

COMMITTEE NOTES

Building Oversight Committee Meeting Kansas City Public Library Board of Trustees November 28, 2023

The Building Oversight Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, November 28, 2023 at 9:00 a.m. at the Lucile H. Bluford Branch, 3050 Prospect Ave., Kansas City, MO., 64128.

MEMBERS PRESENT: Denesha Snell (Chair)
Pete Browne, President
Claudia Oñate Greim

OTHER TRUSTEES PRESENT: Jonathan Kemper

STAFF PRESENT: John Herron, Chief Executive
Sunny Branick, Bluford Branch Manager
Carrie Coogan, Deputy Director for Public Affairs & Community Engagement
Crystal Faris, Deputy Director of Youth & Family Engagement
Angela Fencil, Director of Finance / Chief Financial Officer
Sharla Harris, Administrative Officer
Jerry Houchins, Director of Building Operations
Joel Jones, Deputy Director of Library Services
Heather Pedersen, Executive Assistant / Manager of Executive Services
Margaret Perkins-McGuinness, Deputy Director for Philanthropy
Debbie Siragusa, Assistant Director / Chief Operating Officer
Amanda Quance, Manager of Special Projects

OTHERS PRESENT: Meisha Wright

Snell called the meeting to order at 9:10 a.m.

Discussing the draft Facilities Master Planning RFP, Siragusa noted that all interested vendors will receive the final RFP at the same time and that we plan to offer a virtual pre-proposal briefing since the Library anticipates having interest from both local and out of state vendors. Staff are recommending and requesting guidance on the following:

- Setting a 20-year timeframe for the plan.
- Prioritization of branch renovations/replacements in which initial planning has already started, specifically Bluford and Waldo.

Kemper asked about the recent history of facilities planning. Siragusa noted that the Library has not done a comprehensive facilities master plan since she joined the Library in 2006, although there was a building assessment in 2015 for most of our facilities.

Discussing the scope of work of the RFP, Siragusa noted that staff modeled relevant sections of the master planning RFP after those issued by peer libraries and incorporated recommendations from the Library's Strategic Plan Physical Footprint Team. Key elements of the scope of work include:

- Updated building assessment, including Central Library and Plaza Branch,
- Robust community involvement process,
- Assessment and recommendations on size and location of branches,
- Incorporation of staff recommendations (particularly accessibility and universal design), current and projected demographic data, peer comparisons, library trends, and best practices,
- Flexible spaces that are safe and welcoming,
- Designs that consider ways to bring the Library closer to the community and enhance services,
- Recommendations for energy and resource conservation and overall sustainability,
- Creation of a facilities design guide for all new and modernized buildings,
- Defined implementation steps necessary to fulfill the needs identified in appropriate increments, and
- Preparation of a final written Plan, and presentation to the Library Board no later than December 31, 2024.

Siragusa noted that research into similar comprehensive facility master plans indicated a four to six-month schedule for completion of work. The recommended completion date of December 31, 2024, includes the time needed to complete the RFP process through selection of a vendor.

Siragusa shared that the comprehensive facility master plan includes architectural and engineering contract needs, and as a Political Subdivision of the State of Missouri, the Library will have some specific requirements for the posting, evaluation, and award of a contract. Staff are still reviewing the requirements and will ensure they are incorporated into the final RFP.

Snell asked about the importance of sustainability in the development of the RFP. Siragusa and Herron noted that two of the draft RFP items specifically address sustainability and that sustainability is increasingly seen as a component of universal design.

Kemper requested that Trustees receive a few examples of comprehensive facilities master plans from peer library systems. Staff noted Trustees will be sent three examples of facility master plans as well as a copy of the Library's 2015 building assessment report.

The following recommendations were made during a discussion of the organization of the RFP document:

- Separation of the assessment deliverables into a separate proposal from the facilities master planning deliverables. (Browne and Kemper)
- Reorganization of the scope of work into subcategories with subheadings. (Browne)

- Inclusion in the planning deliverable of consideration of how the City of Kansas City, Jackson County, and other community partners support and interact with the mission and services of the Library. (Kemper)
- Inclusion of identification ways building design could include consideration of community needs, such as violence prevention. (Snell)
- Inclusion of a foundational document that informs the processes and scale of work. (Kemper and Oñate Greim)

Siragusa noted that the draft RFP includes a standard statement that the Library will consider alternative proposals and would allow for vendors to submit a proposal for part of the work or split the assessment and solutions into separate proposals.

Kemper asked about the expected cost of a comprehensive facilities master plan. Siragusa noted that research found comparable proposals at around \$250,000, but that pricing over the last few years has changed and that makes it hard to predict. The Library has funds set aside in the Capital Budget for this project and can also explore fundraising opportunities for portions of it.

Siragusa noted that the RFP would be separated into two documents and the Library will move forward with the building assessment portion and revise the master planning RFP and bring it back to the Building Oversight Committee.

Discussing other project status reports, Siragusa and Jones shared that representatives from CPTED, the Kansas City Police Department’s internal crime reduction group, completed an evaluation of the Bluford Branch building and environment. Safety and security recommendations included fencing around the former building entryway on the corner of Prospect and 31st Street, increasing lighting, improving sightlines, additional security, and landscaping modifications.

CPTED’s recommendation for additional security presence inside and outside of the building had already been addressed through services provided by TCS Protection LLC. Library staff regularly attend the community and business association meetings, where safety and security issues throughout the Prospect business corridor are discussed along with potential solutions.

The Committee recommended that the Library pause on installing fencing and seek additional input and recommendations for how to address the safety and security concerns.

With all scheduled business completed, Snell adjourned the meeting at 10:14 a.m.

Denesha Snell, Chair
Building Oversight Committee

Date