

FORT LUPTON PUBLIC AND SCHOOL LIBRARY
LIBRARY BOARD MINUTES
Thursday, October 21, 2021

- I. Call to Order--Ms. Inge called the meeting to order at 6:30 pm.
- II. Roll Call – Chantel Hays called order.

Present were Lia Inge, Teri Kopfman, Gerri Holton, Evelyn Harlan, Sharon Day, and Chantel Hays. Sharon Ceretto joined the meeting virtually.

Also attending were FLP&S Library Director Thomas Samblanet, FLP&S Library Assistant Director Katharine Merrell, Weld Re-8 School District President Susan Browne, and FLP&S Library Administrative Assistant Mary Hoffman Edens.

Daniel Matoba from the architect firm, Dan Spykstra our owner’s rep, and Ralph Kasper of the building company were also in attendance.
- III. Approval of Agenda

Lia said that Thomas had requested an amendment to the agenda. He asked that under building update building budget so we can slide building budget under continuing business. **Gerri Holton made a motion to approve the agenda. Sharon Ceretto seconded that motion. The motion passed unanimously.**
- IV. Approval of Minutes

There was a correction of the minutes on the last page, Bill Tiffany to Phil Tiffany. Teri mentioned that there was another correction, and the wording was unclear so that will be corrected also. **Sharon Ceretto made a motion to approve the amended August 19, 2021 minutes. Teri seconded the motion. The motion passed unanimously.**
- V. Reports -
 - i. City Report--No one was present from the City hence there was no City report.
 - ii. Weld Re-8 Report –Susan Browne reported that they have a new board member, Christian Gonzales, who will be starting on November 11th. She also stated that the Aristocrat seat is vacant.
 - iii. Director’s Report (written)--Thomas Samblanet said that his written report covers his report tonight.
 - iv. Committee Reports
 1. Sunshine Fund (Ms. Holton) Same \$41.00
- VI. New Business
 - i. Upcoming Programing--Thomas gave the report on upcoming programs. He stated that on October 26th there will be a lecture on Victorian death rituals and the history of headstones. On Friday October 29th the library will host a Dia de los Muertos celebration. A reception for the art show will be on November 5th. The next public meeting for the building will be on November 10th for public feedback. On December 4th we will be hosting the program Cookies and Cocoa with Santa.

Sharon Ceretto commented that the programs are going along great and are well attended. Sharon continued that at the Sugar Skull program last Friday night was well attended including 7 people from Wattenberg area and 4 people from the ESL class. Sharon said that it is nice to see the diversity and the excitement for the class. She added that it went very well except that people had to wait outside in the cold. Thomas said that we will be making that correcting and the participants will be able to wait in lobby next time. Sharon Ceretto said that she was very happy to see how many people were there, that it was an activity for the community, and she has heard many positive comments. Sharon asked Thomas to tell the staff how the community appreciates the programs.

Sharon continued that the people in the book group are excited and they are getting something out of the book reviews and discussions. The attendance has increased to 8-9 people in the group, and Sharon Ceretto said that the staff is doing a really good job. Thomas thanked Sharon for those comments. Thomas stated that the Board Game program had 3 people attend. Lia asked about the format for Board Game and whether it was family style. Thomas answered that cards and family style games were available for folks that came and that more games will be purchased as the interest increases.

- ii. Board Terms-Gerri and Chantel-- Lia lead the discussion and said that Chantel is a school representative and is interested in another term, so Lia asked Susan to approach board for approval prior to January 1, 2022. Gerri is also interested in serving another term so she will fill out another application and submit it to the city. Thomas will assist Gerri with the process so that she can also be approved by January 1, 2022.

VII. Continuing Business

- i. Land update— Thomas stated that we closed on the land as of yesterday and to celebrate he provided some sparkling cider to share a toast with the board and building partners. He said that the site is not up to grade yet but after a short delay an agreement was found that will suit all parties involved. The soil survey was done yesterday, and we should have the report in month. The address of the new building is 370 Rollie street which reflects the Dewey decimal system's education section.
- ii. MOU on land – Thomas reported that Andy Asmus read the MOU and decided that it was not exactly right and would not recommend City Council to sign it. Andy Asmus said that the language was not clear as to which party would assume responsibilities should a lawsuit follow and as a department of the city we cannot sue the city. Asmus and John Chmil have been trying to get into contact with the school attorney. Andy's current plan if the school attorney approves is to create an IM (information memorandum) to send to city council effectively saying that the funds from the library were used to purchase the land that can be attached to the title for future reference. Thomas shared that this happened a little while ago and then we had started negotiations with seller on the land, so this fell to the back burner. But we are still working on exact solution on how to get the information where the funds originated to build the public building. Andy is still trying to get in contact with School District's attorney. Gerri asked who would sign the MOU from the City and Thomas answered that the mayor would, but she has not. Susan Browne shared that she has signed the MOU on Monday morning and the library board has a place to sign the document. Andy Asmus wants all three attorneys to decide on what would be sufficient wording for future reference. Susan Browne asked which school attorney Andy Asmus is trying to contact and Thomas said he will find out and get back to her. Gerri asked if the library's attorney is involved, and Thomas replied that he is. Gerri asked Thomas if John Chmil could let the board know what transpires to which Thomas answered yes. Thomas said that Andy Asmus has pulled it and doesn't want the Mayor to sign it at this point. Andy would like to get all three attorneys in a room to discuss what would be sufficient for the future. Gerri voiced her concern that our attorney what is the reasoning for Andy Asmus' response to the MOU.
- iii. Building update - Thomas led the report stating the schematic design phase has been finished and Teri and he had received a report as to what the schematic design looks like and gave to and asked G H Phipps how much the building will cost . Thomas wanted to go through the document and asked Daniel from BRS Architecture to take over the report.

