

Upper Skagit Library (USL)

Task Force Report

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Task Force Member (Jan. 2020 – Mar. 2021)

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History of the Upper Skagit Library District:

The Upper Skagit Library District (USLD) was formed in 2001 to serve the residents of the rural areas of the Concrete School District. The larger towns of Skagit County are 25-40 miles downriver from the district, which encompasses 1900 square miles and a few small towns of fewer than 750 people. The area provides much in the way of scenic beauty: the North Cascades are on our doorstep and stunning Route 20 winds its way through our communities – Birdsvie, Concrete, Rockport, and Marblemount – bringing untold numbers of seasonal workers and travelers. Businesses include gas stations / mini marts, grocery store, a hardware store, a liquor store, several hair salons, lodging and campgrounds, and some specialty restaurants. The Upper Skagit Library, located centrally in Concrete, serves this entire district of approximately 4,300 people.

Introduction to the Task Force Report:

This Task Force History will primarily come from monthly public Upper Skagit Library (USL) Board of Trustee (BoT) Task Force Updates as well as [New Building Task Force Meeting notes \(written in green\)](#). These notes are in chronological order to help the reader understand the step-by-step process of the completion of our new library. Of great help in keeping all things in context was the “Brief History of the Upper Skagit Library” located on the USL website.

In the big picture, the quest for a new library can be broken into 3 events.

1. Donated property by CalPortland, 2014 – 2016, not used.
2. Donated property – Legion Hall, 2017, remodeled for temporary use.
3. Library owned property, 2018 – 2021, upgraded for permanent use.

Helpful Links:

Brief History of Upper Skagit Library

<https://upperskagitlibrary.org/web/3d-flip-book/building-program/>

2015 Report, Pages 1 – 2

Upper Skagit Website

First Looks for a New Library

<https://upperskagitlibrary.org/web/3d-flip-book/building-program/>

2015 Report, Pages 51 - 54

Upper Skagit Website

New Building Progress Report

Sept. 2014 – Dec. 2020

<https://upperskagitlibrary.org/web/new-building-project-progress/>

Proposal for New Library Task Force

What? A lean, nimble task force that reports to both USL Foundation's Board to coordinate the new library building project.

Why? This plan of action and organization comes highly recommended by other library directors who have led / coordinated successful building projects.

Who? 2 Board members, 2 Foundation members, USL Director and 1-2 community members. The Director will chair with one Board member and one Foundation member as vice-chairs.

How? The New Library Task Force will report to both the Board of Trustees and the Foundation's board. The Task Force will have the authority to plot course and make choices, while the Board needs to approve proposed expenditures over \$5000. The Task Force will be the "client" for the project manager, architect, and contractor.

Major Tasks Moving Forward

Director and Staff:

- Complete draft of Facility Building program and elicit Board and community input.
- Director will be touchpoint between Board, Foundation, and Task Force
- Continue to run USL with excellence and efficiency

Board:

- Sign updated agreement with refined Upper Skagit Library Foundation
- Support the USL Foundation by giving it the responsibility to fundraise at all levels and to coordinate a media campaign
- Review and approve Task Force proposals
- Continue to advise and oversee the Director and library operations

Foundation:

- Present amended / updated agreement to UDSL Board of Trustees
- Recruit Foundation Board members and elect officers
- Coordinate press release about the transition from FOUSL to Foundation
- Develop and begin to execute fund-raising plan

Task Force:

- Evaluate and choose project manager
- Put out an RFP for architect services and evaluate and choose architect

All:

- Advocate to community on behalf of library and new library project
- Celebrate successes on all fronts

Task Force History

Taken from “The New Building Project” website
<https://upperskagitlibrary.org/web/new-building-project-progress/>

Shortened and summarized by the author

2014

Sept.

- Original New Library Task Force Created
 - Members
 - 2 board members
 - 2 foundation members
 - library director
 - 1-2 community members
- How?
 - Report to BoT
 - Report to Foundation Board
 - Authority to plot course and make changes
 - Client of project manager, architect, contractor

Nov.

- CalPortland donates land for new library

2015

Feb.

- Money set aside last 10 years = \$600,000
- Money announced as needed for new building = \$1,200,000

Apr.

- Project Manager hired

Oct.

- HKP Architect hired

2016

Apr.

- Estimated cost far exceeded amount of money that could be raised via grants & donations
- \$100,000 spent from budget – confirm amount

June - Aug.

- American Legion Hall made available for new library
- Announcement made that new library could be moved into in 2017

Sept.

- Local benefactors purchase Legion Hall

2017

Jan. – Dec.

- Building remodel and donated to USL

2018

Jan.

- New task force reconvenes to help finish remodel to library standards / actual use

Jan. – Apr.

- Large remaining tasks are recognized , Repairs and remodel tasks are prioritized
- Announcement made that move in date could be delayed up to a year

Feb.

- Water leaks found in seven areas and electrical room

Mar.

- Engineer inspects building
- Most of building in relatively good condition (70 years old)
- Extensive rot in some support posts, extent of decay unknown
- Building would not comply with current codes, any alterations would require new compliance
- Removing rot and doing no alterations may (or may not) be grandfathered to older codes

May

- Decision is made to make the new building a permanent location versus a temporary
- Permanent location will require more permanent remodel and ensuing design work

Nov.

- New roof is completed over the summer
- Removal of entire former roof (including asbestos) slows process and raises costs

Dec.

- Insulated entry doors installed

2019

Jan.

- Architects report confirms “. . . occupying the new facility prior to these repairs may have created an unnecessary high level of risk to the life safety of staff and patrons of the new library.”

Feb.

- Electrical engineer hired to plan lighting and all future electrical needs

Mar.

- Project engineer resigns due to health concerns
- Finding a new project engineer recognized as delaying the project

Apr.

- New Library director search announced
- Need for new project manager discussed
- A comprehensive plan ask for by patrons
- Large discussions about opening soon (as is) versus opening later (finished)
- Large response written about “. . . moving forward in good faith . . .”

May – Aug.

- Public Works confirms USL must use a professional engineer or architect
- Structural work completed, earthquake safe, can safely occupy space to continue work
- BoT votes to accept contract with SHKS to complete the new library building

Sep. – Dec.

- SHKS puts together 2D and 3D programs with different cost options
- There is no completion date
- The bottom line is quality, not frills
- Task Force met to explore all options for grants and/or loans to support funding

2020

Jan. - May

- New diagrams for the interior layout/floor plan were reviewed
- The new building’s exterior was checked / tested for lead, none was found
- In March - Covid-19 restrictions begin, USL architect / SHKS begins working remotely
- Final package of work completed and reviewed by the BoT with comments submitted
- USL BoT approved the final SHKS package’s scope of work

June – Aug.

- SHKS completed their responses to the USL Comment Sheet.
- SHKS also sent their COVID-19 Phase 2 Construction Safety Guidance PDF.
- The USL Board of Trustees received the final cost / price from SHKS.
- On July 30th, the USL Board of Trustees accepted the contract!
- SHKS coordinating the permits with the town of Concrete. Everything has been approved.

- A public announcement was posted in the Skagit Valley Herald announcing the opening of bids.

Sept. – Oct.

- USL Board of Trustees awarded the New Library Tenant Improvement to Trico Company.
- They are a local company located in Burlington with a good reputation and positive references.
- The contract has been drawn up and signed and work is scheduled to begin on November 2nd!

Nov.

- Work began this month with a complete cleaning of the exterior building via pressure washing. Contractors inserted high strength epoxy into large cracks to seal the building.
- Town approved historical era paints will be applied in the spring.
- A new water line was installed to deliver pure Concrete water straight to our 2 water fountains. A slab has been poured in the back to allow ADA access as needed.
- A new hand rail has been set in place on the front ramp to help all enter the building safely.
- A new box is now in place out front that has a separate slot just for CDs and DVDs.
- Adding electrical outlets and data lines.
- Adhering acoustical tiles to some ceilings to help muffle noise.
- Installing windows and doors and trim.

Dec.

- building completely painted
- back awnings, heat pumps, propane tanks installed
- electrical and data lines done, LED lights installed
- acoustical tiles finished

2021

Jan.

- Carpet laid

Feb.

- Final sign-off Feb. 23rd
- Warranties in the building started February 26th
- Shelving framework installed
- Front Counter secured to the floor
- Exterior doors rekeyed to one master key

Mar.

- Building signed over to the Upper Skagit Library

Task Force History (2014 – 2020)

USL BoT Meeting Notes and Task Force Meeting Notes (green font)
Written in Chronological Order

Task Force History **2014**

September - 2014

Original New Library Task Force Created

November - 2014

Task Force Update:

- Letter from Glacier Northwest – Discussion was held about the letter received from Glacier Northwest/CalPortland and whether any of the wording should concern the board, for example, that the Town of Concrete is included in the letter, as well as the phrase “and other parties.” Since we’re not asked to sign the document, it was decided to leave it alone. When the time comes to sign a legal document, we will have our own legal counsel to advise us. It was further discussed that knowing about potential environmental hazards, boundary line disputes, and actually getting a survey done ourselves would be valuable for USL. Brooke will follow up on asking GNW on whether they would be willing to share the environmental hazards survey with us.
- “Future home...” sign – Discussion was held about design, and what we need to do to make it happen (put it up). Em reported that the DOT needs to sign off on it, and they’ll need an environmental survey. The town may require a permit. Brooke has asked Dave to bring it up at the next Council meeting. Adding a phone number or website to the sign was discussed.

December - 2014

Task Force Update:

- Task Force members – see attached.
- Update: “Future home...” sign – addressed during Town Council Report.
- Library Capital Facility Area information Environmental Site Assessment report – It was reported that GlacierNW has shared the Environmental Site Assessment report that they commissioned on the parcel earlier this year. Barb said that she has looked through it and it is extremely thorough. The consultant has agreed to share the report with us for informational purposes only. Those who are interested in reading through the report can download a copy from Brooke at the library.

