

Minutes October 3, 2017

Edward U. Demmer Memorial Library

**Special meeting of the Library Board of Trustees**

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Laura Wipperman

Absent: Kathleen Olkowski

Other Attendees: Erica Brewster, Vicki Reuling, Jon Rynish (Hoffman architect), Tom Asbeck, Janet Dixon, Katie Kirby (Historical Museum)

Paul Kaiser called the Library Board meeting to order at 4:30 p.m.

**Agenda:** Motion by Catherine Marshall, seconded by Laura Wipperman, to approve the agenda in any order. All ayes, motion carried.

**Building update:** Jon Rynish from Hoffman introduced the purpose of this meeting as the milestone point of finalizing the schematic design: right spaces, right sizes, correct adjacencies. Will still have changes and refinement to design, but big picture pieces are in place.

Jon walked the board through the updates and changes made to the design since the 9/19 library board meeting and preliminary cost estimates.

**Receive recommendation from DCC re: schematic design proposal:** Motion by Tom, seconded by Rosie to recommend to the library board to accept the schematic design phase as presented by the Hoffman architects as of 9/28/2017 with the considerations as discussed by the committee at the 9/28/2017 meeting of the DCC. All ayes, motion carries.

**Discuss/approve project schematic design:** Motion by Laura, seconded by Dianna, to accept the Design and Construction Committee's recommendation as presented. All ayes, motion carries.

**Review Design Milestone Schedule and next steps:** Jon reviewed the design milestone schedule document, beginning with consulting with design engineers (civil engineering, geotechnical review, furniture/fixtures/equipment, electrical, mechanical, etc.). Next milestone will be design development sign off. Design details and choices will be completed at that time. Discussion about processes for next town meetings and approvals needed. Also reviewed process/timeline for paying bills, and construction schedule. The DCC will meet next on Tuesday, October 17, 2017 at 3 PM without the architects, and meet again on Thursday, October 19, 2017 at 1:30 PM with the architects.

**Public Comment:** Janet Dixon, representative of the Demmer staff to the DCC, requested the library board consider the ramifications on staff to operating off site for the duration of the construction – whether staff will be furloughed or have duties drastically changed – and to have the staff informed of these changes as soon as possible. The board agreed that it was important to keep the staff informed of these changes, but details would have to be worked out once the temporary location is identified.

Motion by Steve Garbowicz, seconded by Catherine Marshall, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:17 p.m.

Respectfully submitted: Erica Brewster, Director