

JPL 2021 ARCHITECTURAL FEASIBILITY STUDY COMMITTEE

8th MEETING April 21, 2022

Meeting called to order at 6:35 pm in the City Hall 2nd Floor Meeting Room. 11 people in attendance including 8 study committee members, 2 architects and 1 guest. (see list below)

Jane Millard welcomed all and called the meeting to order.

Architects Peter Franks and Ri Tobin and City Administrator Mike Palmer were in attendance.

- Mike Palmer has spoken with property owner and they are open to the idea that the City may at some point be interested in acquiring the property for future expansion of the Library. Mike told them it would be their option to sell, rather than the City using eminent domain.
- Jane Millard spoke with the other property owner and they indicated they would also consider selling their property to the City in the future.
- Jane provided a list of possible funding sources based on information compiled by the State Library of other library building (new, expansion, remodel) projects in Iowa. The list included private donations, fundraising, grants, city and county funding, a capital campaign (professional fundraiser), memorial gifts, and investments. Pete said we may not qualify for historic tax credits. The Library would have to be designated as an historic building. State tax credits are available for non-profits but not those that are municipally owned, so by example, the Friends of the Library would have to own the Library.
- Mike spoke with the City's bond specialist and reported the City would not be able to bond for the whole cost of a Library expansion project (any of the 3 options being considered). The cost estimate for the project was within an expected range for a new municipal facility. Discussion that cost may increase before project would be ready to move forward due to inflation of construction expenses. Pete stated that the cost estimate allowed for some expected inflation.
- Mike said the next step after the Feasibility committee makes their recommendation to the Council would be to procure more detailed architectural plans.
- Question for Mike about closing the east-west alley along the north parking lot of the Library. He stated it would depend on what utilities are located there and whether or not they could be re-located. The alley could be vacated by the City.
- Reminder that designs for Options A, B, and C are not construction drawings. They are specifically created for the purpose of the Feasibility Committee's use in determining what would be the best fit for a Library expansion.
- We are encouraged to keep this project in the public eye so as not to lose momentum. That has caused a delay in previous projects by other entities.
- Pete stated we may need to have a public referendum so that all expenditures for the project would be run through the City.
- The current cost estimates on the 3 options do not include cost of land acquisition. Also do not include cost of temporarily re-locating the Library to continue services during construction.
- Mike and Darren Jackson discussed other projects that the City is currently working on: water/sewer plan expansion (\$10-\$13 million from other sources), road re-construction of

Lincoln Way from Hwy 4 west to Grimmell (\$6 million), and the Recreation Center's consideration of adding an indoor swimming pool.

- Is the Library more of a need or a want?
- The committee was commended for their work on the feasibility study.
- Is additional parking included on any of the plans? At this time, not on Option A as it fits within the Library's existing footprint.
- Susan Laehn presented the results of the survey that was taken at the last meeting (#7). The votes showed majority of the committee members at this time want the Library to stay in the downtown area. The location is centrally located and within walking distance, and also keeps a vital resource in the Mainstreet district.
- The historical value of the Carnegie building cannot be measured monetarily.
- Other results of survey included a ranking of priorities with staff work areas and administrative offices, program rooms, on-site storage, dedicated space for the Friends and genealogy, study rooms, and public meeting rooms receiving ranking the highest. The majority of committee members feel Option B (new construction) would provide the best after-hours accessibility to a community room and the ability to meet the needs of future generations.
- Pete stated that another test fit of Option B (new construction) might be to construct a 2-story Library that would fit in the downtown area. Option C would also keep the Library essentially in a downtown location, and might also be a good location for Option B if torn down.
- Discussion: do we need to have the architects provide an "Option D" which would be a design for an addition built on the existing location different from Option A (tear down 1966 addition and replace with new 3-story addition at Carnegie floor level) now that we have information that properties to the north may be space that we could consider?
- The new information presented at this meeting about the possibility of acquiring the two properties to the north of the Library, committee members believe that might possibly change the outcome of the vote. They would like to take another vote at the next meeting.
- At this time, Pete feels that all three options are feasible. It's up to the committee to decide what is the "best fit" for our community.
- Darren Jackson stated the City Council is generally very responsive to community groups that have done this much work.
- Jackson stated the City Council is generally very responsive to community groups that have done this much research and preparation on a project.
- Question about the need for a community focus group. Pete stated that this study committee is a community focus group. Professional polling would cost about \$20,000 and may tell us the same thing the study committee has concluded; a referendum would tell us how many voters vote yes and no, and how many are still "on the fence".
- Will the City Council be satisfied with the amount of work this committee has done? Specifically, would they expect this group to have done more? Jackson answered by saying the study committee is a good-sized group of community representatives. The Council has entrusted this committee to this study. Pete added that the study committee is acting as an advisory group the Library Trustees.
- Jane shared a spreadsheet of available meeting rooms in Jefferson. This was at the request of the study committee as they consider how many and what size of meeting rooms would be