Task Force History 2015

January - 2015

Task Force Update:

- Project Manager Update – Brooke and Barb reported that the first Task Force meeting was a whirlwind of information and very productive. Greta Movassaghi is volunteering her skills as a meeting facilitator and she kept things going at a good clip. The next Task Force meeting will be on Monday, January 26th and the group will be finessing the Building Program document, ideally presenting the document for board approval at an upcoming board meeting. It was decided to take a step back from hiring a project manager to learning more about the different models of building a new building, and sending out letters to prospective project managers and architects to find out who would be interested in working with us.
- USL’s Capital Projects Fund – Em talked about the contention (brought up by Dave Pfeiffer at December’s board meeting) of our Capital Projects Fund. Nicola’s letter has addressed this as well. As a new board member, Em’s perspective is that we bring this back to the table and discuss it. What do we want to do with it? How can it best be utilized? Bill said that town feedback (reported by Dave last month) is right: we should take some portion of that fund to help with the building project. Barb said we have about \$600,000, and this has been compiling since 2005, approximately \$50,000 per year. Barb would really like to know the answer to how the board chooses to use this fund, both for citizen information and applying for grants, etc. Barb’s opinion is that we dig deep into the fund; the fund was put together for this purpose by a forward thinking board. It was determined that we would put this issue on the agenda for the Board Retreat. Em brought up the point that we all need to be thinking further ahead than the new library; what will be phase two? The fact is that we won’t be “done” when the new building is complete. What direction do we want to take the Upper Skagit Library? This should be a part of our thought process as we think about financial planning.

February - 2015

Task Force Update:

- “Future Home of...” sign update – Brooke will take an application for a temporary sign permit to town hall tomorrow.
- Access Agreement from Glacier NW - BP/IH/P
- Approval to solicit an attorney – given.

March - 2015

Task Force Update:

- “Future Home of...” sign update – Town Council approved a temporary sign permit to allow us to install a V shaped sign on the property. Brooke has ordered the production of the signs by Skagit Valley Signs.
- Proposed project timeline – Greta explained that the timeline is a draft, and it is quite aggressive. The timeline and scope of work document are closely related. Our first order of business is to get an Owner’s Project Manager (OPM) on board to help guide us through the entire process. One thing we all need to understand is the Contracting for Services state standards. We are following the guidance of this document.
- Scope of work for personal/professional services and permission to send out RFQs –Greta explained the need to hire an OPM soon so that cost validations can be done as well as starting the process to hire an Architect/Engineer for the design process, etc. The sooner we get an Architect/Engineer on board, the sooner site assessments/evaluations can be done and we can avoid any potential pitfalls. Greta also explained that we have decided not to move ahead with hiring a library consultant to review/validate our Building Program because of both the expense and the consultant’s current load of work. When/if the Task Force has specific questions along the way in terms of validating the Building Program, Brooke can get in touch with fellow Library Directors and/or other professionals in the field. John Boggs asked the question if we have considered our specific community users/demographics and programming/services geared towards them in our Building Program. Bigger libraries in bigger cities would have different standards than those that would apply to us. The Board all concurred that the Task Force should move forward on sending out RFQs to solicit an OPM. Bill expressed how grateful he was for the expertise of the Task Force members.
- Barb explained that for fundraising and communication purposes, a validated budget estimate and some initial drawings/renderings of the library (not a particular design for the building, but rather the feeling of the spaces and potential user experiences) would be valuable. She has talked with Julie Blazek of HKP Architects. Keith Alesse made a motion to give the Director permission to move ahead on soliciting drawings from HKP/Julie Blazek. Bill Pfeifer seconded. Passed.
- Communication Plan – Greta said that “We’re all going to sing from the same song sheet.” The DRAFT Current Status document and DRAFT Case Statement for the New Upper Skagit Library are attached. Barb made the point that the board needs to digest these documents and think about the big picture - what’s missing, what might be underemphasized, etc.
- Final DRAFT Building Program and supplemental documents – Barb explained that there is still more work to do on the building program; the next iteration you will see that we have not constrained ourselves to a 3000 sq. ft. building. Em Beals made the comment that she would like to see our new building be large, but to keep it utilitarian to reflect our community/tax base.

April - 2015

Task Force Update:

- Owner's Project Manager Recommendation – John Boggs questioned about access points to the property. It was affirmed by the task force that access will be from Superior Ave. There will be no through access.
- Keith Alesse made a motion to let the Library Director sign a contract with Roger Howard at \$85/hr., up to 100 hours of work, in which the initial scope of work will be covered, contingent on legal approval of contract. Bill Pfeifer seconded. Passed. Bill Pfeifer made a motion to proceed with the initial site feasibility RFQ/RFP process. Keith Alesse seconded. Passed.
- Greta commented that the Task Force will follow up with the second interviewed candidate.
- Final DRAFT Building Program – The Building Program is at a place where it will be a document we now start working with, and forwarding to our partners.

May - 2015

Task Force Update:

- Roger Howard was introduced as the Library's OPM and those in attendance introduced themselves to Roger.
- Site Analysis Professional Services Update – Roger reported that we advertised for civil engineers, land surveyors, and geotechnical engineers to do some feasibility analysis of the property. We received six submittals from civil engineer/land surveyor teams and seven from geotechnical engineers. Discussion was held about what we will learn from these services.
- Graham-Bunting Associates Proposal – Keith Alesse made a motion to go ahead and engage the services of Graham-Bunting Associates to do a Wetland/Species/Habitat Site Assessment on the property. Em Beals seconded. Passed. Brooke Pederson signed the contract Agreement for Environmental & Land Use Consulting Services.

June - 2015

Task Force Update:

- Em Beals make a motion to allow Director Brooke Pederson to sign contracts with both GeoTest and Semrau for the services discussed and laid out in attached proposals, given that they are approved by both Roger Howard and Brad Furlong. Keith Alesse seconded. Passed.

July- 2015

Task Force Update:

- Site Analysis Professional Services Update – Brooke read the most recent email update from Roger Howard regarding the initial findings of GeoTest's soil explorations. They did not see any conditions indicative of liquefiable soils. They will have a final report done in a couple of

weeks, depending on completion of lab results. Brooke also reported that according to Graham- Bunting's Wetland Reconnaissance summary, parcel 104890 is not a wetland. Greta said that she had a question for Roger as to whether a wildlife survey and other habitat issues will be addressed. Greta also asked about the timeline for the ALTA Survey. It was agreed that a meeting of the Joint Task Force in the next couple of weeks to go over next steps, including advertising for an architect, would be appropriate. Brooke will follow up with Roger and schedule a meeting.

August - 2015

Task Force Update:

The Task Force met on July 30th with Roger Howard. Greta reported that because the site analysis has gone well and the property is a "go," Roger recommended moving forward on soliciting an architect. A legal notice will be published in the SVH and picked up by other papers. The Task Force has set aside the 17th and 18th of September for interviews. Phase 1 architectural services will include everything we need to move ahead with fundraising. Brooke will email the BOT listserv with a link to the Task Force's google drive so that anyone interested can read the site analysis final reports.

September - 2015

Task Force Update:

- Update on architect selection process – Brooke reported that the Joint Building Task Force and Roger Howard will be interviewing 3 architectural firms on September 17th. Barb noted that for the selection process, we will be recommending to the board who we like for the whole project, but they will only be doing the first phase of the project: community visioning, preliminary design, materials needed for fundraising efforts. John Boggs said that Bill Shuler from the Port of Skagit commented in the recent Concrete Chamber meeting that the Port wants to be part of a large economic development project in Concrete. Barb affirmed that she, Val, and Brooke are working on a presentation packet for him.

October - 2015

Task Force Update:

- Update on architect selection process – Carol McCormick reported that we're in negotiations with HKP Architects. Keith thanked Barb for finding the interview scoring sheet that helped the Task Force facilitate the decision. Barb commented that it would be wise not to advertise to the public that we've hired them until a contract is signed.
- ALTA Survey from Semrau – copies were distributed. Discussion was held about the encroachment on the west side. Conversations will need to be held with our lawyer on this issue.

December- 2015

Task Force Update:

- Update on architect negotiations – Brooke reported that the contract with HKP is currently being reviewed by their legal counsel. After Roger receives it back, and if they have proposed any changes, it will be run by Brad again. Barb commented that there will be some public confusion about the difference between building costs and soft costs, and that we all should know how to talk about them. Keith commented that the Task Force recently had a good meeting in which Roger reviewed with us the importance of the building program document and what information HKP will want from it and from the Task Force. He also mentioned that the Task Force is planning some library field trips. Em commented that she is interested in joining the Task Force on the field trips.

Task Force History 2016

January - 2016

Task Force Update:

- Update on architect contract – Brooke reported that the contract with HKP is still being ironed out, in particular, one article about insurance. Brad and Roger are communicating with HKP about it. Brooke also mentioned that the Task Force will go visit 3 libraries (Burlington, Granite Falls, and Darrington) next Tuesday, the 19th. Barb asked if Brad has been in touch with Glacier NW regarding a more permanent agreement. Brooke reported that yes, he had, and Scott Nicholson asked Brad to go ahead and draft an agreement.

February - 2016

Task Force Update:

- Board Approval needed to increase Director's limit as purchasing agent when required for USL Capital Project – Keith Alesse made a motion to give the Library Director the authority to pay HKP invoices up the specified project cap of \$30,000, and if the project goes over budget, the board will need to approve the additional expenses. Em Beals seconded. Passed.
- Update on agreement with Glacier NW – Brooke reported that Brad Furlong has drafted out a purchase-and-sale type agreement for/with Glacier Northwest. The Task Force will be meeting with him on Monday, February 15th, to further discuss what we're hoping to achieve with such an agreement.

March - 2016

Task Force Update:

- Update on HKP meeting schedule – Brooke reported that things are moving right along with the HKP schedule. A couple of Task Force members met Russ and Raul from HKP for library visits. This coming Monday, Brooke and Roger will meet with HKP and an audio/visual consultant.
- Update on agreement with Glacier NW – Brooke presented Brad Furlong's final draft of a Charitable Pledge Agreement with Glacier NW. Discussion was held about the importance of a contingency period. The board agreed that instead of making a quick decision, the board and task force will take their time to review the document. Brooke will put it on the agenda for April's board meeting.

April - 2016

Task Force Update:

- Barb Trask reviewed the summary that Greta, on behalf of the Joint Building Task Force, prepared for the board. Barb explained that the Task Force recently met with HKP to review cost estimates for the new building and site development, and that we were all disappointed by what we heard. There are some valid reasons why the site development cost estimates are high, but this is the first time we've had anyone tell us that we need to plan for a \$350/sq. ft. building. The Task Force feels it will be difficult to raise the funds for a building of sufficient size at this cost. The Task Force recommends that the Board halt HKP's work (i.e., no more billable hours) until we have time to take stock. The board agreed. Roger will talk with HKP about their current invoice and the documentation that we've received from them so far. Discussion was held about our need to do our due diligence and validate HKP's estimates and look again at other sites/building methods that may be more economical and realistic for our District to develop and build. The Task Force also recommended that the board table the GNW Charitable Agreement for another month. The board agreed. Barb comment

May - 2016

Task Force Update:

- Greta reported that the Task Force needs to gather more information, and that the next task is researching and finding a building cost estimate that is within our overall budget.