Daniel stated that the information presented is the first of three of the design stages before we get a permit to start construction. He continued that as we go thru the design phases the information will get more specific before handing it to the construction team and the City to get a permit. Daniel shared a schematic design of floor plans on the Mondo board that show the start of what building may look like. The images he presented may be considered by the collective team and the library board of somethings that may be included in the site or landscape design. He said that in terms of the architecture side not a ton has changed from the original schematic design floor plan. Daniel provided information about the location of the entrance, lobby space, multipurpose rooms, the maker space or multipurpose room, storage, administration, house functions, distribution center, stack area, quiet reading area with a fireplace, computer room, 2 study rooms, computer tables scattered around, media, children's area, new books, and adult area. Teri added that there are areas that have regular ceilings and those that have a higher ceilings and Daniel pointed those areas out for the group.

Daniel continued that from the exterior standpoint there is a high roof that has a popped up, bright, and airy type ceiling feeling to it and the remainder of the roof will be flat. Some of the materials they are currently looking at are a brick of some kind and a single-color fiber cement board that gives a more modern look. As you come around the

west side of the building it has a sawtooth look. On the north facing facade has a vertical look to indicate books on shelf and give visual interest as this is the side people would see as they are driving south to the building. The architecture team is excited about all the windows giving natural light and they will keep the south side shaded. The team is still developing exterior designs.

Daniel shared images and a chart describing the interior carpet and all the surfaces inside the building that the group is contemplating today, not that this is exactly what they are going to do. Daniel shared the image coming into the front doors into the library that is immediately greeted by the reception desk. The building is going to be placed on the northwest corner of the lot and there will be parking on south and east side of the building. A person would enter the building through a plaza. There are exterior court yards around the all-purpose rooms hoping to get a shade structure of some kind and programing in the rooms could expand into this outdoor space as well. Surrounding the children's area on the south they are hoping to create a Children's plaza and possibly a playground in the future.

The vehicular access would be on Rollie going in and out. The property line goes down the middle of an access area and we will split it with whoever purchases the land to the south. The drive isle is protected by easement so no one can build on it. We have parking designed up against the easement with head in parking. Looking at providing a drop off area for the patrons. Accessible parking is in front, and additional on east side. They are looking at striping a zone for courier unloading and loading. Reynolds will be out only as of right now because when cars are parked against the building they don't want a traffic hang-up. The North and West areas of the building will not be heavily landscaped but be more of a natural landscape and will hopefully require low maintenance.

- iv. Building budget--Thomas reported that as previously discussed once we got this document that was just shared with the board it was sent to GH Phipps Builders. They did their preliminary quote, and this was the first time they assigned numbers to the project. Before this it was just rough estimates based on square footage. Last Thursday the report was received and there were multiple meetings about it since. Our initial pass of the budget we were around \$800K over budget. We met Tuesday morning to go through alternates and potential pieces we could cut and reduced the number to \$400K now. He asked the building team to be at the board meeting to discuss this with the library board. This is the first time we have an actual price due to multiple delays including the two-year delay, the way the market is right now, and the building industry.

Ralph Kasper from GH Phipps Construction who is in the Preconstruction Manager reported. Ralph reported that the effort that was put forth was two-fold. The first part was understanding the design and use of project and to follow up with conversations and questions. The second piece was reaching out to the sub-contractor market to get their take on what the current market price is doing. At this point in the process, they are often in a similar position as this was the first opportunity to really see what the design looks like. Since the original number was stated, they have reached back out to sub-contractors and looked at different ways to lower costs. They have considered different materials, changing sizes of windows, and anything reasonable without cutting square footage or eliminating program space. They came up with a reasonable path without major changes to get within about \$400K of the budget that they started with. At this point in the budgeting stage there are so many unknowns such as the soil test, foundation system, and building comments that are not back from the permitting desk. One of those things is that they have carried a 2% contingency for escalation to account for material price increases between now and when construction starts. The feedback from subcontractor market is unsteady at best and they are receiving price increases monthly in some cases. The building company has gotten proposals that the subcontractors will hold prices for 20-30 days before they expect another increase from their suppliers. The construction team is uneasy about only carrying 2% contingency and the potential for that to increase before the actual construction begins.

Daniel said that he worked with the city on a traditional practice for draining the lot as you cannot let the water drain on other people's property, on the sidewalk, or on the street. This lot in particular is designed for the surface draining to go out on to the street.

