

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
March 8, 2017  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order – John Walsh, President
2. Update and Status on Building Envelope Repairs – Gary Lettelleir
3. Review of Small Purchase Policy (page 1-3) – Marilyn Wood
4. Recommendation to Hire an Architect for Ellettsville Renovation (page 4-7) – Jane Cronkhite, Marilyn Wood
5. Public Comment
6. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>

## Small Purchase Policy

The Monroe County Library Board of Trustees is a governmental body that is authorized to disburse payment for purchases according to Indiana Code 36-12-3-16. The Monroe County Public Library Board is the "Purchasing Agency."

Purchases costing less than \$50,000 and not included in the Library law (IC 36-12) are governed by this policy as required by IC 5-22-8-2.

In making purchases of less than \$50,000 the following guidelines shall be followed:

The purchasing agent shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website.

Preferences will be given to products manufactured in the United States.

Preferences will be given to purchasing from Monroe County businesses when total cost, quality and timeliness of delivery are comparable.

Purchases will not be artificially divided so as to constitute a "small purchase."

If the purchasing agent expects the purchase to be more than \$50,000 but not more than \$150,000, the purchasing agent shall solicit quotes from at least three vendors known to provide the goods or services required, as specified in IC 5-22-8-3.

Proposed March 22, 2017

## Schedule of Adoption, Revision and Review of Board Approved Library Policies

Policy and Plans Required by Law	Latest Revision or Review	Review Requirements	Next Board Review Date
Annual Budget Adoption	October 2016	annual	October 2017
Annual Classification of Employees Schedules of Salaries~	December 2016	annual	December 2017
Collection Development Policy*	July 2016	annual (internal review)	Only changes go to Board
Disaster Recovery Plan for Computer Systems (Director's office)	October 2016	annual	Fall 2017
Fines & Fees (Fee Schedule)*	December 2016	annual	December 2017
Internal Control Standards ~	June 2016		
Internet Acceptable Use Policy (Internet and Computer Use Policy)*	January 2017	annual	January 2018
Investment Policy (Finance and Investment)*	January 2017	annual	January 2018
Library Board By-laws (Bylaws of Monroe County Public Library Board)*	September 2016	Every three years	Fall 2019
Long Range Plan (Strategic Plan)+	December 2012	Three-five years	December 2017
Materiality Policy~	June 2016		
Personnel policy and procedures (including among other things, Moving and Interview Expense Policy, and Travel Policy)~	Various		
Policy Principles of Access (Checkout Policy)*	December 2014		
Records Exempted from Disclosure (Access to Public Records)*	July 1997		
Small Purchase Policy~	March 2017		
Technology Plan+	December 2015	Every three years	December 2018

Policies and Plans Approved by the Board and Updated Periodically for Operational or Labor/Management needs~	Latest Approval	Review Requirement	Next Review Date
Holiday & Closing Schedule~	December 2016	annual	December 2017
Management Labor Agreement~	August 2016	Three Years	August 2019
Personnel: Pay Schedule (dates)~	December 2016	annual	December 2017
Employee Insurance Package~	October 2016	annual	November 2017

## Schedule of Adoption, Revision and Review of Board Approved Library Policies

<b>Other Policies and Plans Adopted by the Board*</b>	<b>Adoption or Latest Revision Date</b>
Americans with Disabilities Act Notice	February 2014
Art Exhibit and Display Policy	June 2007
Behavioral Rules	June 2015
Compensation Philosophy	June 2009
Customer Service Policy	September 2015
Gift Policy	November 2015
Grievance Procedure under the Americans w/ Disabilities Act	February 2014
Meeting Room Policy	September 2016
Photography, Videotaping, & use of other recording devices	March 2008
Privacy Policy regarding Web and Email Communications	April 2012
Programming Mission and Guidelines	February 2014
Prohibition of firearms at Public Meetings Policy	June 2011
Social Media Policy	March 2011
Study Room Policy	January 2015

\* Documents available at: <http://mcpl.info/geninfo/board-policies>

~ /Documents available on Lint (employee internal network)

+ Documents available at: <https://mcpl.info/about/plans-and-reports>

Requirements for adoption and review taken from: [http://www.in.gov/library/files/NDM2016\\_Chapter\\_03.pdf](http://www.in.gov/library/files/NDM2016_Chapter_03.pdf)

Indiana State Library New Director's Information 2016 version

ISL document indicates Indiana Code and other resources for laws and guidelines

# **Recommendation to Hire Architect for Ellettsville Renovation**

March 22, 2017

## **Planning for Renovation**

In September 2016, the Library appointed an Ellettsville Renovation Planning Team. The seven member staff team was charged with delivering a written report which outlined their top priorities and outcomes for the Ellettsville renovation project. They were asked to address wear and tear issues, and consider areas of concern in the current building (e.g. A/C or HVAC). They also considered the incorporation of new formats and services offered since the building was designed and renovated, and how customer and staff needs or expectations have changed patterns (or will change) use of the building. They reviewed services to our babies and teens, configuration of the circulation and reference area, the materials handling area and addressed the parking lot and ADA issues.

