

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**October 13, 2016 – 5:30 p.m.**  
**Administration Conference Room**

**TOPIC:**

- Columbine Library Remodel Presentation

**Call to Order**

The Study Session was called to order at 5:28 p.m. by Brian DeLaet, Chair.

**Other Trustees present:** Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis, Deborah Deal and Charles Naumer.

**Trustees not present:** All Trustees were present

**Guests:** Owners Representative: Sara Lara, Project Director NV5; Katie Welfare, Project Manager NV5. Architect: Dennis Humphries, Principal/Architect Humphries Poli; Kelly Wemple, Designer Humphries Poli. General Contractor: Dave Eddy, Chief Estimator Fransen Pittman.

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities & Construction Projects; Danny Lagage, IT Operations Supervisor; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Columbine Remodel – 2016 Strategic Priority**

Steve Chestnut, Director of Facilities and Construction Projects, presented an overview of the planning that has gone into the project to this point. JCPL has known for some time that the residents of South Jefferson County are underserved. The Columbine library was identified as a strategic priority and was the first facility the Library wanted to refurbish and remodel in the five year capital plan.

With the November 2015 passing of a voter-approved mill levy increase, the Library began to fulfill its promises to the community in the 2016 strategic plan. Hours were expanded across the system in April, the collection budget was increased, technology is being updated, and Wi-Fi and expanded bandwidth has also been installed. In fulfilling the promise to repair and refurbish buildings, Columbine planning began in March by gathering community and staff input.

In March staff was asked about their wish list for the building including library services and they were asked to identify the pain points. They were also asked for input on how the Library could reach out to the community and what questions could be asked that would provide the most helpful community input.

Thanks to area residents, the Library's South County strategic initiatives are off to a good start. In April, the Library held three community meetings asking residents for input, and 137 people attended. From April 20 to May 15, an online survey was posted and 243 people responded. In addition, information was posted on Nextdoor, and another 25 people responded. Library employees from the Columbine Library and Library 2 You (bookmobile) were also consulted. With input from more than 400 residents, the Library felt it had substantive feedback about what the community would like to see in South County library services. While the questions and formats were slightly different between the community meetings and the online survey, several common themes emerged from all the groups. The South County Community report was shared with the Board. In June the Board authorized the Executive Director to sign the contract with NV5 to be the Library's Owners Representative. Based on what was learned from the community and input received from staff the Building Program of Services was developed in June. In August the Board authorized the contract for the architects, Humphries Poli and in September the Board authorized the contract for the final member of the design team, Fransen Pittman as the General Contractor. 2016 is a year of planning with construction to follow in 2017. A special website has been developed to keep South County residents updated on the progress of the Columbine remodel. As the project progresses, the website will become more interactive, providing the community with the ability to post comments about the updates. Thirty Columbine staff members toured 15 library locations in the metro area and gathered information about the buildings, furniture, functionality, layout, design and services offered. Forty three reports along with hundreds of pictures have been recorded. A four page summary of what staff learned, examples of likes and dislikes, as well as ideas that could be adapted for Columbine were recorded and a written report has been shared with the design team. The Trustees asked for a copy of the staff report.

The Building Program of Service was provided to the Board. The document outlines the vision and future directions for JCPL by painting a picture of JCPL's services and spaces.

*"The patron experience at JCPL is one of absolute delight. Our residents feel respected and understood by the innovative services we provide."*

Imagine JCPL is the vision for an exciting new way to provide library service through the way JCPL uses space, the furniture and the collection. This vision begins with a deep understanding of the community. The new direction for Jefferson County Public Library

(JCPL) is based upon considerable input from library staff through online meetings, forums and task forces; researching libraries across the nation and visiting libraries in the Denver Metro area; analyzing data; and community stakeholder input through in person meetings and an online survey. This new model of services revolves around flexible spaces, staff that can help the public at any place in the building and are not tied to a large service desk. The changes in the physical space will support changes in use by the public and the services provided by staff. The Building Program of Service supports the vision and future directions for JCPL by painting a picture of our services and spaces; providing welcoming, collaborative community-based library service to Jefferson County. The quotes used in the document come from residents who either attended community meetings or responded to the community input survey.

## **Design Team Introductions and Presentations**

### NV5, Owner's Representative

NV5 Team Members Sara Lara, Project Director and Katie Welfare, Project Manager, reintroduced themselves to the Board and outlined the services provided as the Library's Owner's Representative including:

- Extension of the Jefferson County Public Library staff whose team may not have the required depth of resources
- Provide guidance throughout the lifecycle of the project protecting JCPL's interests; "eyes and ears"
- On-site representation to ensure the project is in accordance with contract documents, on time and within budget
- Enable JCPL's team to focus on core business without distraction
- Experts to work on behalf of JCPL and bring in-depth knowledge to the table
- Assistance in assembly of best project team
- Manage contracts and invoicing (review invoices before packaging and sending to JCPL for payment).

NV5 will also monitor and help manage:

- The design development process to ensure project scope is achieved
- The overall project budget (including FF&E and other non-design/construction related costs)
- The bidding process; procuring design team and contractors
- Assist with jurisdictional reviews and project related mitigation issues
- Construction related activities, including pay applications and risk management
- Project close-out and occupancy
- Move management and relocation

One of the first responsibilities of NV5 was to build the project team. NV5 assisted with the RFP processes for the Architect and General Contractor, reviewed and rated

responses, conducted tours of the Columbine Library, helped determine the short list, and participated in interviews and the selection process including reviewing the fee proposals.

