

## **Minutes December 17, 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: None

Vicki Reuling called the meeting to order at 1:02 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 Catherine to approve the agenda in any order. All ayes, motion carried.

**Review and approval of minutes from November 28, 2018 meeting:** Motion by Rosie, seconded by Janet to approve the November 28, 2018 minutes as presented.

**Review and approval of minutes from email approval of billing:** Motion by Janet, seconded by Catherine to approve the November 20, 2018 email minutes to approve the payment of the Mach IV invoice 6200 as presented.

**Construction update:** The exterior is attracting a lot of positive attention from the community. Siding is going well, but caulking will wait until warmer weather in the spring. The masonry work is nearly complete, including the fireplace and entrance columns. Most doors and trim are installed and the glazing (glass) for the doors and windows has arrived. A major piece of work remaining is leveling of more floor in young adult area. After the Tuesday construction meeting during the walk through the area was inspected and it was obvious that a correction needed to be made. An estimate for the work has been received and they will work to schedule that work ASAP.

Plumbing inspector was on site, and most of the fixtures have been installed. Flooring has been completed in bathrooms. The decorative tiles have yet to be installed.

Some carpeting was beginning to be laid but the DCC3 asked them to stop until the rest of the ceiling tile and trim was complete to protect the floor. The carpet that was laid is protected with plastic.

Items to be completed in the springtime: asphalt and asphalt striping, grading, laying stone around perimeter of building, final landscaping, caulking of exterior siding, rain barrels and stained concrete. Exterior signage will be installed by Graphic House in the spring.

Erica reported on the IT and low voltage connections. Most of the wiring has been installed and the connections are being made to the IT room. Now there needs to be coordination with WVLS, Frontier, KTVS, and the fire protection to connect the system together.

**Review and approve change orders:** As of right now all the new change order are still in process. Tom continues to work on finalizing the change order for the contract date with corrections. He will meet with town clerk Sue Harris for signatures on the changes and town chair Jeff Bruss to update him.

**Financial spreadsheet:** No updated spreadsheet at this time.

**Update on signage:** The subcommittee met on 12/10 with Matt from Graphic House, and they visited the library site. They discussed changes and details of each type of lettering and location of those letters.

Tom brought in the reclaimed Edward U. Demmer / Memorial Library sign from the original building. The committee discussed possible use for the letters on the new building. Will make the effort to clean up the letters and board.

**Update on FF&E:** Children's shelving will be delivered and installed on January 29 and 30 2019. Deb Haeffner is working on finalizing dates for installation of other furnishings. Two additional sections of the circulation desk are due to be delivered this week. They will be stored on site until they can be installed. She continues to work with Winchester Builders to finalize design of the book shelves – construction is starting. Erica has also spoken to Brumar Cabinetry about owner items (cabinets in the vestibule, Libratory) and will follow up with them in January.

**Landscaping:** Mary reported on receiving a \$2500 grant from the American Transmission Company for landscaping between the library, historical museum, and town office; Erica has contacted town chair Jeff Bruss about starting a workgroup on brainstorming elements of a design for the green space between buildings. No work will be done in the summer of 2019 to allow the town to observe pedestrian and traffic patterns among the buildings and drainage, etc., but planning can begin. Vicki suggested that effort be turned over to the library board as the DCC's charter will end with the completion of the project.

**Recognition wall:** Vicki reported that the names are edited and entered in the computer and etching and cutting of the pieces will begin on Tuesday, 12/18.

**Children's room arch:** Erica has met with Gail Lovett of Golden Pear Interior Design and Gail is preparing ideas for the project.

**Payment of bills:** Motion by Tom, seconded by Janet approve payment of \$650 to Brian Schubring/Winchester Builders; \$14,741.00 to Pieper Power/Systems Technology, invoice. #703435 as third progress payment for low voltage; Hertz Furniture for two additional sections for the circulation desk, \$1,126.67 inv. # 633698. All ayes, motion carried.

Motion by Catherine, seconded by Tom to approve payment to Greenfire inv. #10775, in the amount up to \$234,617.11, per the amount Hoffman approves. All ayes, motion carried.

**Public Comments:**

**Next Meeting: Monday, January 14, 10:30 AM, at the Three Lakes school board room.** There being no further business, Janet made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 2:11 p.m.

Respectfully submitted: Erica Brewster