

Minutes January 4, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Catherine Marshall (left at 5:48), Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 4:50 PM)

Absent: Janet Dixon

Others: Kathleen Olkowski

Vicki Reuling called the meeting to order at 4:35 p.m.

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

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

Review and approval of minutes from December 18, 2017 meeting: Motion by Rosie, seconded by Catherine to approve the December 18, 2017 minutes with corrections as presented. All ayes, motion carried.

Approve payment of Mach IV invoices: Motion by Catherine, seconded by Tom, to approve payment of invoices 5514 (dated 12/15/17) and 5556 (dated 12/27/17). All ayes, motion carried.

Approve payment of PSI invoice: Motion by Rosie, seconded by Tom, to approve payment of invoice 542605. All ayes, motion carried.

Review payment spreadsheet: Discussion of the disbursement journal spreadsheet that Erica has been keeping to track the bills paid to date. Tom requested that the total contract amount be added to the sheet.

Update on financials: The next meeting will include a new estimated cost from Hoffman for the project cost. We are currently just meeting the project cost in funds available, and there may still be some additional costs within FF&E that need to be accounted for.

Approve Hoffman change order for interior design: The change order is for the contract with Amy for the interior design portion of the project and will add the total to the Hoffman contract. Motion by Tom, seconded by Rosie, to approve the change order to the Hoffman contract. All ayes, motion carried.

Update on WPS/DeLeers/Hoffman discussion: Tom and Erica met with representative of WPS, DeLeers, and Hoffman and Mach IV by phone. Tom reported the plan for electrical service placement to the new town building and temporary power to the town office building during construction, and options for moving the power poles. The change to the plan for the power service to the town means that the library will not need to permanently relocate the underground line to the town, which should reduce the cost estimate. The committee also agreed to leave the power poles where they are and Tom will communicate to Jon.

Update on Oneida County zoning change request: Vicki and Mary attended the zoning hearing on 1/3. The request was passed with minimal discussion.

Interior design: Vicki reported that the working group received an electronic summary of sample choices from Amy/Hoffman. Rosie will pick up sample cards for the paint colors from that summary. The working group will meet again next week. Erica continues to work with Deb/South Central on feedback.

- a. **Fireplace and fireplace mantel:** Janet, Catherine, and Lyn have been working with Jon to make final decisions on the faceplate for the fireplace. Vicki has secured a donation of a wood mantel from Kwaterski Bros.
- b. **Book arch to children's area:** Mary is working with a local carpenter to decide if the current arch design can be done in wood, or if another material may be more appropriate. Mary suggested that we remove the specific design from the bid document and make this an owner-responsibility item.
- c. **Circulation desk:** Erica has worked with Jon and Deb to solidify the plan for the circulation desk layout.

Comments from DCC: Tom asked about the TLHS storage space in the lower level office. Mary confirmed that that was discussed by the historical society.

Open action items:

- a. **Book drop:** has been finalized with Jon – will remove the plan for the second opening into the vestibule and Jon will assess the condition of the current book drop and will plan to reuse it.
- b. **Trash enclosure:** The plan for storing trash under the 2nd floor exit will not work due to code requirements. Vicki presented alternative options from Jon. The committee agreed that option #2 is the best option, but 4 would be the second choice.

Review design schedule: The design schedule follows the schedule for the next several meetings.

Reclamation plan: Mary confirmed that the volunteers are active and willing to manage the reclamation process.

Public Comments: None.

Next Meeting: Friday, January 19, 3:00 PM at the Demmer Library. There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 6:00 p.m.

Respectfully submitted: Erica Brewster