

Minutes June 21, 2017

Demmer Library Design and Construction Committee Special Meeting

Committee Attendance: Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. (Mary arrived at 5:08 p.m.) Tom Asbeck (Tom arrived at 5:18 p.m.)

Vicki Reuling called the meeting to order at 5:05 p.m.

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

Agenda Approval: Motion by Catherine, seconded by Rosie to approve the agenda in any order. All ayes, motion carried.

Review and Approval of Minutes from June 6, 2017 Meeting: Motion by Rosie, seconded by Erica to approve the June 6, 2017 minutes with the correction to the spelling of Rosie's name in the minute approval paragraph. All ayes, motion carried.

Update on response to Library Board's letter to the Town Board regarding next steps to be taken in obtaining a financial commitment from the Town Board Vicki read the June 14, 2017 letter Demmer Library Board President Paul Kaiser received from the Town Board, indicating the support of the Library proceeding with a design.

Update on Library Board meeting regarding the architect selection: Vicki noted that Catherine and Erica gave a presentation at the June 20, 2017 Library Board meeting on the process the DCC Committee went through to select an architect, along with the Library Board accepting the chosen architect.

Next Steps: Discussion took place on the next steps in the process now that the Library Board has accepted the chosen architect. Steps to be taken include notifying the selected (and non-selected) architect via letter; Mary will draft the letter to the selected architect, and Vicki will draft the letter to the non-selected architect. Erica will answer any follow-up phone calls from the non-selected architect, with Mary volunteering to sub for Erica if her workload doesn't allow for a quick response time. The selected architect will also be asked to provide a contract for review. The contract will be reviewed by the DCC Committee at the next meeting, prior to forwarding it on to the Library Board.

Timeline: Specifics weren't discussed on this agenda item since the previous agenda item covered this as well.

Public Comments: None heard

Next Meeting: Regular Meeting scheduled for July 10, 2017 at 5:00 p.m. There being no further

business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 5:53 p.m.

Respectfully submitted: Kelly Strauss