



Agenda
Demmer Library Design and Construction Committee
Thursday, March 16, 2017
5:00 p.m.
Library Lower Level

Kickoff meeting of the Demmer Library Design and Construction Committee

1. Call to Order and Welcome
2. Review Open Meeting requirements
 - ❖ Posting
 - ❖ Record-keeping
 - ❖ Emails
 - ❖ Walking quorums
 - ❖ Resources for understanding Open Meetings law in Wisconsin
3. Committee organization
 - ❖ Review governing document – questions for Library Board
 - ❖ Elect chair
 - ❖ Review duties of Recorder: agendas, minutes, webpage
 - ❖ Designate point persons for responsibilities: architectural, legal, governing document compliance, Library Board liaison, space needs, communications
4. Public building projects
 - ❖ Requirements
 - ❖ Architect selection – Funktion, Hoffman, RFP
5. Previous building project documents
6. Space needs analysis
7. Timeline
8. Set next meeting date and adjourn

Any person planning to attend this meeting who has difficulty managing stairs or who needs some type of special accommodations in order to participate should notify the Demmer Library at 715/546-3391.