

**CALEDONIA LIBRARY**  
**SPECIAL MEETING MINUTES**

Monday, January 14, 2019, 6:00 PM  
Art Studio (former Keith Press), Caledonia, NY

**Caledonia Board Members Present:**

Joanne Crosman, Don McKay, Gail Milner, Joan Robinson, Dick Thomas, Karen Yorks

**Also in attendance:** Renate Goff (Director)

**Guests Present:**

Ruth Coyle, Charlie Robinson, Bill White

**Caledonia Board Members Not Present:**

Cenna Clements, Dallas Miller

I. Call to Order

Gail Milner call the meeting to order at 6:04 pm.

II. Discussion Regarding Building Expansion

Charlie Robinson begin the discussion on behalf of the Expansion Committee. After the interviews, the Committee decided that the top two architects were LaBella Architects and NH Architects.

Dan Pieters from LaBella met with the Committee and offered the following for \$60,330. This would include all services through complete construction of the building (not including the geo-tech report from Bero and soil testing.)

1. LaBella would provide a fee reduction credit for schematic design of \$3,000 if the Library were to provide a program that it intends to follow through the design process with each space required new and existing and associated space requirements listed for each space. That would make schematic design phase fee of \$10,050.
2. LaBella would offer a fee reduction of 32% for all associated mechanical, electrical (includes site lighting), plumbing, fire protection and IT/data/phones/computers for the balance of the design phases. Totaling the balance of the remaining fees at \$17,400 + \$34,800 + \$4,340 + \$17,400 = \$73,940. Fee credit of 32% equals \$23,660. Fee balance is \$50,280.

3. Hazardous materials sampling and testing will be required.
4. Geo-tech report will be required.
5. Reimbursables set at \$3,000 (allowance).

LaBella will also provide grant writer to help secure contraction grants. A senior planner would cost \$115-125 per hour, planner at \$95-105 per hour and junior planner at \$55-75 per hour.

NH Architects called with a new quote since they had bid in the past (former Board). Their bid was \$18,650. This includes an acknowledgement of the \$11,000 that was previous paid for a design in 2010 and an additional \$950 through pre-construction and bid review. They also would've provided construction administration for an hourly fee of \$160.00/hour. There was another option for Interior design for \$4,500.00.

After a lengthy discussion, Dick Thomas, Bill White and Charlie Robinson (representing the Expansion Committee) agreed that LaBella Architects was their recommendation to the Board for the expansion of the Library. They all felt that LaBella has a personal interest in seeing this project to the end for further business and provide inspiration for the building.

Motion: Dick Thomas moved to move forward with LaBella as our architectural firm pending contract negotiations. Don McKay seconded and the motion carried.

Gail Milner informed the Board that Heather Grant, who writes grants for Livingston County will be available to help with the Library's construction grants. Our Library should be applying for grants every year. The Bero survey will serve as a schedule for work that needs to be done with funding.

The Expansion Committee will work with LaBella to find contractors in the community to work on the expansion.

Eric Sheffer (sp?), a community member who works for Engineered Solutions, will provide mechanical, electric and plumbing engineering support for the construction.

### III. Adjourn

The meeting was adjourned at 7:04 pm.