

Minutes March 16, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski

Other Attendees: Paul Kaiser

Vicki Reuling called the meeting to order at 5:02 p.m.

Review of Open Meeting Requirements:

Vicki opened the meeting by introducing Mary Sowinski, who gave a review of open meeting information and public record-keeping. Discussion followed. Future agendas will include approval of the agenda, approval of minutes, addition of public comments, and the addition of verbiage on possible quorum of Library Board of Trustees.

Committee Organization:

Committee members reviewed the Committee Charter and had no questions or requested any changes. Motion by Janet, seconded by Erica that Vicki Reuling be recommended to the Demmer Library Board to be the chairman of the Demmer Library Design and Construction Committee. All ayes, motion carried. Discussion continued to the duties of the Recorder, noting that agendas will be created by Vicki, and Kelly will distribute them. Kelly will also post agendas and minutes to the DCC page of the Demmer Library website. Committee members discussed designating point persons for the various responsibilities as follows: Mary for legal responsibilities; Tom for architectural information; Janet and Erica for space needs; Erica for media communications; Catherine as the Library Board Liaison; and Rosie will provide a patron perspective.

Public Building Projects:

Tom led the discussion noting that this library project has already used two (2) architects, and it would be beneficial to decide if we want to recommend either one to the Library Board; or perhaps start from scratch. He also noted that using the Qualifications Based Selection (QBS) process would be beneficial, which would include the advertisement of a Request for Qualifications (RFQ) used to rank the qualified architects. An RFQ will provide responses on architects' qualifications, past similar projects, experience, etc. aiding in the process of picking the best one suited to the project needs. Contract negotiations, design, and construction would follow the RFQ. Erica noted the Library Board has received project designs/information from architects at Funktion Design Studio and Hoffman Planning, Design, and Construction, Inc. Tom will review the information prior to the next DCC meeting.

Previous Building Project Documents:

Vicki summarized the building project from 2008 to present, with Erica noting that past project documentation is posted on the Demmer Library website, or available at the Demmer Library.

Space Needs analysis and Timeline:

These topics will be added to the next agenda.

Next Meeting: Monday, March 27, 5:00 p.m.

There being no further business, Catherine made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 6:51 p.m.

Respectfully submitted: Kelly Strauss