

Minutes November 21, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling.

Absent: Tom Asbeck, Rosie Obukowicz, Mary Sowinski

Vicki Reuling called the meeting to order at 2:33 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 13 and 15, 2017 meetings: Motion by Janet, seconded by Catherine to approve the November 13, 2017 minutes and the November 15, 2017 minutes as submitted. All ayes, motion carried.

Design development approval and budget constraints: This meeting was prompted by the budget estimate presented at the end of the November 15, 2017 meeting. Vicki handed out a budget worksheet looking at available sources of funding vs. the project budget. Available/probable funds are within \$25-\$30,000 of the latest project estimate. Reviewed an estimated FF&E budget. Discussed unknowns and reviewed any further options.

Motion by Janet, seconded by Erica to recommend to the library board to accept and approve the design development set as presented by Hoffman at the 11/15/2017 meeting with considerations as discussed by the DCC at that meeting. All ayes, motion carried.

Consider contracts for Furniture, Fixtures & Equipment:

South Central Library System for furniture and fixtures consultation: Motion by Catherine, seconded by Janet, to approve the contract with South Central Library System for furniture and fixtures consultation. All ayes, motion carried.

Hoffman interior design: Motion by Erica, seconded by Janet, to approve up to 34 hours of interior design work with Hoffman Planning, Design & Construction, Inc., at the rate of \$102. All ayes, motion carried.

Janet, Catherine, Vicki, and assistant director Lyn Pietila, will form an interior design work group to work with interior designers and report routinely to the DCC.

Reclamation plan: Tabled until next meeting.

Logistics for library services during construction: Erica updated the committee on progress for logistics for library services in securing a downtown storefront, space at the school, and storage space. Reviewed the draft task management plan and discussed board effort to identify individuals to take leads on major portions of the project, including transition coordination and media/communications coordination.

Construction management: Tom had suggested finding a local retired contractor to pay independently to oversee the project. Several names have been floated and will be reviewed by Tom and brought back to the DCC.

Public Comments: None.

Next Meeting: Tuesday, November 28, 1:30 PM at the Demmer Library. There being no further business, Janet made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 3:53 p.m.

Respectfully submitted: Erica Brewster