

## **Minutes November 9, 2017**

### **Demmer Library Design and Construction Committee**

Committee Attendance: Tom Asbeck (arrived at 4:16 PM), Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, Mary Sowinski. Other attendees: Katie Kirby, historical society.

Absent: Rosie Obukowicz

Vicki Reuling called the meeting to order at 4:10 p.m.

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

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

**Review and Approval of Minutes from November 1, 2017 Meeting:** Motion by Janet, seconded by Catherine to approve the November 1, 2017 minutes as submitted. All ayes, motion carried.

**Update on Town Building Plans:** Town electors approved the town building plans at a special meeting on November 7, 2017. As long as the budget is approved on November 21, the project would begin in the spring of 2018 at the same time as the library project. The building would be a cement foundation and brick building with vinyl siding in the gables. The town chair did suggest there would be the opportunity for us to look at coordinating some construction services and site design. Vicki retrieved the Mach IV civil engineering contract and was charged with identifying a time for Vicki and Tom to meet with the town.

**Update on library board special meeting:** The library board met on Tuesday, November 7, prior to the town board meeting and following the Monday meeting of the foundation. Vicki approached the foundation with the current question about the project budget. The foundation made a commitment to support the project budget as they can beyond the \$1 million committed. Vicki reported this to the library board. The library board then made a motion to approve the removal of the alcove and moving of the electrical service at the cost determined by the architect.

**Updates on Library/HS design:** Tom made a comment that he doesn't care for the exterior trim strip on children's area and Catherine doesn't care for the upper level line. Placement of garbage corral is also still a question.

**Furniture/Fixture/Equipment:** Discussion of the email update sent by Erica regarding options for interior design contract through Hoffman, South Central Library System and EBI. Motion by Mary seconded by Vicki, to begin working with the three entities proposed beginning with a maximum number of 15 hours for the Amy from Hoffman. Mary withdrew motion and Vicki withdrew her second pending further information from Hoffman.

Motion by Mary, seconded by Janet, to approve the contract with South Central Library System for furnishings. Discussion: the committee would like to have a contract line to include a maximum number of hours, as suggested by South Central. Mary withdrew her motion, Janet withdrew her second pending further information.

Janet and Catherine reported on progress on planning for the fireplace in the Northwoods Reading Room. They will be visiting fireplace showrooms on Saturday and will report back to the committee.

**Memo of Understanding with Historical Society:** work has begun on a memo of understanding between the historical society and library for financial and administrative management during construction and when historical society begins working out of the space in the library. Mary is taking the lead in coordinating creation of the document between the historical society and library. She encourages those with ideas and input to e-mail her.

**Reclamation Plan:** Mary has drafted an initial draft of a reclamation plan for items in the facility that might be of use to people or agencies. She has identified Sue De Young as a potential volunteer to take the lead on coordinating and publicizing the reclamation process. Discussion about the logistics involved and further discussion will follow with the architects. Mary will follow up with ReStore/Habitat for Humanity.

**Construction management:** Committee needs to clarify the \$53,000 in the construction project contract designated to construction management.

**Logistics for library services during construction:** Catherine reported on what was stated at the library board meeting – the library is investigating use of the space in what will be the former Choo-Choo Store downtown for public services, and a classroom at the school for the majority of the collection. Long-term storage for furniture hasn't been determined yet. Bekins out of Rhinelander could possibly give an estimate for moving costs and storage, and there is a possibility of securing/renting a semi-tractor trailer.

**Public Comments:** None.

**Next Meeting:** **Wednesday Monday, November 13, 10 AM – tour of Nicolet.** There being no further business, Catherine made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 5:55 p.m.

Respectfully submitted: Erica Brewster