June - 2016

Task Force Update:

- Brooke reported that the Task Force is gathering information about alternative building methods.

July- 2016

Task Force Update:

- The Joint Building Task Force will be having a meeting on July 18th to discuss and review research being done on alternative building methods. Discussion was held about various Main Street store fronts that are up for sale. Keith, working with John Boggs and Em Beals, will follow up on setting up visits to view the buildings.

August - 2016

Task Force Update:

- Keith Alesse reported that the Task Force has learned that developing and building on the GNW site is very expensive, and so have been researching pre-fab construction methods. These companies, however, have been quite busy with summer work and have been unable to give us accurate estimates. In the meantime, the Task Force has revisited the notion of using and remodeling an existing structure. The Task Force looked at the American Legion building, the Liquor Store, and the Hi-Lo building. They will meet on the 24th of August to rank and talk about the options for the new library.

September - 2016

Task Force Update:

- Greta Movassaghi ran through the Task Force update document, explaining how the Task Force came to its current recommendation. Because a benefactor has graciously offered to purchase the building and donate it to the library, discussion was held about the different ways the library might remodel/improve and move into the building, for example lease to own, etc. John Boggs made the comment that very few people get to move from their one room apartment straight into their dream house and that there's often an in-between step. This can be the library's in-between step to their dream library. Keith said now that Concrete is part of our district, it makes a lot more sense to locate the library in downtown Concrete. Bill Pfeifer made a motion to accept the Task Force's recommendation to move forward in pursuing the Legion Hall as the new Upper Skagit Library facility. Carol McCormick seconded. Passed.

October - 2016

Task Force Update:

- Keith Alesse reported that he, Greta, and Brooke met with Tim Holloran and Lisa Janicki to let them know the new plans for the library. Discussion was held with them about Wi-Fi access in east county. Discussion was also held about cooperating on future grant opportunities. Brooke reported that she talked with Scott Nicholson and Mike Middling from GlacierNW to let them know the new plans for the library. Both wished the library well.

- John Boggs talked about the latest on the Legion Hall. They're looking at a November 30 closing date with the private buyer. John has been working on the Trust paperwork. Em Beals asked about the future dedication of the building to the library's benefactors.

November - 2016

Task Force Update:

- Barb Trask reported that they are set for the Legion Building transaction to close on Nov 30. She said that in December they would start to work on cleaning it out and planning basic utility infrastructure, etc. Asbestos checks will be done. Barb said the idea is to develop plans with library staff and community members who have construction/remodel experience. John Boggs brought up the parking issue, and that it's a great issue to have even though local businesses may be nervous about it. He said that there may be the ability to have diagonal parking on the south side of Main St., and Jason Miller will be looking in to it. John also recommends getting in touch with the owner of the old Texaco station, that there may be additional parking options there. Em affirmed that parking will be a good problem to have. She also recommended that Brooke (after the holidays) pound the pavement and talk to business owners about the library, being positive and being visible.

December - 2016

Task Force Update:

- Brooke reported that the new owner of the Legion Building stopped by the library to give a brief update on the building. They have the keys in hand and will be hiring professionals to come in and clean out the building and test for asbestos. They will also be hiring professionals to completely rewire the building. The heating system is in good condition. They are hoping by the end of February to have a clean, rewired, and well-heated space. Discussion was held about the need to have a sprinkler system in the building. Em Beals brought up the idea of fire retardant paint.

Task Force History 2017

January - 2017

Task Force Update:

- Brooke wanted to review some points regarding the Legion Hall with the board, on behalf of the current owners of the Legion Hall:
 - The current owners of the American Legion Hall bought the building with the intention of helping out both the library and the Legion.
 - No district library funds will be spent on the building until the library assumes ownership of the building.

- No Upper Skagit Library Foundation funds will be spent on the building until the library assumes ownership of the building.
 - The library is under no obligation to accept the donation of the building when it is offered.
- John Boggs commented that the bar from the Legion Hall has a new home in the Lonestar Restaurant as their new coffee bar.

NOTE – Task Force Updates renamed Legion Hall Updates in upcoming months.

February - 2017

Legion Hall update – attached.

NOTE – Looking for file.

March - 2017

Legion Hall update

- Brooke commented that the current owner of the building has been working on a floor plan and that the previous evening he met with staff and received input on the floor plan. Bill Pfeifer commented that he would like to see the current owners recognized in some way when the project is complete.

April - 2017

Legion Hall update

- Sections of the plate between concrete walls and rafters that the structural engineer found were rotten have been replaced. Internal walls have been framed in. Plumber is roughing in water and sewer connections this week. A meeting has been scheduled with an architect who specializes in in timber-frame construction to discuss possibilities for attractive beams at needed locations.

May - 2017

Legion Hall update

- John Boggs reported that there was a hiccup with the sewer line. They are replacing the sewer line, causing a bit of a delay in the process.
Em recommended Brooke and staff to visit the Everett Mariner Library (Sno-Isle), a renovated store front library in Everett that embraces multi-use function space.

June - 2017

Legion Hall update

- Report received from current owners via email 6/7/17:

- Trench for new sewer line has been filled back in.
- Water and sewer lines have been installed by Skagit Plumbing and passed inspection.
- Internal walls are framed in and also passed inspection.
- Beams and posts have been cut from Birdsvew lumber; they will be planed on site.
- Electrician has been contracted; he will get L&I permits.
- External and internal windows have been ordered.
- Discussions are underway with other professionals (e.g., HVAC, floor treatment, dry walling).

July- 2017

Legion Hall update

- John Boggs briefly commented that the heating system is currently being installed: 3 control zones, exposed ductwork for efficiency. Electrical work is done. Drywall is done; mudding will happen soon.

August - 2017

Legion Hall update

- Brooke received the following report from the current owners via email: “Work is now proceeding in a steady fashion. Windows have been ordered. Depending on how busy the factory is, installation will happen in the next two to three weeks. Furnaces and heat ducts have been installed. Next week the drywaller will finish patching the walls and the painter will start on the interior work. The painting is expected to take 3 weeks. Before the final coat the floor people will apply a vapor barrier. So in about a month we should be ready for the plumber to install toilets etc. The electrician will then be able to finish up.”
- Building (Design) Task Force – Brooke wanted to gauge the interest of board members in being a part of the new library space design team. Keith and Em were both interested in being involved.

September - 2017

Legion Hall update

- Received via e-mail from the current owners: “The walls and ceilings have all been repaired and primed. Everything, including the overhead ducts, has been painted. The walls will receive a final coat after the floors have been smoothed and painted. The latter work is expected to take place within the month, after which the painter, electrician, HVAC team, and plumber can return to finish their work. Wood trim is being installed throughout the building — it was milled from Birdsvew logs. Vendors are preparing quotes for internal and rear doors.”
- John Boggs made a comment that the library should be ready to engage a professional roofer for roof maintenance on the Legion Hall when the library assumes ownership of the building.

October - 2017

Legion Hall update

- Received via e-mail from the current owners: “Floors have been smoothed and coated. Electricians are back in. Painter, HVAC team, and plumber to follow. Internal and rear doors are on order.”

November - 2017

Legion Hall update

- Received via email from the current owners: “Painters, plumbers, and electricians are still busy at work at the Legion. We would be happy to give the board and staff a tour of the space next week Thursday or Friday after this work is complete. We would like to donate the property to the Library District by the end of December 2017, so, assuming that your board would like to accept this donation, please begin the process to transfer title.” Discussion was held about how to acknowledge the current owners for their gift to the library.
 - Permission for Director to inquire/employ Brad Furlong
 - Permission for Director to inquire/employ Roger Howard – Keith Alesse made a motion to approve giving the Director Brooke Pederson authority to inquire and employ both legal counsel, Brad Furlong, and a project manager, Roger Howard, to proceed forward on the building project. Bill Pfeifer seconded. Passed.
 - Question re: grant writing vs. spending down capital – Brooke wondered about the interest of the board in spending time researching and writing grants vs. spending down the library’s saved capital funds. Em Beals suggested that Brooke review the grants and divide into two columns: practical vs. unpractical.

December - 2017

Legion Hall update

- All USL Board members were given tours of the new facility by the current owners. Discussion was held about the high caliber of work that went into the remodel of the building.
- Roger Howard contract – correspondence from Howard and indemnification verbiage attached. Brooke reported that Roger Howard is interested in renewing his contract and working with the District on bringing the new facility up to grand opening readiness, on one condition, that we reinsert an indemnification clause into his contract. Keith Alesse made a motion to give the Library Director authorization to run Howard’s revised contract (indemnification clause and adjusted scope of work) by legal counsel and to sign the contract engaging Howard’s expertise when appropriate. Bill Pfeifer seconded. Passed.
- Schedule January Design Committee Meeting – the afternoon of January 12th was penciled on to the calendar. Brooke will check with Roger, et al, and confirm the date soon.

Task Force History 2018

A new building task force is reconvened to help coordinate the next steps in further remodeling and upgrading the new permanent library, renamed "New Building Task Force Update"

January - 2018

New Building Task Force USL BoT Meeting Update:

- Em Beals asked if anyone had taken photographs at the New Building Open House on the 6th of January. Besides the photographer from the Skagit Valley Herald, no one else was taking pictures, and Em commented that it would be a good idea in the future to task someone to take photographs at these milestone events.
- Bill Pfeifer made a proposal for a committee to be formed to curate cultural displays in the new library. He said that the role of the committee would be to evaluate and adjudicate cultural objects submitted for temporary display in the library. He submitted a partial list of local artists for consideration.
- Discussion was held about how best to recognize major donors in the new library. It was suggested that highlighting and building up a specific section of the library (for example, local Skagit history) and dedicating it to our benefactors with a plaque/display would be appropriate and appreciated by the benefactors.

