

Minutes December 18, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Rosie Obukowicz, Vicki Reuling, Mary Sowinski

Absent: Catherine Marshall

Others: Jon Rynish, Jody Andres, Amy Moore (Hoffman); Katie Kirby (Historical Society)

Vicki Reuling called the meeting to order at 1:35 p.m.

Report on agenda posting: Vicki and 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 13, 2017 meeting: Motion by Janet, seconded by Tom to approve the December 13, 2017 minutes with corrections as stated. All ayes, motion carried.

Update on Plan Commission and town board review and approvals: The goal is to have the final approvals on administrative review permit, site plan, zoning, etc., after the Plan Commission (12/18, 6 PM) and town board (12/19 6:30 PM) meetings in the next 36 hours.

Site update (overview):

- a. **French drain updates:** Jon reported on some additional changes made to the design of the French drain and routing of the sump pump waste water. Discussion of the traffic flow out of the historical museum part of the library to the campus of the museum.
- b. **Stormwater review:** Jon presented updated plans for rain gardens incorporating the sump drainage. The size of the rain gardens were reduced, allowing more space for a tree and outdoor seating.

Exterior finish selection (color): Jon presented samples of the specifications that will be taken to bid, with the understanding that contractors bidding the project will be asked to submit samples which may come from different manufacturers which may have variations for colors. Also reviewed samples/colors for shingles, fencing around utility areas, and railings.

- a. **Discuss porch timber structure options:** Jon presented the change to an option of a heavy timber rather than a wrapped sided pillar for entrances, and options for stacked stone for columns.

Interior finish and lighting presentation: The committee reviewed sample choices selected by the interior design workgroup. Sample choices included: carpet (main, entryway, and accent), vinyl wood-look flooring, paint (main/accent), tile (bathroom), cabinet laminate, counter top, trim, tack wall (maker space), stair covering, etc. Committee discussed choices and selected colors and arrangement. The DCC will research options for locally sourcing a mantle for the fireplace. The interior committee will continue working on specifying materials. Reviewed room-by-room/area by area updates and changes to design.

FF&E coordination: Erica is working with Deb to coordinate existing inventory, collection size, linear feet of shelving, etc., and create a floorplan. Erica expressed concern that the shelving required may be higher than the original intended goals. Discussed limited options for finding more space. Erica and Deb will continue to work on refining layout. Hoffman will require information on an FF&E budget to inform the bid package at the end of January.

Erica continues to work with Deb on the circulation desk design and will work with Jon to finalize plans for the book drop area.

IT update: Josh from WVLS responded back to Erica and she has forwarded to Jody. Erica has a few other details to add to the scope. Jon will coordinate with Jody for another phone conversation to follow-up/finalize scope.

Electrical power plan items (est. sub-committee): There have been input and concerns voiced from several different parties regarding lighting and electrical outlets, including the historical society. Jon will coordinate a meeting with the electrical engineer and Erica and Deb for later in the week.

Comments from DCC: Vicki noted that this is the last meeting until late January with the architects at which point they will have a meeting to discuss the final construction documents. Minor comments will be taken at that time. Vicki requested any further input from the DCC prior to finalizing the construction documents. Discussion of logistical electrical and construction coordination with the town next door. Tom and Vicki met with Paul DeLeers and brought up the question of bathroom towel and soap fixtures and coordinating with the town for purchasing future supplies, which he will pass along to his site manager.

The DCC restated their interest in wording in the bid package to encourage the use of local subcontractors and vendors. Janet inquired specifically about the fireplace and Jon explained options for working with specific local vendors.

Tom asked about specification for “attic stock” extra of materials to replace items as needed. Jon will have that written that into the bid package.

Open action items: The following items are open action items that are still being worked on: electrical design plan, finalizing interior design plan, exploration of native plant grants.

Review design schedule: The construction documents will be sent electronically by Hoffman to the library on January 18. The committee will meet on January 19 at 3:00 PM to review the construction documents. Jon and Jody will represent Hoffman at a final meeting with the DCC for a final construction document signoff at 1:30 PM on Tuesday, January 23.

Reclamation plan: Jon has developed a list of major items that will be available for reclamation. He will distribute with the next set of meeting minutes.

Logistics of library services during construction/renovation: No changes since the last meeting.

Construction management: Tom and Vicki are continuing in their search for a construction observer, but have encountered the challenge that those that would be willing and able are more likely to bid on the project. We will likely not have a construction observer on board prior to the Hoffman redline meeting.

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 Rosie. All ayes, motion carried. The meeting adjourned at 4:55 p.m.

Respectfully submitted: Erica Brewster