

MEETING MINUTES

AUDUBON REGIONAL LIBRARY – CLINTON BRANCH RENOVATION
H/S PROJECT NO. 20020
SCHEMATIC DESIGN PRESENTATION

04/13/2022 1:00 PM
Clinton United Methodist Church
Clinton, LA

Attendees:

- Michele Jones – Director, Audubon Regional Library (ARL)
- Members (for quorum) – Audubon Regional Library (ARL)
- Representatives –East Feliciana Government, Building\Permits Department
- Representatives – East Feliciana Parish Police Jury
- Members of the general public
- Mark Beckers - Holly and Smith Architects (H/S)
- Paul Morvant - Holly and Smith Architects (H/S)



Anyone taking exception to these notes should notify the Architect, in writing, within seven (7) days of the date of receipt of this document; otherwise, the minutes shall stand approved as written

- 1.1 The purpose of the meeting was to present the Schematic Design progress and documents to the Library Board and the public to receive board and public comment for approval to proceed with the Design Development phase of the Project. A site plan, floor plan, furniture plan, and exterior elevations were presented.
- 1.2 The following was specifically noted by H/S during the presentation:
 - The accessible entrance to the building was relocated to the side closest to the parking lot to save on the cost and unappealing layout of a double ramp layout scenario required at the entrance facing the street.
 - The existing parking lot will be restriped, but no additional work is called for in the project scope (i.e. crack sealing and repairs, resurfacing of asphalt, etc.)
 - The exit out of the office wing will require a new stair with landings and handrails to allow code compliant egress.
 - There are no repairs or new work to the existing drainage onsite called for in the Project scope at this time.
 - Existing canopies would remain with option to be replaced as part of Alternate #2.
 - The existing community room wing is required to be significantly altered to accommodate new code compliant restrooms, a new breakroom and the open children's room.
 - The existing office wing will require minimal modification with modifications allocated for a conference room and mechanical closet.
 - New gypsum board ceilings (with new attic insulation) and flooring (ceramic tile in restrooms, VCT in other areas) are part of the scope except for the sanctuary wood flooring which will remain and be refinished.

- The existing sanctuary and rooms in the front of the building will remain mostly unaltered but the raised altar will be removed to allow a circulation counter/workspace area at slab level. The current outlook for the ceiling in the sanctuary is to keep the exposed beams visible and replace the ceiling tiles infill between beams with new gypsum board ceilings.
 - A completely new electrical system with new power wiring and outlets, data wiring and outlets, lighting, and intrusion detection system will be provided as the existing systems are outdated and do not meet current code requirements.
 - New plumbing (piping and fixtures) and HVAC systems (DX split systems with ductwork) are required due to equipment that is outdated or in disrepair and in need of updating to meet current code requirements.
 - A fire alarm system and fire sprinkler system are not required for this Project.
 - Recent in-depth site investigation visits to the building have revealed that more damaged/compromised roof sheathing and interior plaster due to water intrusion at the roof and windows than originally anticipated in feasibility study visits is present. This will require additional construction cost to address, and it is not known if other unforeseen damages/issues are present above the existing ceilings such as damaged/compromised roof framing. A contingency is recommended to allow cost to be allocated for this during construction.
 - The existing roofs will be replaced with a new asphalt shingle roof with a 20-year weathertightness warranty. New gutters and downspouts will also be installed.
 - Painting of the existing wood roof fascia and soffit will be done during the hazardous materials abatement project as these areas contain lead paint.
 - The existing stucco will be cleaned and repainted. Any existing opening infill will be done with new stucco finish to match existing.
 - Two lead framed stained-glass windows at the sanctuary rear will be retained.
 - The two existing wood framed stained glass windows in the front of the sanctuary will be retained and frames will be repainted.
 - The clear glass windows at the office and community wings are recommended to be replaced with modern insulated clear glass windows for energy efficiency, and better protection from water intrusion. These windows require abatement and options are in place so the owner can decide to remove the existing windows for replacement (base bid) or retain them and reglaze the existing glass (alternate) once quotes are received for the abatement project.
 - The stained-glass windows at the side of the sanctuary are recommended to be replaced with modern insulated clear glass windows for energy efficiency, better protection from water intrusion, and to allow more natural light into the main library space. Options are in place so the owner can decide to remove the existing glass windows for replacement (base bid) or retain them and reglaze the existing glass (alternate) once bids are received for the renovation project.
 - The existing brick will remain and will be cleaned and all cracks filled.
 - Existing wood doors are intended to remain as much as possible with the hardware replaced with modern lever hardware and panic hardware to comply with current accessibility and egress code requirements.
- 1.3 H/S discussed the Schematic Design version of the Opinion of Probable Cost which is coming in higher than the feasibility study estimate prepared before the Project became official. The following reasons were noted as factors for increased cost:
- Additional cost for repair of damaged/compromised existing elements such as roof sheathing, interior plaster at windows, and a unforeseen conditions contingency for unknown potential issues is incorporated that was discovered during in-depth site investigation visits.

- Cost for addressing the windows (either via replacement or reglazing the existing window glass and retaining the windows) is included as the windows were in a more advanced stage of deterioration with asbestos glazing compound present than previously noted during feasibility study site visits.
 - Costs for commercial construction are experiencing unprecedented inflation and labor cost increases because of the Covid-19 pandemic and related supply chain issues, 2021 deep freezes in southern states, Hurricane Ida impacts, the Russia/Ukraine war, and general cost increases across many sectors of the economy including fuel, shipping, and consumer products.
 - Cost savings measures will be explored in future phases and presented to the Library Board for consideration.
- 1.4 Public and board comments were noted and summarized per the following:
- Existing large pendant lights in sanctuary should try to be retained with modernized internal components.
 - Tutoring Room presents a considerable security issue, especially with an open door. Suggestion is to provide a room with no door or convert the room for storage.
 - It was also suggested that the Tutoring Room could be converted to a rear accessible entrance that would allow the entrance at the Children's Room to be omitted, which was also a security concern due to its proximity to the parking lot.
 - It was suggested that a keycode lock be provided for the breakroom.
 - It was suggested to keep all lighting heights low so changing bulbs does not require specialized ladders or lifts.
 - It was suggested to install a transfer switch for future generator hookup.
 - The attendees from the Police Jury noted that The Watchman is the official journal for advertisement of Projects bid in East Feliciana Parish.
 - It was suggested that a modern window with a historical profile with grille patterns that mimic the existing windows is used for any windows that are replaced.
 - It was suggested that a interior railing is provided at the rear stained glass windows to protect damage to occupants since the window sills are low.
 - It was suggested that the spot lighting at the rear stained-glass windows is retained and updated to maintain this feature.
 - It was suggested that the side-stained glass windows in the sanctuary are retained by both the public & prior members of the church community before it was donated.
- 1.5 The Library Board held a special meeting after the presentation and the Schematic Design phase documents and Opinion of Probable Cost were approved. H/S will proceed with the Design Development phase of the Project.
- 1.6 An approval vote was also completed on the separate but related proposed lead and asbestos abatement project scope, which includes painting of exterior wood with lead paint and options for removal/replacement or retaining/reglazing existing windows with asbestos glazing compound as it relates to the renovation, which will avoid having to hire two separate contractors for this work, resulting in cost savings to the Project.
- 1.7 H/S will also reach out to the East Feliciana Parish Police Jury to obtain any additional bidding requirements for the Project.

Parties receiving copies: Michele Jones, Mark Beckers

Attachments: Audubon Library Board Presentation Meeting & Special Board Meeting Agendas, Schematic Design Presentation Documents, Schematic Design Opinion of Probable Cost

END OF MINUTES