

Minutes February 20, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz (left 6:05), Dan McKissack, Kathleen Olkowski, Alison Pichowski

Absent: Paul Kaiser

Other Attendees: Erica Brewster (director), Tom Asbeck (temporary chair, DCC)

Dan McKissack called the meeting to order at 4:30 p.m.

Agenda:

Motion by Steve Garbowicz, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Catherine, seconded by Dianna, to approve the minutes of the January 23, 2018 regular meeting as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: Meetings have focused on paying construction bills and planning Spring Fling 2018, which will be held on Wednesday, May 16 at the Black Forest. Tickets will be \$75/ea for a 3-course dinner with wine pairings with each course.

Oneida County Library Board: The Oneida County Library Board will meet on Thursday, February 22 at 1 PM.

Demmer Design and Construction Committee: Tom Asbeck reported on the activities of the DCC since January. The bids were opened on 2/15. Three bids were received. One bid was considered not qualified as it only addressed fire protection. Hoffman took the two other bids from DeLeers for \$1,632,076.00 and Greenfire Management, LLC for \$1,588,360.00 and qualified the firms for meeting bid requirements. Both bids were qualified. Based on this, Hoffman advised and the DCC agreed to recommend to the library board the low bid from Greenfire Management, LLC.

The DCC then reviewed alternatives and selected five of six alternate bids for a total reduction of -\$4,953 to the overall bid from Greenfire, resulting in a base bid reduction to \$1,583,407.00 for Greenfire Management, LCC.

We had budgeted \$2.3 million for the entire project, which included building design, architect fees, furniture and fixture fees, and contractor fees. The final bids came in under the \$1.83 million estimated for construction costs, so the DCC felt comfortable moving forward. The DCC approved a motion to recommend the low bid from Greenfire to the library board.

Hoffman has provided access to a standard form contract, the Consensus Doc, and can provide basic assistance to complete the basic parts of the contract. An attorney would be needed to review and make any modifications.

The town/library would complete the first draft of the contract and then send to Greenfire, which may send to their attorney, and then returned for further review by the town/attorney. Hoffman suggested allowing a couple of weeks timeline to complete contracting process.

The DCC has discussed identifying a qualified contracts attorney to engage for reviewing the contract. Steve stated that the town's attorney Greg Harrold has done a lot of work with municipality and advised that Tom be authorized to contact him directly by way of informing Sue Harris and work on developing the contract.

Tom reported on the bid received for IT/low voltage bid that was also opened on 2/15. The board reviewed the bid submitted. The bid is broken out by areas specified in the RFP. One area of discussion by the DCC was the cost and functionality of the security system. Tom recommended that the library contact Pieper Power and ask them to come up to the library and address the functionality of the specifications and also consider requesting a price for the cabling and wiring to be done during the construction so the cameras and equipment could be added later. Discussion followed.

Director's Report:

Erica affirmed that Laura Wiperman's help on planning the move has been valuable. Erica reminded the board of the final used book clearance sale on 2/24 (correction to date in report). The Demmer has also now signed a contract with Better World Books to send large quantities of used books. Following the book sale, volunteers will begin boxing up books to send to BWB, and will continue as Erica continues to weed books during the summer before moving back in.

Budget Review:

Motion by Catherine, seconded by Dianna, to approve vouchers 17 - 27 for January - February 2018 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Ali to approve checks from the Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve payment of \$8,362.88 for the fifth portion of the design contract and \$3,468.00 for interior design fees from the 17221-7, 01/31/2018 invoice from Hoffman Planning, Design & Construction pending approval by the Foundation. All ayes, motion carried.

Motion by Steve, seconded by Kathleen, to approve payment of \$519.50 to the Demmer Library to reimburse bid advertising costs. All ayes, motion carried.

The 2018 expenditures to date were reviewed.

Old Business:

- Logistics for library services during construction:
 - Location for library board/public meetings: Dianna has reserved the school board meeting room for the March 20, 2018, 4 PM library board meeting. The board room can be reserved on a month-to-month basis and the elementary IMC will be available if the board room isn't.
 - Review move timeline: Reviewed the color-coded timeline included in packet and mover estimates.
 - Schedule special meeting for move logistics: March 8, 4:30 PM.
- Candidate forum: Working to change date to March 19th – waiting for final confirmation from candidates. Dianna requests 2 dozen of something baked by volunteers. Setup at 5 PM. Questions will be submitted to demmer@demmerlibrary.org. Catherine and Dan and Steve will review questions.
- Library FEIN: No action taken since last meeting; may wait until move is completed to address.

New Business:

- Review/approve library construction bid award recommendation: Motion by Steve, seconded by Catherine, to approve the recommendation of the DCC, based on low bid and successful qualification, to recommend the selection of Greenfire Management, LLC to the town board for approval and awarding construction contract for the expansion and remodeling of the Demmer Memorial Library. All ayes, motion carried.

- Review/award low-voltage bid: Motion by Steve, seconded by Ali, to authorize the DCC to meet with Pieper Power and investigate the estimates and return with a recommendation. All ayes, motion carried.
- Demmer Library annual report: Motion by Kathleen, seconded by Catherine, to accept the 2017 annual report as presented with minor (email address) revisions and approve submission to the state. All ayes, motion carried.
- Statement concerning library system effectiveness: Motion by Dianna, seconded by Kathleen, to approve the statement concerning library system effectiveness to be included in the 2017 annual report as presented. All ayes, motion carried.
- Trustees essentials chapter 17: Tabled until after things settle down.
- Memorandum of Understanding with the historical society: as they will be tenants in the library building, the Historical Society board has taken initiative to draft an MOU to guide the relationship during construction and post-construction. The DCC has recommended that the library board appoint a workgroup to work with the representatives from the historical society. Discussion. Steve volunteered to sit down with Mary Sowinski and representatives from the library and museum staff to review the draft document.
- Discussion town facility maintenance position: Discussion of the proposal made at the town level to hire a town facility manager. The library board agreed that it is important to assure the long-term integrity of the investment in new town buildings while also investing in the existing buildings. Motion by Steve, seconded by Dan, to recommend to the town board to place discussion the creation of a town facility maintenance position on a future town board agenda. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: Kathleen submitted a question to follow-up on the progress of the grant request made at the Three Lakes Community Fund. Erica reported that she, along with Bob Werner, president of the Three Lakes Public Library Foundation, met with John Stauner and Ann Blamey from the Community Funds. They were going to go back to the entire Funds board with the suggestion that the Funds meets with the library to determine an appropriate award they could make to the library, perhaps in the form of sponsorship of equipment for a meeting room or similar opportunities in line with the Fund's mission and financial resources.

Next Meeting: Special meeting March 8, 2018, 4:30 PM in the lower level of the library.

Regular meeting March 20, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:11 p.m.

Respectfully submitted: Erica Brewster, Director