January - 2018

New Building Task Force Meeting Notes:

- Confirm Task Force members and representation
- Review purpose and responsibility of Task Force
 - We discussed that task Force members will be responsive to their constituencies and brief that as appropriate. We need to operate somewhat independently to be able to get ideas out in the open without causing offence if we are to complete our due diligence. Task Force will report to USLD BOT at monthly meetings. Update Foundation at March Annual Meeting
- Establish a "game plan" for the next couple of months:
 - Jan. 155 – 19: Staff will send out basic floorplan to Task Force, which will be ready to discuss, evaluate, and agree on a working draft floorplan. Meet at library on Na. XX> (Slav had the idea to go to the library with painters tape and start masking out the floorplan)>
 - Once floorplan is established brainstorm / identify a schedule of associated tasks needed to move the project forward
 - Develop a project timeline

- Assign responsibility and timeframes for tasks
- Task Force members commit to a schedule of future meetings as needed. This is from 1 – 3 each Thursday for January – February.

January - 2018

New Building Task Force Meeting Notes – Meeting #2:

- Brooke discussed a few recommendations from Dree Ralph who will furnish a report by January 19th. They include:
 - Affirmation of the need to keep staff separate from public space
 - Recommendation to add acoustical tile to ceiling and walls in children's section (possibly achieve with cork tiles which can serve as posting space for art (also add in conference room?))
 - Possibly divide the break room with a wall to create a storage room or private study room (would need additional door)
- Fiber is in main Street in front of building accessed by covers in sidewalk. Gary Bortell of State Libraries will be getting back to us in a few weeks. ESLD also uses Wave for Internet. Both would likely enter through attic. Slav feels that IT can be accommodated in furnace room (closet is 90 x 5 x 76). Demolishing the exterior chimney (unused) could provide access to ventilation for the cabinet.
- Roger Howard should have a signed contract at the end of the week and will be working on the roof composition hazmat survey before getting contractors to assess roof repair/replace. He cautioned USLD that all building work could take 4 – 6 months depending on contractors work schedules. Summer might be a better term to use when describing when the library will open.
- Keith suggested that we consider a phased approach to all ideas; implement essential modifications and then occupy the space and see how things are working before doing any major interior structural remodeling. It was also brought up that the BOT is looking at the potential of adding to the library through the purchase of the building to the west, which last housed a church. This could add considerable patron space and might change the way the current areas are viewed / used.
- Fire Exits and Interior Configurations:
- Brooke will set up a walk through with Fire Chief to identify locations and type of fire extinguishers and appropriate vandal resistant cabinets. Is there a need for fire alarm system? Mark floor in front of electrical panel. Identify all emergency exits and code requirements for free access to them. John will be available to assist at the meeting. May want to contact County Fire Marshal if need to clarify requirements.
- Power Supply and Air Conditioning
- Brooke will ask Roger to clarify issues with electrical services. Need details of service to building by PSE Apparently an upgrade to the electrical entrance is needed to power air conditioning. May need to contact Pointer Electric, PSE and Barron the heating / cooling contractor. We want to understand what we need to do to get air conditioning installed.

Next Meeting:

- These notes represent a draft master list of all items discussed to date. Timing, contractor availability, workflow, and budget will limit actual projects undertaken. At the February 1st meeting: identify make or break priorities: what is needed to get the library open and can be phased in at a later date? (need to do vs. nice to do)
- With Roger's advice, break this work into logical phases for contracting. Review the budget and draft recommendations to take to the February 8th USLD BOT meeting for approval.

February - 2018

New Building Task Force USL BoT Meeting Update:

- Greta Movassaghi reported that the Task Force has met 3 times. Our project manager Roger Howard has some priorities he's working on: fix the leaking roof, work towards understanding what we need to install air conditioning, and look at fire code issues. The board should be aware that with the schedules of contractors at this time of year, the library's move-in date is hard to estimate. Summer is probably a more accurate time to anticipate moving in. Right now we're in the process of looking at what we need to do, next we'll be working on the how, including how best to prioritize the library and Foundation's funds for the project.

February - 2018

New Building Task Force Meeting Notes – Meeting #1:

- These notes represent a draft master list of all items discussed to date. Timing, contractor availability, workflow, and budget will limit actual projects taken. The OPM cautioned USLD that all building work could take 4 – 6 months depending on contractor work schedules. Summer might be a better term to use when describing when the library will open.
- The Task Force reviewed the building room by room, agreed upon the items requiring attention and developed a sense of priority for the work. Work items are marked H, M, L; high priority must be completed prior to occupancy.
- Task Force discussed requirements for public bid process, direct hiring and different funding sources. Statute Limits expenditures to \$200/vender and requires obtaining quotes for procurements in excess of \$2500. We are members of KCDA and can use this list of contractors. Use Foundation funding judiciously to address capital projects (grant) and other items as funds were earmarked for library building.

Summary of General Items that Apply to the Entire Facility

- Current priorities are roof, electrical service for air conditioning and fire code / safety investigation. Work on these items is underway.
- Review permits and contracts / invoices from previous work (Documents on Google Drive). (Town will have a new building official in 2018.)
 1. Leaking Roof: Repair / Replace – H

- Roger Howard will be working on the roof composition hazmat survey (Dave Phillips) and having contractors to access roof repair / replace starting Friday February 9. John Boggs provided a photo record of his visual inspection of the roof and attic. There are several wet areas visible in attic in addition to the obvious water coming into the front of the building.
2. Air Circulation / Air Conditioning. Power Supply Questions – H
 - Roger will make some calls to clarify issues with the electrical service that kept the former owner from installing heat pumps. Need details of service provided to building by PSE. Apparently an upgrade to the electrical entrance is needed to power air conditioning. May need to contact Pinter Electric, PSE, and Barron the heating / cooling contractor. We want to understand what steps are required to get air conditioning installed. Do we want an air cleaning / filtration system included?
 3. Flooring
 - Cover and seal the old floor ducts to prevent air exchange of mold and bacterial growth – H
 - Carpet the main room, conference room and staff area. – H
 - Special color / design carpet for children's area. – H
 - Tile the entryways. – H
 - Leave restrooms and break rooms as is.
 4. Lighting
 - Solicit proposals from several contractors to provide our most cost effective least heat producing option. Lighting system should be flexible to accommodate any changes in floorplan. Desirable to have a combination of ceiling fixtures and flexible track lighting. – H Identify where ceiling has sufficient structural support to bear the weight of fixtures. (Main room has 1x4 lath where ceiling tile is attached)
 5. Insulate Attic
 - Insulate after wiring / construction access is over to reduce utility costs.
 6. Data Installation
 - State library system (K20 Washington) to provide connection to fiber from Main Street. Fiber is in Main Street in front of building accessed by covers in sidewalk. Gary Bortell of State Libraries will be getting back to us in a few weeks. USLD also uses Wave for Internet. Both would likely enter through attic. Locate IT in furnace room once we accommodate the AC equipment (closet is 90 x 45 x 76). Demolishing the exterior chimney (unused) could provide access to ventilation for the closet
 - Locate IT closet in furnace room if possible
 - Establish data infrastructure for both hardwire and WI_FI throughout building. – H
 7. Fire Code and Safety Requirements
 - Fire exits and interior configuration – H Brooke, John Boggs and Roger Howard walked through the building with Fire Chief Darrell Reed on Wednesday January 21, 2018

- Identify locations and types of fire extinguishers and appropriate vandal resistant cabinets
 - They can be in cabinets or mounted on wall
 - By each exit, 10 lb. ABC Fire extinguisher recommended
 - In staff room, 2 lb. ABC Fire extinguisher recommended
- Is there a need for fire alarm system?
 - No need, Darrell checked with Fire Marshall
- Mark floor in front of electrical panel
 - 3' in front of panel and 30" wide
- Identify all emergency shut-offs for power, gas and water
 - Task Force can identify
- Review alternative floor plans for emergency exits and code requirements for free access to them
- If we desire to make the meeting room exit the primary emergency exit for the building, we need to check with building code on the size and type of door to the meeting room and diagonal of exit (from main entrance) required. We would also need to transfer the exit sign from above the glass door to staff space to above the archway before the meeting room.
- If we need to maintain the glass door to staff space as an emergency exit, as long as we keep the door unlocked during business hours, we can still add signage to the door that identifies the space as “:Staff Only.”
 - Darrell also made a note that we should have a CO2 monitor in the furnace room.
 - Roger Howard will follow up with Jack McCormick to discuss code requirements for exits.

8. Plumbing

- Replace / upgrade water entry into rear of building before grading / graveling parking area.
- Install a water shut-off valve in an exterior vault. – M
- Provide deep sink for janitorial service and closet for supplies. – M
- Do we have an as-built?

9. Security

- Improve sightlines by framing a window in conference room wall behind circulation desk. – H
- Add a window to door to breakroom for circulation desk. – M
- Cameras and monitors, will be installed in conference room and on outside and used after hours. – M

10. Paint

- Strive for consistency and unifying look and feel throughout.
- Repaint doors to match scheme established with carpets and furniture. – H

- Repaint ceilings and ductwork. – L

11. Electrical – H

- Provide power to main patron area through drop down pillars from ceiling
- Move some outlet boxed / switch boxes to accommodate specific uses.
- Run new power to desired positions where it is lacking.
- Do we have as-built of existing circuits?
- Permitting?
- Will have electrical contractors run additional conduit for both power and data, as identified in plans.

John has contacted the former owners to make copies of all plans and drawings.

Slav will develop 3 schematics to be used to solicit proposals from contractors; lighting plan, electrical plan, and data plan.

