

Minutes November 7, 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, Janet Dixon

Paul Kaiser called the Library Board meeting to order at 4:33 p.m.

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

Building update: Catherine reported on the November 1, 2017 DCC meeting. It was a long agenda that covered a lot of details on the project. The DCC had a deep discussion with the architects about choice of materials and comparative costs. The committee is working to address cost-benefits and aligning the project budget with funds available.

Receive recommendation from DCC re: design/elimination and related cost of electrical "alcove" in schematic design:

The DCC reported on the discussion of the "alcove" that was kept in the plan due to the cost of moving the electrical panel. Consensus from every DCC meeting and the Plan Commission was that that was a detrimental feature for a variety of reasons (roof lines, unusable outdoor space, loss of square footage in young adult area and loss of visibility in that space) and asked Hoffman for a specific cost related to moving the electrical service. On November 1, Hoffman architects reported that the cost of moving the alcove would be \$30,000.

Because the project was already overbudget by \$192,000, adding the cost of \$30,000 would increase the overage. Efforts to reduce the costs and raise funds have resulted in some good news. The Three Lakes Public Library Foundation met on November 6 and Dianna reported they made a commitment to support the project to the best of its ability beyond the \$1 million raised. Also, the project budget does include an amount of approximately \$175,000 for furniture and fixtures. Some of that \$175,000 is committed to fixed costs, but there is room for to accommodate the \$30,000 cost increase.

Discuss/approve design changes and expense related to electrical alcove: Motion by Steve Garbowicz, seconded by Catherine, to follow the recommendations of the Design and Construction Committee and remove the alcove and move the electrical service as presented. All ayes, motion carries.

Update and next steps: library logistics during construction: Paul Kaiser reported on investigation of opportunities for temporary space at the Choo-Choo Store on Superior Street. This space would be the public service space for patrons. Mark McCain is willing to rent the space to us for March to December 2018. He stated rental on the space would be \$800/month. Rent includes sewer and water, plus trash removal. The renter pays electricity and heat, which currently is running between \$125 - \$300/month. Board recommended seeing if we can negotiate and offer a tax deduction from the Foundation for the difference. Janet Dixon also asked about what would be needed to provide insurance in the space. Paul will pursue this with the town. Erica has reviewed the 2018 operating budget to identify line items (utilities, property maintenance) that could be applied to temporary site rental, etc.

Erica reported on a chance meeting she had with Dr. George Karling at the school district. He offered his assistance with additional temporary space for library stacks and Dianna suggested that the 4K classroom would be available for Story Hour if we shifted to the afternoon. Paul, Dianna, and Erica will need to arrange a formal meeting with Dr. Karling to discuss specifics.

Board members asked about cost for moving and whether funds were available in the project budget. Erica had a phone conversation with Jon where she clarified that they had estimated approximately \$10,000 of the furniture, fixtures, and equipment budget (approximately \$175,000) for moving expenses. A better estimate of moving costs could be obtained from a local moving agency.

Dan McKissack offered his services to design/produce temporary signage for the downtown storefront location.

Payment of bills: Motion by Steve, seconded by Dianna to approve payment of the Office Depot bill. All ayes, motion carried.

Public Comment: None.

Motion by Catherine, seconded by Dianna, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:08 p.m.

Respectfully submitted: Erica Brewster, Director