

Meeting Minutes – Building Committee

Project: Millstadt Library – Phase 2 (Schematic Design & Design Development)

WA Project No. 2021-044

Attendance: Traci Juhas, Janice Seidlitz, Norm Sanders – Millstadt Library Board
Nichole Lauko – Millstadt Library Director; Andy Dogan - WA

Prepared By: Andy Dogan

Date of Meeting: 10 November 2021

Date of Minutes: 12 November 2021

Items:

1. WA reviewed the overall schedule document and activities completed to date. The intent of the Schematic Design and Design Development process is to develop enough information for the Library to move immediately into construction documents and bidding once the project is funded. Meetings will occur with both staff groups and the Building Committee to discuss various topics as the project progresses.
2. Zoning/approval processes were briefly discussed. As the library is now a District, the building will be a special use within the zoning district the site is in, and an application and hearing process will be required. This will be discussed further as the design progresses.
3. The group discussed current fundraising efforts and processes. The Library completed its conversion to a District Library earlier this fall. A referendum is being considered to annex properties not currently within the library district but in the school district. This would generate additional revenue for construction of the facility as well as ongoing operations. Discussion followed regarding referendum strategy and outreach efforts. Nichole has reached out to John Chrastka of EveryLibrary, a PAC that assists with library referendum efforts, for assistance.
4. Additional grant opportunities were discussed. Nichole and WA will explore the DCEO Main Street grant and begin the application process. The grant application is due January 10, 2022.
5. Community engagement timing and methods will be discussed and determined as the project moves forward.
6. Project budget was discussed. WA expects project budget and cost estimates to be variable throughout the process as the design is developed and recognizes the need to balance scope with keeping budget on track. Any items affecting budget will always be brought to the Building Committee's attention for discussion and resolution.
7. Next steps were discussed. A meeting will be held on Wednesday, December 8 at 6:30 via Zoom to review progress prior to the 7:30 meeting with John Chrastka. Future meetings will be both in-person and via Zoom depending on discussion topics required.

End of Meeting Agenda

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