Conference Room:

- Use during regular hours for patrons with laptops, homework area, meetings
- Add two-way switch for light, currently only switch at rear door – H
- Cut window in wall for sightline from staff area. – H
- Estimate public access to break room during regular hours (only used for afterhours meetings) – H
- Determine need for accessible entrance from main room, doorway currently at 31 inches width. – H
- Add rear door ramp – H
- Add rear door closer – H
- Have a system for installing rotating displays of art – M
- Acoustical dampening needed, possible ceiling tile or cork wall surround (could combine with item above) – H
- Tile an entryway at rear door add walk-off mats – H

Nook: CD/DVD Area:

- Move lighting control to main desk? – L
- Data and Power on the wall for LCD monitor connected to main computer for displaying CD/DVD info (May become connecting passage if building to west is purchased) – H

Rest Rooms

- Lighting fixture – H
- Accessories: Toilet paper, paper towel, garbage, changing table, mirror – H
- Hot water heater pressure relief valve currently exhausts on floor in back storage closet; add catch basin or drain – H

Break Room:

- Lighting fixture – H
- Outlet for microwave – H
- Cabinets – H

- Refrigerator – H
- Window in door to staff area for safety - ?
- Tables and chairs
- Potential to use back section for storage – M to L

Front Entrance:

- Serves as airlock entry for main library
- Tile the floor – H
- Provide walk-off mats – H
- Replace current exterior swinging doors with conventional glass doors (creatively re-use original Legion doors) – H
- (Former owner to install glass entryway doors perpendicular to front door) to complete airlock entry (2/14-15)
- Front entrance to have bulletin board for community info, tourist info – M
- Potential Friends of the Library sales area – M
- Secure current access into glass block window on west side of door – M
- Have a sign introducing visitors to the building and history – M
- Add door counter (power and data) – H

Main Room:

- The floor plan of the public space is laid out on the floor in painter's tape. Staff feels committed to this layout with some potential minor modifications to moveable furniture.
- Observe sightlines for major uses which are computers and DVD's.
- Provide access to copy machine / printer close to circulation desk
- Disassemble and repurpose existing circulation desk. Install new custom circulation desk toward staff area (basically between posts) – H
- Check window seals, they appear to have a condensation problem – H
- Lighting layout should have stationary and flexible components. Develop a lighting plan or reflected ceiling plan (for entire building) – H
- Signing of special areas – L
- Have a system for installing rotating displays of art (include in light plan) – M

Children's Area

- Carpet – H
- Lighting – H
- Wiring – H
- Location of computers – H
- Acoustical tiles, wall wrap – H

Staff Area:

- Work room in back corner for repair, cleaning. Covering books

- Lighting? Outlets? Data? – H see plans
- (Former owner install glass entryway doors to separate staff area from patron place (2/14-15)
- Tile entryway add walk-off mats – H
- Remove door to workroom, to provide more space and traffic flow – M
- Raise outlets to counter height – H
- Add rear door closer – H

Exterior Front:

- Paint
- Sign – H
- Book drop – H
- Make sure ramp meets code / paint warning stripes
- Awning – M

Exterior Rear:

- Staff larking
- Grade and level, gravel
- Landscape (work with museum)
- Awnings or roof over doors
- Accessible doorways / ramps – H
- Clean and paint

February - 2018

New Building Task Force Meeting Notes – Meeting #2:

Jack McCormick:

- Exit changes approved contingent upon changing door width to meeting room from public area
- Permit required for roof project. Cost of permit based on contract amount with roofer
- Existing permit covers additional minor alterations; widen door, mop sink, etc.
- No permit required for installing small box outside of building for water shutoff and new pipe into furnace room. Spoke with Al Wilkins, PW director, just need a couple days' notice when work is performed, he will shut of water to building
- All electrical improvements go through L&I permit only, nothing to Jack

Brett Esary, roofing contractor:

- One contract for asbestos abatement / demo and new roofing. Roofing contractor coordinate schedule for tear off and weather cover. Recommends July schedule.
- ½" plywood sheathing over shiplap, vapor barrier, fire rated sheet, PVC membrane.
- No rigid insulation, 60% cheaper to blow-in in attic space.
- Polyvinyl – Chloride (PVC) single ply membrane, heat welded seams.

- Remove chimney, remove south overhang; 2x outriggers weak and will fail, new continuous gutter, cover chimney on adjacent western building, sheath, flash and roof, replace attic vents; add two, remove vents not used, remove satellite dish, new wood 2x nailer on parapet.
- Review flag pole installation.
- 15 year warranty
- Liquid coating on north fascia gutter to make water tight.
- Updated cost estimate
 - Asbestos abatement / demo; \$25K
 - New roof system including repair work; \$50k

Pointer Electric, Barron Heating

- Phone calls to Pinter Electric 2, 5, 6, 2018. Finally, conversation with Gene Pointer February 7, 2018. Needed information from Barron regarding minimum current ampacity (MCA) and full load current on AC compressors.
- Sent email to both asking them to exchange information to determine if electrical service is adequate for AC system
- No response. Sent follow up messages February 21, 2018, no response. Will work with different electrician.

March - 2018

New Building Task Force USL BoT Meeting Update:

- Kindler building discussion – discussion was held about the possibility of the library acquiring the Kindler building next to the new library. Task Force members were able to take a brief look around the building on Feb 22nd. Before more energy and time are put into finding out exactly what condition the building is in, Brooke wanted the board to discuss if this is a big picture opportunity that they would like to pursue vs. focusing on and developing only the new library space. Linden commented that since one of the library's goals is to explore options for expanding the library into the community, he'd like to put a bookmobile on the table. John made the observation that there would be room behind the Kindler building to park and stage a bookmobile. All board members agreed that they would like the Task Force to follow up on the building so that they can make a more informed decision at the next board meeting. The board would like the Task Force to get ballpark estimates on obtaining the building, on bringing it up to an acceptable condition, and in addition, what it would take to bring it up to an ideal condition. Em Beals asked staff to compile ideas on what its ultimate use/purpose would be for the library.
- Dedicated Legion display space - John Boggs, on behalf of Legion Post #132, formally requested that the old window wells in the meeting room be dedicated for future use of the American Legion. The Post would be willing to pay the cost of converting them into two display cases. John explained that this would solve several problems: the need to utilize valuable floor space for a display cabinet for Legion memorabilia; where to securely display their Legion and Auxiliary Charters; and a defined space so they can start figuring out what

and how to display items. The board unanimously agreed to dedicate the window wells for the use of the American Legion.

- Flagpole – discussion was held about maintaining the flagpole at the new space. If it needs to be removed for roof repair or moved for maintenance safety reasons, John Boggs will help.

March – 2018

New Building Task Force Meeting Notes:

The purpose of this meeting was to identify and assign high priority tasks needed to move ahead with the building remodel, pricing and furnishing.

- All 7 floor grates should be removed and access to the heating duct / vault below sealed from air exchange with the interior. This needs to be completed in a manner that will allow for weight bearing furniture or foot traffic. The suggested manner is to fill the space, by stacking concrete blocks, drop a piece of plywood to block the duct-way, fill the cavity with sand, tamp and then pour at least 4 inches of concrete. The finished surface should be level with the rest of the finished floor and treated with a waterproofing sealant, in keeping with the rest of the finished floor.
- The heating duct / vault in the utility room should also be sealed from air exchange and leveled. The floor should be finished in keeping with the rest of the utility room. Currently the waterline into the building runs across the heating duct in the floor of the utility room. The heating duct is to be closed off so that the IT cabinet can be installed. To accomplish this, the waterline serving the building must be re-routed.
- From outside, excavate water line into rear of building and verify existence of a shut-off valve. If there is not one, install a shut-off valve in a vault at grade of adjacent concrete slab. Re-work the plumbing in the utility room to provide water to a utility sink to be installed in the corner and one hose bib .
- Grade and form 4 inch concrete slab (level with adjacent slab) 10 ft x 30 ft with 8 inch thickened edge running the length of the rear of the building (sloped away from wall). Form ADA compliant ramps to each rear door in the surface of the slab.
- Cut a hole and frame a window in the wall between the staff area and the conference room as outlined with blue tape. Complete the framing, sheetrock, painting and install wooden sill similar to the small window on the opposite wall.
- Remove the door and door jamb leading into the conference room from the main room. Widen the opening to accommodate 36 inch door.
- Library staff will purchase fixtures for the two restrooms, which will then be installed: Toilet paper, paper towel, changing table, mirror.
- Library staff will purchase 3 fire extinguisher cabinets to be installed at each exit according to Fire Chief's specifications. Rear exit cases to be installed first. Front entry design is not finalized.
- Disassemble the currently sited circulation desk and conserve the components.

- Goldfinch Brothers will have remove the glass doors and transom. The doors ate to close to the floor to accommodate flooring and the handles hit the timbers when fully opened. These will have to be stored.
- Contact Concrete Cutting Co. to price saw cutting the front opening to: accommodate a full-size pair of doors.
- After front area is installed, construct a door with cabinet-type lock and key to secure the glass block access panel on the left side of the entry door.
- Library staff will confirm flooring suppliers under KCDA and select 3 options at various price ranges for carpet and tile. Once we have the pricing we can determine which areas will receive flooring and which may remain the existing epoxy coating. Tile should be rough non-slip surface appropriate for wet areas. Carpet should be commercial grade carpet tile so high traffic areas of wear can be repaired.
- Library staff will research cabinet suppliers and determine the cabinets needed for the breakroom and staff work area. We could potentially get cabinets that need assembly (aka IKEA style) but prefer real wood as opposed to particle board for durability. The existing base cabinet in the break room is of lower quality but sufficient for the intended purpose. The uppers could be a higher grade of cabinet; preferably plywood.

April - 2018

New Building Task Force USL BoT Meeting Update:

- Kindler building discussion – Discussion was held about the Library District postponing further interest in the Kindler building until we have a better idea of the full budget required to structurally repair the new library, etc. The Board was in agreement that Brooke send a letter, drafted by John Boggs (attached), to Roger Kindler with that message.
- Kingsley book return purchase – Bill Pfeifer made a motion to approve the purchase of the Kingsley C60 Dual Drop Book Return in the amount of \$6,498.00. Carol McCormick seconded. Passed.
- Approval to commission custom cabinetry – Carol McCormick made a motion to give the Library Director authority to commission custom cabinetry for the new library when the time is appropriate and the Library’s Purchasing Policy steps have been followed. Bill Pfeifer seconded. Passed.

April – 2018

New Building Task Force Meeting Notes:

- The team reviewed the report from Geotest on the damaged structural members of the attic. This work will need to be completed before any further interior work. The next step is to have a structural engineer complete specifications and draw up plans for a bid package. Then we need to find a contractor to complete the work. Both structural engineers and

potential contractors are busy, so this work will be delayed a minimum of 3-6 months. Move in date may be delayed up to a year.

- Depending on discussions with structural engineers we may want to tie the roof into the walls through a diaphragm so there is a better connection. However, we don't want to delay the roof project. We hope to have the roof on this summer and the consultant has indicated that the attic repair should not affect the integrity of the roof membrane. Roofing contractors are also busy and we have not yet put this contract out for bid.
- Electrical consultant has reviewed site and will put specifications together for a bid package.
- Heat pump installation was reviewed onsite with Barron. Should be a relatively straightforward project. We will need to get a package out for bid.

WAVE Cable reviewed the site, anticipates 3 months for permitting and then can bring cable into building.