#### Humphries Poli - Architect

Humphries Poli Team Members Dennis Humphries, Principal/Architect and Kelly Wemple, Designer introduced themselves to the Board and outlined their experience and role on the design team. Humphries Poli designed their first library project 20 years ago in Douglas County. Since then they have designed 85 different libraries including two libraries opening this week in Portland Oregon. Dennis Humphries is the Principal in charge of the Columbine Project and he is based in Denver. His role is to make sure the project achieves the level of success expected from JCPL and NV5. Kelly Wemple addressed the Board and outlined her role as the project designer. Kelly will be responsible for the day-to-day tasks including budget, schedules and coordination on the design with Dennis Humphries and the Project Architect, John Webster. The Humphries Poli team will work together to come up with a design based on continuing input from weekly meetings with JCPL and NV5 to make sure the design is meeting Library and community needs. Their work will continue all the way through construction to make sure the library is appropriately designed for the Columbine community. The work the Library already completed and incorporated into the Building Program of Service is a great foundation to build upon. The information from the community input meetings will help the design team accommodate as many of the community's desires as possible. It is anticipated that the design team will hold community meetings in November to introduce a design that is a reflection of all the input received from the staff and community and is consistent with the mission of the Library and 21<sup>st</sup> century library services. Humphries Poli has worked with NV5 and with the General Contractor Fransen Pittman and has a good working relationship established through working on successful library projects.

#### Fransen Pittman – General Contractor (CM/GC)

Dave Eddy, Chief Estimator with Fransen Pittman introduced himself to the Board and outlined his responsibilities and experience beginning with the procurement process. Fransen Pittman's role in the Columbine remodel project is the CM/GC (also called CM at Risk). Fransen Pittman will act as a consultant to the project team during the design phases and will assume risk for construction performance as the equivalent of the General Contractor holding all subcontracts during construction. Dave's role is to make sure the project stays on budget. Being on the project team through the early design will make or break how the project comes together; if the project starts out on budget it can stay on budget and early input into the constructability of the design will minimize change orders. Fransen Pittman has 22 years of experience and has built all of the Anythink libraries. Humphries Poli was the architect on those projects. Fransen Pittman also built libraries in Parker, Lone Tree and Castle Pines. Library buildings have a lot of

nuances and specific characteristics – they are different buildings and Fransen Pittman has a working knowledge of those differences. Additionally, the Project Manager, Trevor Khoury, has experience with the construction process and unique challenges of working on occupied libraries. Fransen Pittman will begin early in the process to secure subcontractors through an open bid process to ensure the best value and secure the labor and materials necessary to stay on budget and on time. This is especially important given the current construction, labor and materials market. Fransen Pittman will meet with the project team on a weekly basis and communicate every single day throughout construction and beyond. Darren Jacobsen, the project Superintendent will be on site every day during the construction process.

In response to a statement from a Trustee, the project team acknowledged that the CM/GC process minimizes, as much as possible, the pitfalls including the number of potential change orders, which can challenge the budget and timeline.

In response to a question from a Trustee, the project team advised the Board that they will be kept informed with monthly progress reports.

In response to a question from a Trustee on what the project team would do if the staff had not already worked to receive community and staff input, the project team advised the Board that they would have held meetings and gathered information to help develop a building program of service. However, the staff has prepared an excellent building program of service that includes valuable information for the project team.

Dennis Humphries noted that some of the most valuable processes for an architect is to spend time in the building observing how people walk in the entry, how people are using the space, what area in the building is most valued, where the quiet areas are located, how people interact with each other in the building, and where the noisy spaces are located. For Columbine, one of the areas people love the most is the large wall of glass windows and the team certainly doesn't want to take that away. Part of the process in the early design stage is to have a community meeting where people can see what a power wall looks like, what lower shelving looks like, etc. At Columbine, acoustics is a big issue and the team will consult with an acoustical engineer to evaluate what the issues are, how to mitigate those issues and work with Dave Eddy on how much it will cost.

In response to a question from a Trustee, Dennis Humphries advised the Board that the community input process is not finished and the design team always wants feedback.

In response to a question from a Trustee, Dennis Humphries advised the Board that as far as trends in libraries, one of the most amazing is finding out that the physical book is

not going away. People love their books. The pendulum seemed to swing too far to electronic materials but is coming back. People want to see more books and fewer computers. Additionally, interest in teen spaces is increasing. Libraries engage teens by showing them what other libraries have. The Telluride library is looking at putting a gondola car in the teen space for a study room. Ideas are coming from teens and that's when their excitement builds and influences their use of the library. The library in Douglas, Wyoming is often close to their Fire Marshalls' occupant load with 65 teenagers in the library every day because they were asked what they wanted to see in their space. There is also a tendency to want quiet; teens want a quiet space in the library where they can do their homework. What people ask for in a library is more about the feel of the space. Maker's spaces are popular and there is a lot of talk about the "lost arts" candle making, weaving, etc. It's about all of us going to the library and finding something for each of us. The JCPL vision and goals is where we are seeing the country's libraries headed.

In response to a statement from a Trustee, NV5 advised the Board that they would be present at any meeting where a request for money is made to answer any questions the Board may have.

The Trustees thanked the members of the project team.

#### **ADJOURNMENT**

The study session was adjourned at 6:43 p.m.

A handwritten signature in black ink that reads "Julia Hill-Nichols". The signature is written in a cursive, flowing style.

Julia Hill-Nichols, Vice-Chair  
For

John Bodnar, Secretary