeath asked that Director Kennedy have the pipes drained and the gas shut off. Trustee Jeffrey asked if Camosy Construction should be the general contractor or if the Library couldn't get bids and handle the work themselves. Director Kennedy stated that no one on staff or the Board had either the expertise or the time to act as contractor for the project. Trustee Bailey stated that the Library is not in the construction business and there would be liabilities involved if we under took the project. Trustee Wade asked if the asphalt and concrete needed to come out. Director Kennedy stated that the bid was for the drive behind the barn and up to the house plus the chain link fence would need to be removed as the fence has barbed wire along the top.

President Douglas asked that Camosy be invited to the December 13 Board meeting to address some of the concerns. Trustee Jeffrey stated that if the project moved forward than nothing would be done before February because of the holidays and the need to get bids.

Trustee Arends stated that the Library could save \$7,000 in taxes by taking down the house which isn't much money but that a serious liability issue had to be considered also. Director Kennedy stated that architecture salvage firms could be invited in to place a bid on salvaging material from the building. The Fire Department could be invited to conduct exercises in the building. The Library would require an agreement with the Fire Department indemnifying the Library from any claims. Trustee Wade asked if the wood on the barn is salvageable. Director Kennedy stated that there isn't much salvageable in the barn.

Trustee Hudspeath asked if there was a general consensus to take the house down. Members of the committee agreed. Trustee Wade asked about the alternatives of the garage and barn also being destroyed along with the house to eliminate the concerns voiced by the Director and Insurance Agent concerning liability, vandalism, and squatters. The Committee discussed if the barn should come down or not. The Park District will be asked if they want the barn. Trustee Wade asked if a fence have to go around the barn. Director Kennedy stated that the electricity for the barn is supplied through the house. If the house is destroyed there will be no electricity to the barn for lights or to open the garage doors.

5. Discussion, Re: Use of Kuhn Road Property

6. Discussion, Re: Library Satellite at Simkus

Discussion on the above two agenda items was co-mingled.

Trustee Hudspeath stated that she felt the best use of the Kuhn Road property would be to partner with the Park District, let them take it off the tax rolls, open it to the community, and work out an exchange of land use for rent at Simkus. Trustee Jeffrey asked how much the rent at Simkus would be and what the Library would be putting in that space. Director Kennedy stated that those were factors to still be determined. Trustee Hudspeath said that she would like to see the users of Simkus surveyed for their input on what services they would like in the proposed Library area. Trustee Hudspeath stated that this partnership would bring people to the Library who don't come. Director Kennedy stated that there are several people in the Village who use the Park District but not the Library and this would be a good opportunity to reach those people, that the Library could reach families who are at Simkus for their kids' classes. Trustee Jeffrey stated that he would like to see a book machine and a drop box at Simkus. Trustee Arends asked who approached whom on putting a Library outlet at Simkus. Director Kennedy stated that the Park District approached the Library. Trustee Arends asked why we would want a presence at Simkus. Trustee Arends also asked if this has been discussed at any Park District Board meetings. Trustee Arends stated that it would be good to have a presence some place as long as it is cost efficient. Trustee Jeffrey stated that the letter from the Park District was very non-committal on the issues and asked for how long the Park District would want an agreement. Trustee Jeffrey expressed his concern that the Board could change again and

the new Board may want the property sold and this Board would be tying the hands of the next Board. Director Kennedy stated that the Intergovernmental Agreement would be written to define the steps to take if one party wants to back out of the agreement.

President Douglas stated that the Library should enter into a serious discussion with the Park District about Simkus and an Ad Hoc Committee should be appointed. Director Kennedy reported that she has been informed that the Park District position has not changed.

Trustee Jeffrey asked if College of DuPage had been approached about using the Kuhn Road property. Director Kennedy stated that she had contacted them in July and in early November someone from the College contacted Director Kennedy to look at the land but she has not heard back from them. Trustee Wade asked if other uses had been explored. Trustee Hudspeath stated that no one had suggested ideas for other uses. President Douglas stated that the idea was raised at an Intergovernmental Counsel meeting but there was no response. Trustee Wade asked that other institutions be contacted about using the land. Trustee Hudspeath stated that College of DuPage was originally looking to use the land for parking and she had thought it would be good for an agriculture lab. President Douglas asked Director Kennedy to send letters to the institutions on Trustee Wade's list to see if they would like to do something with the land.

Trustee Jeffrey asked what the bottom line on expenses at Simkus would be. Director Kennedy stated that she did not want to start calculations until a decision had been made to move forward. Trustee Jeffrey asked why personnel should be hired when there were three new positions at the library and transactions are down 7%. Director Kennedy disagreed and stated that transactions at the Library are increasing every month and the new staff members are needed to do the work at the present facility. Trustee Arends stated that is an issue for the Human Resources Committee whether to hire new people.

President Douglas stated that expenses will be two years out when the fitness center moves out but the determination needs to be made at this time with the upcoming budget cycle. President Douglas asked Kennedy to bring more concrete numbers to the Board so they can make an informed decision on whether or not to move forward with the project. Trustee Wade asked what it would cost if we just rented the space from Simkus without the exchange in consideration of use of Kuhn road property. Trustee Arends stated that any option with Kuhn Road can't rule out the possibility that the land be sold. Director Kennedy stated that they would write into the agreement a termination clause with a cost for ending the agreement.

Trustee Hudspeath mentioned that this would be a good opportunity to do community fundraising. Director Kennedy has been taking a course on Library marketing management which includes a section on fundraising. Community organizations could be asked to contribute funds in exchange for naming rights to certain parts of the project. Per Capita Grant Funds could be used for an "opening day" collection. Trustee Hudspeath stated that this is an opportunity for creative financing for expansion of services to other

audiences in town, that the library could accomplish something that would not be a burden to our budget.

Director Kennedy said that she is asking the Board to make a decision at this time so it can be factored into the budget process and so the staff can send extra books to storage rather than withdrawing them from the collection. President Douglas stated that the Library has two years to work on this but the first step is to talk to the Park District and get feedback. President Douglas stated that the Board needs to decide what kind of resources they want to commit to this project.

Trustee DeRango stated that his concern is about the State rescinding 5% of taxes. Trustee DeRango was referring to House Bill 3828 which would take local government revenues from the Corporate Personal Property Replacement Tax PPR taxes and use it to pay for the Regional Superintendents of schools. Director Kennedy explained that the library gets 95% of its income from property taxes which the State cannot touch and that this law would affect the Library minimally. Trustee Arends stated that the Library has discussed keeping the tax levy steady for next two years but the Board may have to increase levy to fund this project. Director Kennedy stated that her projections had built in some funds in FY2014 for the project including 1.5 FTE in personnel.

7. Adjournment

There being no further business to come before the Facilities Committee, the Meeting was adjourned at 7:44 p.m.

Approved (date)

Ann Kennedy, Library Director
For the Facilities Committee