- Estimated cost:
 - Roof \$80K
 - Lighting and electrical \$80-90K
 - Attic repair? \$30-50K (additional for insulation)
 - Heat pump \$15-30K
- Staff purchased fire extinguishers and cabinets
- Staff is purchasing restroom accessories from Bay City Supply

Miscellaneous small projects (*edits made from previous March list*)

- All 7 floor grates should be removed and access to the heating duct / vault below sealed from air exchange with the interior. This needs to be completed in a manner that will allow for weight bearing furniture or foot traffic. The suggested manner is to stuff the space with rigid insulation and fill it with concrete. The finished surface should be level with the rest of the finished floor and treated with a waterproofing sealant, in keeping with the rest of the finished floor.
- The heating duct / vault in the utility room should also be sealed from air exchange and leveled. The floor should be finished in keeping with the rest of the utility room. Currently the waterline into the building runs across the heating duct in the floor of the utility room. The heating duct is to be closed off so that the IT cabinet can be installed. To accomplish this, the waterline serving the building must be re-routed.
- From outside, excavate water line into rear of building and verify existence of a shut-off valve. If there is not one, install a shut-off valve in a vault at grade of adjacent concrete slab. Re-work the plumbing in the utility room to provide water to a utility sink to be installed in the corner and one hose bib .
- Remove chimney. Grade and form 4 inch concrete slab (level with adjacent slab) 10 ft x 30 ft with 8 inch thickened edge running the length of the rear of the building (sloped away from wall). Form ADA compliant ramps to each rear door in the surface of the slab. Make a provision for some sort of bollards to be installed to protect on air handling compressor and propane tanks.

- Cut a hole and frame a window in the wall between the staff area and the conference room as outlined with blue tape. Complete the framing, sheetrock, painting and install wooden sill similar to the small window on the opposite wall.
- Remove the door and door jamb leading into the conference room from the main room. Widen the opening to accommodate 36 inch door. The new door will swing the opposite way along the wall. Relocate door stop.
- Library staff will purchase fixtures for the two restrooms, which will then be installed: Toilet paper, paper towel, changing table, mirror.
- Library staff will purchase 3 fire extinguisher cabinets to be installed at each exit according to Fire Chief's specifications. Rear exit cases to be installed first. Front entry design is not finalized.
- Disassemble the currently sited circulation desk and conserve the components.
- Goldfinch Brothers will have remove the glass doors and transom. The doors may have been intended to swing one way, but they currently swing both ways and the handles hit the timbers when fully opened. The doors are too close to the floor to accommodate finished , so transom will have to be reduced. These will have to be stored.
- Geotest returned on Tuesday to survey front door area and determined the presence / absence of metal reinforcement in doorway. Next step is to contact Concrete Cutting Co to price saw cutting the front door opening to: accommodate a full-size pair of doors, Then obtain the price for purchase and installation of a pair of doors.
- After front area is installed, construct a door with cabinet-type lock and key to secure the glass block access panel on the left side of the entry door. Cao this area to prevent heat going up into overhead space.
- Library staff is working with Great Floors to select options at various price ranges for carpet and tile. Once we have the pricing we can determine which areas will receive flooring and which may remain the existing epoxy coating. Tile should be rough non-slip surface appropriate for wet areas. Carpet should be commercial grade carpet tile so high traffic areas of wear can be repaired.
- Library staff is soliciting quotes for circulation desk and side cabinet. Countertop material; potentially granite or inset tempered glass.
- Staff is evaluating costs of custom carrels vs. purchasing ready-made.
- Library staff will research cabinet suppliers and determine the cabinets needed for the breakroom and staff work area. We could potentially get cabinets that need assembly (aka IKEA style) but prefer real wood as opposed to particle board for durability. The existing base cabinet in the break room is of lower quality but sufficient for the intended purpose. The uppers could be a higher grade of cabinet; preferably plywood.

May - 2018

New Building Task Force USL BoT Meeting Update:

- Brooke reported that Em Beals gave an update to Concrete Town Council on 4.23.18 regarding progress (delay) on the new facility. John Boggs reported that John Burmaster will be designing and building the Legion display cases for the new facility.

- Structural Engineering services – Bill Pfeifer made a motion to approve hiring Sturdy Engineering for structural engineering services. Carol McCormick seconded. Passed.
- Carol McCormick made a motion to approve that our OPM go ahead and bid out for the roofing project on the new facility. Bill Pfeifer seconded. Passed.
- Brooke commented that the library consultants USL hired to give design suggestions, Primary Source, are also available to conduct a donor appreciation meeting. Brooke recommended that the library do so. The board approved.

June - 2018

New Building Task Force USL BoT Meeting Update:

- Brooke reported that fiber has been brought into the new building, the roofing project has been bid out, and Sturdy Engineering is working on their structural engineering report.

July- 2018

New Building Task Force USL BoT Meeting Update:

- Brooke reported that she, Slav, and Roger met with Gary Sturdy in the new facility that afternoon to discuss the placement of the posts and beams that will be required to bring the building up to code. Sturdy will have the full structural engineering report for the District within 3 weeks.
- Expanded scope of service from Sturdy Engineering – Questions were asked about how expanded the expanded scope of service will be. Em Beals expressed concern about the District’s budget in relation to the expanded scope, and asked what the original not to exceed amount was. Brooke reported a not to exceed amount of \$12,000, plus reimbursement for mileage and reimbursable expenses. Bill Pfeifer made a motion to approve the expanded scope of service for Sturdy Engineering with a not to exceed amount of \$20,000, plus reimbursement for mileage and reimbursable expenses, and to give Brooke signing authority when she receives the expanded scope of services addendum. If the scope of services exceeds this amount, the board would like to be notified and discuss an agreeable adjustment at a subsequent board meeting. Gail Boggs seconded. Passed.
- Agreement with Mike Scott – Brooke reported that Greta Movassaghi drafted up a basic FOIC (Furnished by Owner, Installed by Contractor) Agreement with Wild Ass Custom Milling, Inc. The board agreed with the drafted document; it will be e- mailed to Mike Scott for his review.
- Esary Roofing contract – Bill Pfeifer made a motion to approve the Vendor Services Agreement between the Library District and Esary Roofing and Siding Co. Inc. Gail Boggs seconded. Passed. Brooke signed the Agreement.

August - 2018

New Building Task Force USL BoT Meeting Update:

- Brooke read a brief update from Roger Howard: “I have been communicating with the electrical consultant regarding the structural work. He will have to change the layout of the

new lighting system. We are working together on the bid specs. Esary Roofing has until the end of September to complete the re- roof. They will contact us when they mobilize to the site.” Brooke also commented that she received a phone call from Marianne Manville-Ailes regarding the installation of the new book return at the new facility. Marianne approved the placement and color/appearance of the book return as far as town planning is concerned. It can be installed at our convenience.

September - 2018

New Building Task Force USL BoT Meeting Update:

- No current update. Brooke reported that we’re waiting on Esary Roofing and Sturdy Engineering to complete their respective contracts.

October - 2018

New Building Task Force USL BoT Meeting Update:

- No BoT Meeting

November - 2018

New Building Task Force USL BoT Meeting Update:

- Brooke reported that the ceiling structural repair has been bid out and the due date for bids is December 6th. John Boggs confirmed that a couple of companies have come to preview the building/work.

December - 2018

New Building Task Force USL BoT Meeting Update:

- Brooke reported that the library received one bid for the ceiling structure repair from Anderson Buildings, Sedro Woolley, WA.
- Review USL Operations Policy – Brooke reviewed with the Board USL’s Operations Policy which covers the details/breakdown of the library’s bid thresholds for public works projects.

Task Force History 2019

January - 2019

New Building Task Force USL BoT Meeting Update:

- Why we are where we are this January, 2019 Brooke spent some time addressing Barb Trask’s concerns as stated in her resignation letter from the USLF Board. Discussion was held about lessons learned through this process and what can be done differently moving

forward. Some concerted library advertising and outreach about the core services and strategic goals of the library was discussed and approved.

February - 2019

New Building Task Force USL BoT Meeting Update:

- Brooke reported from Roger Howard: there's been a weather delay with Anderson Buildings work inside the building, but they have fabricated all the materials needed in their shop. They have ordered the same finish for the beams as used by the donors, but because of its expense, are trying to find an alternate matching finish. Brooke reported that during next month's meeting she will present a review of remaining expenditures for board approval. She also asked for permission to retain a lighting/electrical consultant to give us options for lighting plans for the new building. She said one can be hired from the MRSC roster. The board agreed.

March - 2019

New Building Task Force USL BoT Meeting Update:

- Brooke commented that the new building expenditure review and projects remaining will be the major topic of the upcoming Annual Board Retreat.

April - 2019

New Building Task Force USL BoT Meeting Update:

- Brooke commented that Em Beals came to the Library staff meeting and asked staff to write-up their dreams and visions for the new building. John Boggs suggested that staff write-ups be presented to the Task Force. John Boggs commented that he heard Greta had resigned from the Task Force. Em reinforced that Greta had not resigned from the Task Force.

May - 2019

New Building Task Force USL BoT Meeting Update:

- John Boggs read from an email correspondence from Linda Gallagher at MRSC regarding RCWs and procedures for public works projects.

May – 2019

[New Building Task Force Meeting #1 Notes:](#)

“Role of Task Force-advisory. We don't directly spend money. We inform and advise.”

- **Review of State Statute for Public Works Contracting- USL must follow state statute if public funds are expended no matter how big or small the project. This also covers who can do the projects. You need professional engineer or architect.**

- Project Management-Roger will stay on as to electrical and HVAC. His contract has been withdrawn as to all else. You have to be an employee or a Board Member in order to be a PM. Who is qualified to design, implement and inspect? All three are required. The County has an employee who might be able to do it. May also tap Carol Oberton at Whatcom Facilities Management. Keith will talk with her.
- Ramp requires specs enough to solicit three quotes. Em will call the concrete guy who did hers to see if he will look at it and give an opinion as to the best way to do the ramp. The Board also needs to take more responsibility moving forward.
- Work Remaining - Someone needs to follow up with Great Floors (Bham) on the flooring for an updated price. Floors could be done right now. Linden will do that. We have a scan of the quote. That will provide the amount and the contact person.
- A possible electrician that Greta interviewed has worked with our engineer in the past. All he needs is the specs.
- Conference room west wall should have windows installed that meet the fire code (with wire) and have opaque class. That way you get light without view issues.
- The water heater does not meet fire code because of the pee trap. It has to come back through and hook up with drainage elsewhere. This is a maintenance issue.
- Em met with Doug. He wanted to know if the insulation in the roof had been done. It has not yet.
- Government always has standards. The K20 system is the standard. It allows work to be consistent among libraries. It isn't a law or code. Libraries and schools follow the K20 standards. USL is part of this system.
- Pornography filter-if you are going to filter, you have to do it well. It is incredibly expensive. So, you need to specifically say you are choosing not to filter.
- Financial issues - By June, the bids should be in giving a solid idea of how much is going to be required in total. Then, the Board can prioritize the projects.
- Volunteers-waiting for more information from the Insurance. Brooke asked the DPA for their opinion on this. Can volunteers be used for contracting jobs? Or is there an issue with liability?
- The Library is not taking on any risk/in terms of liability.

