

## Meeting Minutes – Library Building Committee

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

WA Project No. 2021-044

Attendance: Traci Juhas, Janice Seydlitz, Nichole Lauko, Dustin Montgomery – Millstadt Library  
Jon Carroll, Poettker Construction  
Andy Dogan, Katie Mollet (via Zoom) – Williams Architects (WA)

Prepared By: Andy Dogan

Date of Meeting: 24 February 2022

Date of Minutes: 25 February 2022

### Items:

Note: Meeting was held via Zoom due to inclement weather.

1. Jon Carroll gave an update of overall budget based on recent bid results. Project budget has increased since estimate was completed last year due to current market conditions.
2. The team discussed several ideas to reduce project cost, including:
  - a. Multiple bid releases to accelerate construction, thereby minimizing general conditions and supervision costs.
  - b. Simplifying site design to eliminate/reduce curbs and minimize storm drain piping.
  - c. Moving stormwater management swale further south to limit site disturbance.
  - d. Simplifying exterior materials, using less expensive materials on north/east/west sides of building, and reducing glass amounts.
  - e. Lowering the volume in the center of the building such that the ceiling would still be higher but the daylit clerestory windows on the east side would be eliminated.
  - f. Simplifying ceiling materials and lighting at the entrance.
  - g. Simplifying roof design/structure/drainage, if possible.
  - h. Evaluating interior finish assumptions.
  - i. Simplifying lighting control systems required for energy code compliance.
  - j. Simplifying HVAC control systems required for energy code compliance.
  - k. Investigating other options for HVAC systems. The team discussed potential consequences of less functional/controllable HVAC systems.
  - l. Identifying sources of free and/or reduced cost steel shelving that can potentially be refinished to appear new. Many libraries give away shelving when moving or upgrading that is perfectly functional.
  - m. Leaving certain areas of the building unfinished or “shelled” for future finishing as funding allows.
  - n. Reducing building area. All agreed that reducing building size is the least attractive option.

3. PCC and WA will continue to develop ideas for cost reduction measures to be discussed at the next meeting. WA emphasized that these market conditions are affecting all projects right now and that solutions are always developed to meet budget requirements through offering as many cost reduction options as possible and strategic use of alternate bids.
4. WA participated in online Open House event at 7:00 PM to explain overall building design and plan.
5. Next steps are as follows:
  - a. WA and PCC to develop cost reduction options for discussion at the next meeting.
  - b. Next building committee meeting scheduled for Wednesday, March 9 (time not set, but recommending 5:30 or 5:45 PM). Team will review cost reduction options, exterior material samples, and next steps.

**End of Meeting Agenda**

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