

MINUTES
BROADVIEW PUBLIC LIBRARY DISTRICT (BPLD)
FACILITY PLANNING COMMITTEE MEETING
DECEMBER 5, 2011 8:00 AM

1. Call to Order

Time: 8:15 AM

2. Roll Call

Michael Wideman	President
Robert Jones	Vice-President
Teresa Tyson	Secretary
Katrina Arnold	Committee Chair
Melissa Gardner	Executive Director

3. Introduction of Visitors

Laresha Wideman
Mayor Sherman Jones

4. Presentations

We heard presentations from 3 owner representative services

- Precise Construction; representative Edward Forte
- Owner Services; representative K.C. Wigle
- Dewberry; representative Richard McCarthy

We heard presentation from 1 public finance organization

- Ehlers representatives Steve Larson and Nancy Hill

We received letter from 1 Library Planning Consultant that can help the board develop their goals and strategies for the future of the library

- JSB Solutions, LLC; representative not present Jamie Bukavac

Based on the presentations the members of the Facility Planning committee want to recommend working with the following organizations to help our board develop our strategic plan and move us forward to finding out if we need to consider a new facility or a renovation of our present facility. All three organizations are necessary to have on record when applying for the state building grant

Owner representative:	Who: Dewberry
	Why: Best Presentation, that addressed our specific need of preparing to file for building construction / renovation grant. Beautiful time line presented
	Cost: \$8,600, see attached proposal
Financial Planning:	Who: Ehlers
	Why: Can deliver overall package, they can give us options other than floating bonds, such as General Obligation debt certificate and applying for grants. Also, they took the time to look at our current position and offer suggestions
	Cost: Financial Planning \$7,800 Bond/Debt Issuance: \$8,500 base fee + .15% of the principal amount of bond issued

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Library Planning Consultant: Who: JSB Solutions, LLC
Why: Worked in libraries over 40 year; currently Director of Indian Prairie Library District
Cost: \$500

5. Plan of Action

- Executive Director to contact other owner representative services to see what their cost are and if can come in for presentation. Also, contact Owner Services Group to get cost on services they offer
- Executive Director to contact other Financial Planning groups to see what services they offer
- Contact JSB Solutions, LLC, Jamie Bukavac to see what days she what Saturdays she has available in January (hopefully before January 19, 2012 board meeting) to schedule a retreat for strategic planning. Saturday not available because committee members Arnold and Tyson can't be present is Saturday, January 14, 2012
- Notify entire board after receive availability date for Library Planning consultant for retreat date so we can get all board members feedback on how they feel about facility and options we should explore
- Start gathering information for grant, take advantage of time line given to us by Dewberry

6. Adjournment

Time: 10:30 am

Katrina Arnold
Facility Planning Committee Chair,

Teresa Tyson
Secretary