needed in a new, larger library. Currently there are 26 meeting rooms in the community, holding from 20-250 people. Most of them charge for use of the space with some exceptions for non-profit organizations.

- Some discussion followed regarding meeting rooms in the new library. Jennifer (Friends president) stated the Friends need large room for their book sales 3 times/year but would not need to occupy the rest of the year if they have other storage space in a different area to work in. Stephanie stated that larger meeting or library program rooms would help so the Library does not have to limit the size of their programs. Jane pointed out that the Library frequently holds their programs off-site to allow for higher attendance, and the librarians have to transport supplies to the venues, which is an inconvenience. Currently the Friends, the general public, and the Library itself compete for the small Library meeting/program room.
- Tracy said the committee would benefit from being very clear with the public about what new space is added to the Library and how it will be used and why it is needed.
- Pete said he is working on the draft of the final report. He gave an overview of the steps that would come next: design, then bidding, and then construction. He said the biggest takeaway is that the feasibility study is the first step in the process. The fact that we have barely scratched the surface, should lessen the weight of the study committee's decision. We have only done the pre-schematic so far. The schematic design is the first step, when almost every decision this committee has made will be rewound and revisited to confirm if decisions are good or need to be modified. If our recommendation to the Council is that Option A is the most feasible, it comes with the understanding that the options that have been presented are not building designs. If we continue to move forward, the earliest date for the ribbon-cutting ceremony would be December of 2026.
- The committee requested that the designs of all 3 options be presented as more general concepts rather than showing details about exact room placements, due to the fact that some of the areas need further discussion about their placement (adjacencies), size, and inclusion before they would be included in the construction drawings.
- Pete said after the feasibility study is completed, we will need to form a building committee. It would be beneficial to have some of the feasibility study committee members continue on the building committee. There will be many other decisions to make. He presented a spreadsheet and timeline for completion of a Library building project including each step of the process from beginning to end. The spreadsheet lists 31 steps with the feasibility study being Step #1.
- The construction period would be 18 months from demolition & excavation to a new Library. On Pete's timeline, the project would ideally start in a good weather month, from June 2024 to December 2025. Mid-point of construction would be Feb-April 2025.
- Substantial completion is a legal construction term. It is the date the owner (City-Library) can begin using the facility for its intended purpose, the contractor's work is complete, and the insurance transfers from the construction company to the City.
- New furnishings would be procured during construction so they are ready to put in place, along with decisions about floor coverings, paint colors, etc.
- The architect would act as the owner's representative, reviewing all pay applications and documenting every step. There would be many engineers involved on the construction team.
- Jane pointed out fundraising was not included as a step on the timeline.

- Ri Tobin presented an overview of the Architect's Final Report. It is in draft form now for the committee to review before the next meeting in May. It includes a one-page executive summary. This is what will be presented the Library Board of Trustees and the Jefferson City Council. It includes photos of the current Library and details about the work of the Feasibility Study Committee and their recommendation to the City.
- Including aspects of sustainability and possible LEED certification would be addressed during the building committee phase.
- Pete will send Jane the draft of the final report next week. She will forward to all the committee members for their review. Committee members will have a deadline to submit their comments and provide any final directions to the architects in time for them to update the draft and present it at the May meeting.
- Next meeting will be Thursday, May 19 at 6:30 pm with Architects on Zoom (virtual) to finalize the final report.

8th MEETING April 21, 2022 ATTENDEES

Pete Franks, Architect

Ri Tobin, Architect

Amy Milligan

Carole Custer

Jane Millard, Library Director

Jennifer Powers, Friends of the Library

Mary Pedersen

Mike Palmer City Administrator

Stephanie Hall, Youth Librarian

Susan Laehn, Trustee

Tracy Deal