

Minutes March 27, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. Kelly Strauss recorded the minutes.

Vicki Reuling called the meeting to order at 5:00 p.m.

Report on Agenda Posting: Secretary Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda Approval: Motion by Catherine, seconded by Tom to approve the agenda. All ayes, motion carried.

Review and Approval of Minutes from March 16, 2017 Meeting: Motion by Janet, seconded by Rosie to approve the March 16, 2017 minutes. All ayes, motion carried.

Space Needs Analysis: An updated/enhanced version of the Descriptive program/space use/future needs summary spread sheet completed by Erica and Janet was handed out prior to the meeting for viewing. Discussion took place on older square footage, shelving space, and needs assessment information provided by the DLBC (Demmer Library Building Committee) and SEH (Short, Elliot, and Hendrickson) along with the original Becher Hoppe plan. This led to committee members discussing how much additional square footage is necessary, along with what can/should be included in the space; while keeping the level of excellence and welcoming feeling that the Demmer Library currently provides.

Review Architects' Submissions: Committee members were given copies of the submissions by Funktion Design Studio (dated 12/19/16) and Hoffman Planning, Design & Construction (dated 3/10/17) prior to this meeting. Tom was tasked with reviewing/comparing both plans, and noted the Funktion proposal submitted by Melody Hamlin was more of a proposal to design a building; no library experience was indicated; unsure if previous Becher Hoppe plan is copyrighted; fees for construction management and architect fees were included, but no fees were indicated for phases 3-6. The Hoffman proposal submitted by Jody Andres was more of a statement of qualifications; they have library experience; they are an architectural firm who bids work out; Jody included his design approach, experience and history, professional memberships, and general fees/timeline/steps to a project. A copy of the DeLeers contract for the new Town Building was also briefly discussed.

Develop Recommendation to Library Board on proceeding with choosing an architect: Following the Qualifications Based Selection Manual, Tom noted the planning process steps that have already taken place and reviewed the future steps in the process. Discussion took place on whether to consider only the current two submissions, or to seek other architectural firms. Since Melody did not indicate library experience, Erica will contact Funktion Design Studio to see if they have library experience, and ask for a list of qualifications. A recommendation to the Library Board will come at a later time after hearing the

response from Funktion Design. In the meantime, Committee members will come up with interview questions and specifics for a ranking matrix for interviews.

Timeline: Tabled until next meeting

Rosie Obukowicz left the meeting at 6:47 p.m.

Public Comments: None heard

Next Meeting: Thursday, April 6, 2017 at 5:00 p.m.

There being no further business, Erica made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 6:50 p.m.

Respectfully submitted: Kelly Strauss