What that means is if we must keep our own water on our own lot and put it in a pipe take it to the regional pond we'd have to lift the building up a bunch. Once the city said that we don't have to do that, it allowed us to push building back down which means we don't have to bring a lot of dirt into the lot that we don't need so was the first \$100K line item. They are working on pushing the lot down a little more because buying dirt to put under a parking lot doesn't make financial sense. Daniel said that we should have a document in place that for the next ten years the person who buys below us owes us for half of the access drive for half of the cost which is an estimated \$20K.

Daniel continued that the plan is to have two hydrants on the lot, but they are investigating if they can eliminate one of them. The cedar fence that's in the planning code but the planning director said that we'll need to it some time. Thomas mentioned that benches will replace the seawalls. Thomas said that he talked with Teri about FORLURADO assisting with a portion of the project and they may be able to help with the fence, a sculpture, or art. There was a discussion about various ways to frame the building and it was stated that all the team imagined that would be less expensive. Daniel explained what the different colors on the illustration are about. They may gain some efficiency by using steel frame as it is priced based on ton. Dan Spykstra said that the changes won't make the building less nice, just less costly. Lia asked them to email copies so the board can study the plans and then perhaps have questions. We may make some sacrifices but not give up quality and square footage. Gerri question about sharing materials with other HPLD projects and was told that there could potentially be a possibility for sharing. The plan is to break ground in late spring, and it will take 10 months for construction. Board members shared their concerns about being asked for more funds over and over again. The team is concerned about construction material costs because they are more unpredictable now. Daniel shared that they do have contingency for construction and design of the total project, and they had increased cost of building. There is 300K in overall contingency. They are still concerned about the increase and availability of the cost of furnishings.

Thomas said that in general, construction costs are going up and not moving forward would result in higher project costs. Thomas continued that he is asking the library board for \$750K. This would ensure that the project will move ahead smoothly. He and Kate Merrell are looking into grant money for children's area outdoors. Potentially holding programs such as buy a brick or however we could cut cost and mitigate wherever we can. Thomas said that he doesn't want delay as the costs are escalating. The team told the board that the funds will not spend it unless they must. Lia asked if Thomas had contacted Matt about assistance and she encouraged reaching out to him. Then Lia asked if Thomas would take the increase of budget to the city and the school board.

Lia said that the question before the board tonight is a motion to increase construction budget by \$750K. Gerri asked if this increase would affect our program budget and Thomas said it would not affect any current programing budgets at this point. Thomas said that in ten years our estimated funding between the decrease in the oil and gas revenue and the incline in growth makes us stable for the future. Thomas was given the data a few months ago.

Chantel Hays made the motion to increase the budget for the new library by \$750,000. Sharon Day seconded the motion. The motion passed unanimously.

Lia thanked the building team for their contributions and for attending the meeting. Lia told them that they could leave the meeting if they wished, and they did so.

- v. IGA committee--Gerri proposed that another member be added to the IGA committee and Sharon Ceretto agreed saying that it is a great idea. Lia said that if 3-4 members meet it must be posted 24 in advanced and minutes must be taken. Susan asked if this was just for our portion and she was told that the board wanted to set up a framework prior to meetings with the school district and the city. Evelyn and Lia volunteered if there were no objections.

Sharon Day made a motion that the IGA committee include Gerri, Lia, Sharon, and Evelyn. Chantel seconded the motion. They motion passed unanimously.

- vi. 100th Birthday Report--Thomas reported on the 100th birthday party had about 100 people attending, and it seemed like everyone was having a good time. Thomas was talking with Maggie from the museum about some future joint projects. The program was very

successful and a great time for everyone who attended. Teri suggested that we have a library program at the museum.

- vii. Art Show – Thomas said that they have reviewed all the submissions to the art show, and they have 18-21 pieces from 13 artists. Teri said she thought that there were 22 pieces total, and she found one piece that was not from the district area. A guitarist was hired for the reception for event. Teri (and Thomas) will be bringing panels for the reception that is at 5:00-7:00 pm on Friday, November 5th. The art will be up for 2 weeks. The plan is to have lemonade and cookies and people can mingle about. Teri talked about the timeline for setting up the show. Thomas mentioned that the Fort Lupton Press had the 100th birthday party on the cover last week.
- VIII. Public Comments – There were no members of the public present.
- IX. Board comments – Gerri had a question about the report on the programming budget and asked about the left-over funds and she asked if it was because of COVID. Thomas answered that was 100% why, and there are a few months left in the year. We are looking into a String quartet for Christmas music in December. Chantel asked if next month the statistic report could show the 2018 and 2019 numbers, and that will be done. Thomas reported on the adjacent property and the soil reports for them. He stated that there have been no issues with any of the properties so far.
- X. Development of next meeting agenda
 - Building
 - Land
 - Soil
 - IGA
 - MOU
 - Board member reinstatements

XI. Adjourn--**Chantel made a motion to adjourn the meeting at 7:53. Teri seconded the motion. The motion passed unanimously.**

Next Meeting: November 18, 2021.

Submitted respectfully by Mary Hoffman Edens