May – 2019

New Building Task Force Meeting #2 Notes:

- GeoTech inspected the completed structural work in the attic and confirmed that the beams were secured per contract seismic specifications; which provides earthquake stability in addition to the structural repairs. In some ways, our ability to safely occupy the space did not occur back when we took ownership in December 2017. So, now work can continue on the space.
- We went through the data needs/wiring needs with Bill Diephuis the electrical engineer. He will draw up the plans for the complete data cabling, lighting, and power supply within 3-4 weeks. Bill and Roger will coordinate with Barron on the electrical needs for the condenser units for the air conditioning.

- In terms of lighting, we did discuss why the draft proposal (from library staff not engineers) was: more lighting than needed, very expensive fixtures and would not have met energy code. (Not that it ever would have gone forward.) He says that an excellent lighting set up can be done for much less. This will complete all electrical needs not only for the immediate future, but will also set us up for being able to make modifications and upgrades should we decide to do so. He suggested lighting fixtures that use both up and down lights to illuminate the ceiling and the lower areas of the shelving. He suggested nicer fixtures for the main part of the building where it will be most visible. The back room areas will use cheaper fixtures.
- There are issues with the electrical outlets as they are right now, which do not meet energy code for occupancy sensors. He will provide a retrofit option. USL is bound by code regulations.
- In terms of data requirements, USL provides wi-fi for portable devices and the WA-K20 network for staff and public access desktop computers. Ethernet is the standard for this state network and provides better security, speed and reliability than wi-fi.
- In further discussion about whether to move in early and try to do other work later, both Roger and Bill said several things that were very important for us to hear.
 - If we divide up the data, power and lighting project, we decrease the likelihood that someone will be interested in the job. The three go together with the lighting being the most lucrative for a contractor. They won't be interested in the data and power alone as these are not big jobs.
 - If we wait to do the lighting after occupancy, we will pay 25-30% more to get the work done. This amount is tacked on by contractors because they have to deal with an occupied building. It makes the work harder and makes it take longer.
 - Reminder that we already pay as much as 25% higher just to get a contractor to come out to do our projects all the way in Concrete.
 - Roger said that –“The July 1 drop-dead occupancy date is right now based on emotional issues, not on good business sense. We are going to waste a lot of taxpayer money by responding to community pressure by those who do not have the fiduciary responsibility nor who use the library”.
- Roger Howard agreed to remain on as project manager for the electrical contract package (and Air conditioning) using the specs provided by K-Engineering. He will review the bids and make recommendations. Peter Carletti (the proposed new project manager) cannot take on our project.
- Roger again walked us through state statutes for contracting and the steps that are involved. Building remodeling is considered a Public Work, and any projects involving public money must follow state statute. Without a Project Manager someone will have to step forward to become familiar with and be responsible for following these procedures. He has offered to give us some boilerplate to help move things along.
- There was a discussion on whether (Foundation) volunteers can complete the work. We received guidance from Enduris Insurance and are waiting for written advice from the county prosecutor, but the general view is it's an unacceptable liability for the District.

June - 2019

New Building Task Force USL BoT Meeting Update:

- Em Beals updated the Board on the meeting with SHKS Architects regarding their proposal, and her meeting with Doug Aamot about the windows in the meeting room. She also reported the Department of Revenue has released the retainage on Esary Roofing's contract.

June – 2019

New Building Task Force Meeting Notes:

“Cost proposal analysis” - Revised work remaining was discussed on site with Hana.

Project understanding

- Improvements to north elevation-street side of building. Clean the front, paint, analyze existing ramp, replace railings and bring it up to code.
- HVAC-mechanical engineer will come on board and do the plans for that.
- Electrical design-Bill will retain his existing contract and SHKS will finalize that and work with him directly. He will remain under contract with the library. They will check with him to see if he is satisfied with that.
- General building improvements-the back ramp. Scope of service and deliverables-front and back of building have had no design work at all. They will bring everything to the same level, so it can go into a package.

Expectations of SHKS:

- Once we sign a contract, SKHS will put everything in a Microsoft projects program that will give us timelines and payment deadlines.
- We will hand the project to them, and they will hand us the key. They will take the whole project on, contractors will bill them, and we pay them. At the end, we get the key to a finished library.
- They will handle soliciting of bids, we will approve them, they will manage them.
- Fee-Hourly basis up to a max of \$72,000. Hana will run the project, and her rate is \$100.00 an hour. Roger agrees that it is a very reasonable amount given the scope of work. That is a “not to exceed”. If it goes over that, we will negotiate amounts and work to be done.
- Additional services suggested-cost consulting can be requested to have an independent third party to give us an estimate of what work might cost before we go out on the open market. We then would have some idea if we need to remove items on the list to stay within cost containment. We can structure the project to have a base cost and extra items estimate. Do the minimum and add in more.
- Furnishings-Em wanted estimate for that. This is included in the paperwork.
- Project timeline-will be adjusted based on when we get the contract signed.

- SHKS added on the \$1400.00 expenses which is customary.
- Their proposal sets out the deadlines.
- Flooring is included under the Building Interior. We won't use Great Floors. Brooke will return the samples and tell them that they won't be doing the flooring.
- Roger suggested that he speak with David Strauss to suggest they look at the standard library contract that the district has with Roger and compare them. Maybe we wouldn't have to re-invent the wheel by redrafting the contract in its entirety. If the contract is sufficient, then we may be able to skip that step. The electrical engineer found it sufficient. This will save some time. If David wants to use an AIA contract, then it will take more time. Attorneys often don't like that. Roger will handle that end of things.
- Greta suggested we don't need to take this to the board until we are ready to get final board approval on the contract. There are no other options in terms of a project manager, so proceeding with the utmost haste is recommended.
- Em authorized Roger to proceed with David in terms of the contract process. We may need to strip some items off of the necessity list given the money available. We will do an hourly rate and can withdraw at any time. There is no total obligation to the district.
- John asked at which point we announce this information to the public. Brooke no longer has contracting authority, but she is still the library director. She is working hourly instead of on salary. Em and Brooke will meet and determine who has signing authority on the project.
- Greta recommends that we send an email to Hana saying that we have decided to go with them. We will move forward. The Task Force will continue to manage the overall contracting process just like before.
- The timeline is a moving target. Everything is predicated on when we get the contract and availability of the architect's staff to devote the time to the contract. There are still many unknowns.

July- 2019

New Building Task Force USL BoT Meeting Update:

- Em Beals updated the board on the status of contract discussions with SHKS Architects. A plan was made to schedule an Emergency Board Meeting once the preliminary contract from SHKS is ready for review.

August - 2019

New Building Task Force USL BoT Meeting Update:

- Greta reviewed tasks needing completion before moving in.

September - 2019

New Building Task Force USL BoT Meeting Update:

- Em Beals met with David Strauss from SHKS, who went through the new building and assessed it's needs. David will put together 2D and 3D programs for the Task Force to view. He will include different cost options for projects. There is no completion date.
- Em Beals discussed getting a line of credit with Savi Bank.

September – 2019

New Building Task Force Meeting Notes:

Focus: “The process we need to engage in vs. the details.”

- March and April /2016, USL considered a capital campaign, discussed options for funding. USDA-take out bank loan or grant programs. One thought was borrow from bank, apply for grant, if successful, USL could repay the bank. Barb looked at lots of grant options-sources, cycles, etc. Who will look into sources? What does library need to do to go to bank and take out loan/line of credit? Terms? This would allow no work interruption.
- What timber tax is in the forecast for the library? The future-a couple of years out. Keith said prediction is really difficult based on his experience. Still could give it a shot. No guarantee. Go back to USDA to get information about what is available and the grant cycle. Darla O/Conner was the contact person last time. Inquire to see if they think we have grant potential or are we left with loans.
- Darrington had a Dept. of Commerce bank for their addition in conjunction with the city. Look into what is available through Dept. of Commerce. Find out about going to the Upper Skagit Tribe. Their track record is good. Is there someone who has some relationship with anyone there. Em will talk to one of the elders there.
- Look at program grants, not just building grants. Building grants will take priority. PSE might have grants for telecomm. EDASC is also an option to contact.
- The Port of Skagit County is another option. Connection to local employment. Enhancing broad band is also their area. USL is last in line, so the issue is how much money will be left for Concrete. It will be at least three years before this happens.
- LCFA funding is another option. Keith will find out more about that. This relies on bond passage. This would take too long.
- COUNTY ADMINISTRATOR-what are our limitations in terms of accessing bank loans?

- JANSEN Foundation-apply for this again? Advantage is that the work has not been done yet. Ancillary advantage-it gets the board out into the community and working in the open for the completion of the project. Need a case statement on behalf of the library. Distillable to talking points. Also, is used for submitting the grants. Greta has a copy of the Janson grant that we did get.
- Our contract with SHKS requires us to pay extra for cost estimation. This allows a base package and alternates which allows us to stage the contract. The recommendation from the task force will be for the board to approve this cost estimate. This will also help us in trying to find funding as we move forward.
- This is the most expensive time to be doing any kind of construction project. First things first-bring the case statement up to date. John will take a look at this and see if he can do this. Keith will also weigh in.

October - 2019

New Building Task Force USL BoT Meeting Update:

- Greta and Em met with the architects this last month from SHKS.
 - The front railing on the west side of the building does not meet Code. The old one will be taken down and replaced with a metal railing that meets Code. There will be one access point to the front door by way of the ramp. The decision was made to not put an awning up.
 - Parking in the back for the disabled access is not sufficient. Em will meet with the museum to see if there is a way to jointly use the space over by the museum. The ADA access will be one big slab across the whole area. This meets both codes.
 - The direction of the stacks-decision was made to run them diagonally.
 - The door going into the conference room does not meet ADA code.
- The bottom line is quality, not frills. Some drawings have been done and are available for viewing. They are now ready to start the call for bids. Architects have been paid \$5,640.00 to date.

