

Minutes August 16, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall (arrived 9:34), Rosie Obukowicz, Mary Sowinski (arrived at 9:15 AM), Vicki Reuling

Absent:

Others:

Vicki Reuling called the meeting to order at 9:07 a.m.

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

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

Review and approval of minutes from July 12, 2018 meeting: Motion by Janet, seconded by Tom to approve the July 12, 2018 minutes as presented. All ayes, motion carried.

Construction update: Construction activity has picked up exponentially since the July 12 meeting. Exterior below ground work is mainly finished and the west addition is the next major piece to be completed. The next three weeks will be key for determining the construction completion date. Erica and Tom met with Greenfire to begin adding owner items to the official schedule. Items on that list include: interior and exterior signage (with underground electrical), furniture installation, children's furniture arch, exterior site work (plantings).

Update on signage and acceptance of contractor: The signage committee presented a revised quote and pictures of the proposed signs from Graphic House. The committee has made several changes to the overall proposal for interior and exterior signage. The historical society is working with Graphic House directly for an exterior sign on Huron Street. Graphic House will work with Oneida County Zoning to assure compliance with sign regulations. Reviewed the particulars of the main outside sign. Reviewed interior signage, including choosing exact names to be given to specific rooms for final price quote and ADA requirements. Need to confirm that library will retain rights to use of logo and sign design.

Motion by Rosie, seconded by Tom, to accept the proposal from Graphic House with minor adjustments as discussed. Six ayes, one opposed, motion carried.

Update on FF&E: Tom has done some research into bidding requirements for the purchasing of materials/equipment for the project. He has consulted with town lawyers, Sue Harris, town clerk, and the league of municipalities. The conclusion is that furniture and consultants are not a fixture or a "public work," so do not fall under the bidding requirements. The town does not have an ordinance that requires bidding. Tom will present information at the next library board meeting and the committee will proceed with approving the FF&E proposals.

Erica presented two proposals for the committee to recommend to the library board:

Consider/approve purchase of children's area shelving: Motion by Mary, seconded by Rosie, to commit to

this quote with the consideration of options to reduce the cost of delivery by using local vendors and recommend approval by the library board. All ayes, motion carried.

Consider/approve contract for Hearing Loop installation in large meeting room: Motion by Mary, seconded by Janet, to accept the proposal from Consulting with Clarity for installation of the Hearing Loop technology and recommend approval by the library board. All ayes, motion carried.

Recognition wall: Rosie, Vicki, Dianna Blicharz, and Nancy Kimla continue to work on the numbers of donors and design. Vicki presented the next iteration of the plan using glass squares rather than acrylic obolids due to space restrictions.

Children's room arch: Mary is working with the local artisans who are ready to proceed as needed. Erica asked when they would want to start. The schedule suggests that the physical space will be ready to visit in September/October.

Financial spreadsheet: Vicki reviewed the updated financial spreadsheet.

Payment of bills: Motion by Mary, seconded by Janet to approve payment of the following: Greenfire Management invoice #10709 in the amount of \$285,814.28; invoice #17221-13 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$126.46 for a total of \$1,926.46; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Public Comments: None.

Next Meeting: Thursday, September 12, 9 AM, at the Three Lakes school board room. There being no further business, Mary made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 10:48 a.m.

Respectfully submitted: Erica Brewster