

Minutes September 12, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling

Absent: Mary Sowinski

Others: Bill Hayes

Vicki Reuling called the meeting to order at 9:02 a.m.

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

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

Review and approval of minutes from August 16, 2018 meeting: Motion by Catherine, seconded by Janet to approve the August 16, 2018 minutes as presented. All ayes, motion carried.

Construction update: There have been some complications in the west side addition not lining up to the existing building. After reviewing the situation, they have determined that the new plans/drawings did not match the existing building field measurements. Three viable options have been proposed, but will still need to be approved by engineers/architects, etc., before it can be implemented. This may have an impact on trusses, steel beams, and other materials that have already been ordered/delivered. There are additional challenges with the east side roof and soffit/overhang, as well as quality concrete work on the front steps/ramp entrance. Due to these changes, as of this time we don't have a schedule. All parties were present at the meeting yesterday, and it appeared there was a good dialogue happening. We have been promised an updated schedule by next week Tuesday.

Financial spreadsheet: Vicki reviewed the updated financial spreadsheet including more detailed information on change orders and committed but unpaid obligations.

Update on signage: The signage committee met at 8 AM and reviewed the changes sent the previous day. The committee made some selections from the options and will respond. Uncertain if the changes selected will affect the final quote cost.

Update on FF&E: Erica presented an updated FF&E budget/estimated costs summary, breaking out the FF&E budget into two categories: top priority and lower priority. To date, \$113,855.20 has been committed, and \$59,635.89 has been paid out. There is another \$111,286.67 estimated in the top priority and \$50,117 in lower priority. The committee discussed other items that should be added or amended, including quotes for sound system for the large multipurpose (Maple) room. The committee accepted the report and will return to the sound system quotes as construction progresses.

Erica also reported that after Systems Technologies reviewed construction plans and visited the site. They recommend installing flat screen televisions rather overhead mounted projectors in the meeting rooms due to the low ceiling heights in the lower level. Substituting a flat screen TV would result in a \$1,200 deduct on

the original quote.

- Motion by Tom, seconded by Rosie, to accept and recommend to the library board revised quote from Systems Technology to place a flat screen television in the small conference (Tamarack) room rather than an overhead projector resulting in a deduct from the original quote. All ayes, motion carried.
- Motion by Janet, seconded by Catherine, to accept the quote for construction and delivery of two additional units to the circulation desk from Hertz Furniture and recommend to the library board. All ayes, motion carried.

The next priorities for furnishings will be a final quote for adult and YA shelving, and first and second tier furnishings (based on previous prioritization). The committee discussed funds for FF&E projects that go beyond the original FF&E line in the construction budget. The DCC proposed requesting a direct grant from the TLPLF to purchase select furnishings. Erica will develop a request for furnishings in the \$80,000 to \$100,000 range. Vicki will request a meeting of the TLPLF to consider this grant request

Update on landscaping: Greenfire as contractor is responsible for finding a subcontractor for preparing the site, large trees, and grass seeding; the DCC has agreed that they (Mary) are responsible for the rain garden and other plantings. Mary has had an invitation to apply for a grant from the American Transmission Company (ATC) and is working to put together a committee with representatives from the library, historical museum, and town to develop a basic plan for a grant to be submitted September 30.

Recognition wall: Vicki and Rosie shared samples of materials and design they are working on in the FabLab. They continue to refine the details and plan to use the wall above the drinking fountain and next to it next to the upstairs library bathroom.

Children's room arch: Mary was not present; tabled until next meeting.

Payment of bills: Motion by Tom, seconded by Catherine to approve payment of the following: Greenfire Management invoice #10727 up to the amount of \$195,845.31, subject to approval by Hoffman. All ayes, motion carries.

Motion by Catherine, seconded by Tom to approve invoice #17221-14 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$270.40 for a total of \$2,070.40; progress billing invoice #693818 from PieperPower/Systems Technologies for \$14,741.00; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Public Comments: None.

Next Meeting: Wednesday, October 10, 9 AM, at the Three Lakes school board room. There being no further business, Erica made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 11:24 a.m.

Respectfully submitted: Erica Brewster