The Team reached out to other staff to get their input and feedback and also conducted a public survey from October 14-November 5, 2016. The survey was shared on receipts, on computers, the web site, and with local stakeholders and media. 265 people responded. In addition, the Team reviewed:

- Current use statistics
- Other libraries, and library literature concerning how to most effectively make use of public space
- Our mission and strategic objectives
- 2012 community survey

The team focused on existing facility and service barriers, the survey responses, demographic and usage data, and cost. Final recommendations prioritized enhancements beneficial to existing customers, forecasting services for the next 15-20 years, and improving services to underserved populations.

Portions of the Team's final report were included in the RFP background document provided to architects to serve as the program plan. Prioritized areas of scope for the renovation include:

- Infrastructure improvements to the HVAC system, lighting, and accessible parking and restrooms.
- Service improvements include creating an engaging teen space, adding a Learn and Play Space, expanding the sorter room, increasing study space and/or increasing the size of the Program Room, along with other enhancements to improve usability and staff and customer efficiencies.

## **Funding**

One million dollars for construction costs is currently available from the Library's 2015 General Obligation Bond, or the Library Improvement Reserve Fund. Additional construction related costs, up to \$500,000 is also earmarked for expenses such as the architect, furniture and equipment and other soft costs.

March 1, 2017

## RFP Process & Proposals Received

On December 14, the Library Board of Trustees approved issuing a Request for Proposal for the project. The RFP required the firms should include the following information:

1. Architectural and interior design capability available to the firm.
2. Demonstrated experience with library or other public facility (hospital, school, etc.) construction or renovation, especially with facilities receiving usage comparable to that of the Library.
3. Location of the firm in or within easy driving distance of Monroe County.
4. Detailed description of recent similar projects, with contact information for clients familiar with the firm's work on these projects
5. Anticipated scope of work.
6. Design concepts that fit an estimated \$1,000,000 construction cost.
7. Fee structure and estimated total architectural and design costs with a "not-to-exceed" contract fee to complete the following tasks:
  - Architectural, engineering, and design services for design development and construction documents
  - Cost estimate verification
  - Bidding services
  - Construction administration

On January 9, 2017 the RFP was sent to 11 architectural firms. On January 18, the Library hosted a tour of the facility and a chance for all architects to ask additional questions. Five firms attended. An additional firm toured at a later date. On February 21, four firms submitted a proposal.

The proposals were reviewed by Marilyn Wood, Jane Cronkhite, Chris Hosler, and Gary Lettelier. Two firms were selected for interviews:

- Christine Matheu Architect, Bloomington
- KrM Architecture

On February 28, Marilyn, Jane, Chris and Gary interviewed the two finalists. Each firm provided a brief presentation highlighting areas of their proposal they felt would be of significant value to our project, and answered a number of our follow-up questions.

## Recommendation

We recommend that the firm Christine Matheu Architects serve as the architect for the Ellettsville Renovation.

Their project team will include:

- Christine Matheu, Lead architect
- Kristopher Floyd, project manager
- Circle Design Group, Inc., mechanical, electrical and plumbing engineer
- Lynch, Harrison & Brumleve, Inc., structural engineers
- Bledsoe Riggert Cooper James, Inc., Civil engineers

- J.R. Keller, LLC, library planning and design consultant

Christine Matheu Architects is recommended based on the following:

- Their team credentials and experience. They have assembled a team with extensive experience in all areas of our design and construction need. They were responsive to our concerns about HVAC and structural and engineering changes and assembled a team to respond.
- Their commitment to engage the community and staff in planning to achieve a design to meet community and staff needs.
- Location. This firm is based in Bloomington.
- Our prior working experience with this firm during the most recent Main Library renovation was extremely positive. They are very pro-active, communicate often, and have a commitment to projects which enhance our community.
- Creative solutions for our building challenges and willingness to explore alternative designs.
- Cost. Of all the designs submitted, their fee had the most comprehensive inclusion of fees for services we desired. Their fee, based on an estimated \$1 million total construction cost is a not to exceed fee of \$76,000 to complete basic services including architectural, site/civil, structural, mechanical, electrical, plumbing, and interior design services from design through construction phases. This includes a construction cost estimate verification provided by a local contractor who would be familiar with the local construction bidding climate.

**Monroe County Public Library  
Ellettsville Renovation Timeline 2017-2018**

<b>Date</b>	<b>Task</b>
December 14, 2016	Board discusses renovation planning and architect RFP.
January 9, 2017	RFP sent via email to architects
January 18, 2017	Facility walkthrough (Optional)
February 21, 2017	Architect Proposals due
February 28, 2017	Architect Interviews
March 8 and March 22	Board discusses recommendation to select architect and approves at Board meeting; authorizes proceeding with contract
March 23 – April 19, 2017	Finalize and sign contract with architect
TBD	Architects lead program development, including community engagement and staff forums or feedback
TBD	Architects work with staff to prepare construction document details
TBD	Board reviews construction contract and approves
TBD	Construction