November - 2019

New Building Task Force USL BoT Meeting Update:

- Parking situation in the evenings - no solution has been found to allow the use of the conference room after hours. Parking is not available behind the library where the entrance door would be located to the conference room.

December - 2019

New Building Task Force USL BoT Meeting Update:

- None

Task Force History 2020

January - 2020

New Building Task Force USL BoT Meeting Update:

- Em will serve on the Task Force. Jeff Maher and Kevin Crozier will join her.
- Reviewed a bid submitted by Pacific Rim Environmental, Inc. for \$2000.00 to check the exterior paint for lead. The bid needs to be corrected to show the correct address for the new library building. Once that is done, testing will proceed.
- New diagrams for the interior layout/floor plan was reviewed. These drafts will be attached. They are not the final ones.

January – 2020

New Building Task Force Meeting Notes:

- Board will review all aspects of the final contract before the final approval will be given.
- Board members are encouraged to send questions to Kevin Crozier.
- Some contract bids for pending work are already out.

February - 2020

New Building Task Force USL BoT Meeting Update:

- Board will review all aspects of the final contract before the final approval will be given.
- Board members are encouraged to send questions to Kevin Crozier.
- Some contract bids for pending work are already out.

March - 2020

New Building Task Force USL BoT Meeting Update:

- None - no BoT meeting - Covid

April - 2020

New Building Task Force USL BoT Meeting Update:

- Kevin Crozier noted that SHKS is working remotely. There are only five items remaining for them to get done.
- Bids cannot go out until the State gives an all-clear.

- The final package will be around 300 pages in the form of a pdf. This will be sent out to the Board. The Task Force will review and make recommendations to the Board. Linden Jordan recommended that the Board Members read it carefully, as well. There is only a one-week turnaround, so this will need to be taken into account.
- John Boggs asked when the contracts will be completed. Kevin Crozier indicated that this will come after the final package is approved by the Board.
- For a public update, instead of a new timeline for the building, Kevin Crozier will do an order of events that will need to take place. He will send this to Amanda and Chazlyn for inclusion on the library's website. John Boggs will also receive this.
- Linden Jordan recommended that this be part of an article for the Concrete Herald.
- Jeff Mayer asked if the building is being closely monitored in the meantime. Amanda reported that it is.

May - 2020

New Building Task Force USL BoT Meeting Update:

- The final contract from SHKS is due by May 15th. This will include a comment sheet for the board. Review of this document is a priority. Comments will go to Kevin who will take them to the Task Force for a compilation of all comments which will go to SHKS project manager.
- The Board will meet within seven days of receiving the document in order to vote on its approval.
- Kevin recently went to the new building and determined that everything there looks fine. Propane levels are good and should last into the fall.

June - 2020

New Building Task Force USL BoT Meeting Update:

- There is a potential savings of up to \$1500.00 due to John Bogg's attention to detail concerning electrical outlets.
- SHKS says they have a few days (maybe a week) to finish responding to USL comments/update drawings.
- Kevin is helping SHKS finalize small details such as door lock questions.

July - 2020

New Building Task Force USL BoT Meeting Update:

- SHKS sent out their responses to the USL Comment Sheet. It is assumed all are agreeable with their responses as there have been no replies back from BoT or Task Force Members.
- SHKS also sent put their COVID-19 Phase 2 Construction Safety Guidance PDF for us to see. It includes the need of a "Covid-19 Sire Supervisor" and Covid-19 Safety Training 1st day and weekly thereafter and Employer provided PPE. This all means more work and more expense. Fortunately, all the new building plumbing works, so frequent hand cleaning is possible.

- SHKS: “reported that the final cost / price will be coming our way in about 14 or so more days. We just have to continue to be patient. If all goes well and it does get approved by the USL BoT, they anticipate that the bid will go out before the end of July.
- On the USL library’s website for the “New Building Progress Report”, the April 2019 to May 2020 update has been completed.

August- 2020

New Building Task Force USL BoT Meeting Update:

- Dates are set within the bid documents.
- Proposed schedule with 3 total weeks of advertisement:
 - i. August 9 (Sun) Post advertisement for bids in Skagit Herald with Builders Exchange info and link
 - ii. August 24 (Mon) Pre-bid site walk with interested contractors
 - iii. August 26 (Wed) Deadline for contractor questions, 5:00 – 5:30
 - iv. August 31 (Mon) SHKS issues Addendum with answers to questions
 - v. September 7 (Mon) We will begin reviewing lowest bidding contractor’s history/resume before issuing Notice of Contract Award read aloud via a Zoom meeting between 2:00 – 3:00 PM. Ideally, construction would begin shortly after but given contractors’ swamped schedules it might not be immediate.
- SHKS prepared a summary for advertising last Sunday (11th). As an FYI, SHKS and USL will be using a website called Builders Exchange of Washington to post all documents. There will be a link to this site incorporated within the Skagit Valley Herald advertisement.
- In addition, SHKS recently said, “It will probably be pretty quiet during the next few weeks until the pre-bid walkthrough on Monday August 24th except for a few potential questions from interested contractors.”

September - 2020

New Building Task Force USL BoT Meeting Update:

- Kevin sent an updated task force report out to be added to the website.
- New building exterior doors will be rekeyed at the end of the project. This will be paid for by the contractor.
- There is a problem with opening the front door that Kevin is working on.
- There have been no new reports of lights on in the building. Mary talked to some of the local businesses and asked them to alert us if they see anything.

September – 2020

New Building Task Force Meeting Notes:

Purpose of meeting: To review the two bids that have been submitted for the completion of the work on the new Library Building.

1. Announcement of bids
 - a. a. Trico Construction bid total- \$339, 250.00
 - i. Alternate bid-1500.00 less based on a possible change in flooring material to be determined at a later time.
 - b. Tiger Construction Ltd. bid total- \$387,500.00
 - i. Alternate bid-1500.00 less based on a possible change in flooring material to be determined at a later time.
2. Next steps
 - a. SHKS architects will review the bids.
 - b. The USLD Board of Trustees will review the recommended bid and vote.
3. Opportunity for questions or further comments-none.

October - 2020

New Building Task Force USL BoT Meeting Update:

- After reviewing the lowest bids, the USL Board of Trustees awarded the New Library Tenant Improvement to Trico Company. They are a local company located in Burlington with a good reputation and lots of positive references concerning similar work.
- The contract has been drawn up and signed and work is scheduled to begin on November 2nd!
- During the month of November, construction work and improvements on the exterior will be followed later by interior upgrades.

November - 2020

New Building Task Force USL BoT Meeting Update:

- First serious work began this month with a complete cleaning of the exterior building via pressure washing.
- Following this, contractors inserted high strength epoxy into large cracks to seal the building from future water damage. Due to rain and cold this time of year, town approved historical era paints will be applied in the spring. So we must all await the warm weather to see the fresh new (but similar) colors on our building.
- A new water line was installed to deliver pure Concrete water straight to our 2 water fountains.
- A slab has been poured in the back to allow ADA access as needed.
- A new and better hand rail has been set in place on the front ramp to help all enter the building safely.
- A new book drop box is now in place out front that has a separate slot just for CDs and DVDs.
- Work continues on adding electrical outlets & data lines, adhering acoustical tiles to some ceilings to help muffle noise, installing windows, doors and trim.

December- 2020

New Building Task Force USL BoT Meeting Update:

- building completely painted, except front overhang – a warm dry weather window helped
- back awnings installed, heat pumps being installed this afternoon
- propane tanks installed, locked down to the concrete pad
- electrical and data lines done
- acoustical tiles finished, significantly quieter rooms
- roof vents completed, elevated for about 2 feet of snow
- LED lights installed and turned on, amazing change
- ADA fir door hung into large back room, looks good

Schedule:

- Friday, December 18th, “Punch Walk” with SHKS engineer, electrician, architect & Trico
- December 18 - 21, carpet laid
- Following 2 weeks is a flush out of air, no occupancy
- January 7th, final walkthrough

Other notes:

- Fire Extinguishers: USL is responsible for keeping them updated and inspected

January - 2021

New Building Task Force USL BoT Meeting Update:

- December 18 - 21, the carpet was laid
- During the following 2 weeks, there was a flushing out of air
- The January 7th final walkthrough was delayed 2 weeks due to supply chain issues
- The last 2 (west) windows were installed this past Tuesday, they are the last big punch list items
- Concerning signage: waiting on feedback from a company down valley

February - 2021

New Building Task Force USL BoT Meeting Update:

Final Paperwork on New Building:

- Final sign-off has moved up to Feb. 23rd, 2021 and we can then occupy the building
- Warranties on all aspects of the building start February 26th, 2021
- We are free to move material in now (as long as any dent, scratch, etc. damage is on USL's nickel)

Moving the Technology to the New Building:

- Loly is checking with K-20 to ensure the new building is “hot”

- Loly and staff can move all equipment with help from Nathaniel Martin (high school IT)
- Nathaniel has volunteered to do a pre-walkthrough as well as help us disengage all equipment from the current site carefully and correctly. He will also help with the install at the new building as needed
- Wireless antenna can remain at the old building – pending approval: Claudia & Joy
- Wireless will also be available in the new building

Shelving:

- Shelving framework has been laid out in place
- Installation next Monday & Tuesday
- Library staff will decide shelving heights, types, etc. on Monday

Front Counter:

- It is set up and will be secured to the floor on Monday

Signage:

- Only bid so far is too expensive – compressed foam, \$1400 for seven 30” Letters
- Can order wooden letters online for \$700 or buy stencils at about \$350
- There is an inquiry to Don Smith, muralist and artist, to see if he is interested

Keys:

- Exterior doors rekeyed to one master key
- Keys tagged and hung in a key box for the staff to distribute as needed

Storage:

- Cleaned up and room to move
- All Friends materials are now in one place

March - 2021

New Building Task Force USL BoT Meeting Update:

- Building has been signed over the Upper Skagit Library - a new Library building is done
- Keys have been distributed
- Moving has begun
- Official Opening date TBD

This is the end of the USL Task Force’s coordination of the new library building project.