

Minutes February 19, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent: None

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC), Tom Asbeck (DCC), Janet Dixon (DCC), Rosie Obukowicz (DCC)

Paul Kaiser called the meeting to order a 4:30 p.m.

Agenda:

Motion by Dan, seconded by Ann, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Steve, to approve the minutes of the January 15, 2019 regular meeting as amended.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Met on 2/11/2019. Erica had another request for funding for additional furnishings and incidentals which was approved. They discussed the dissolution of the Design and Construction Committee. Reviewed building progress to date, approved payment of construction bills, work on the donor recognition wall, and decided on an end date for receipt of funds specific to the building campaign and set 2/1/2019 as the cutoff date for inclusion on the recognition wall.

Oneida County Library Board: Will meet this Thursday, February 21st.

Demmer Design and Construction Committee: met for the last time on 2/18/2019. There are a few major items remaining, at least two of which will affect final occupancy dates:

- Installation of fire monitoring panel (scheduled 2/19 AM)
- Wire to front exterior door to allow for door activator button to override afterhours lock on panic bar
- Water heater venting – need to install register instead of grill on duct
- Condensation in insulation on vent in IT room – need to replace insulation
- Heat in janitor's room
- No ventilation (or climate control) in IT room

Other (relatively) minor punch list issues: lock on pocket door between Local History and main library, top handrail in front of the building, bottom of right handrail on back step, some remaining trim work, etc.

Tom followed up with Hoffman following their final request to confirm that they will still complete the following contractually required items following receipt of final payment:

- Review pay applications
- Review final exterior punchlist report
- Submit Compliance Statement
- Review and sign (as required) Certificate of Substantial Completion

- Upon request, meet with owner to review the facility operations and performance, intended to verify the design intent and if necessary, suggest minor design or construction changes that will enhance the owner's use and satisfaction with the project (different than the 1-year warranty walk-through as part of Greenfire's contract)

Jon confirmed this in an email dated 2/18.

Dianna Blicharz asked about the responsibility for paying for the design errors (e.g., lack of heat in the janitor's closet). Tom explained that if an item is truly a design error (and not just a change for convenience per the owner's request), the owner is not responsible for the cost of the design for the fix (engineer's time), but will be responsible for the cost of construction.

Paul Kaiser asked at the bottom line what opening date for the library will be. Erica responded that if all the code compliant issues are addressed and the inspector gives the okay, Hoffman will sign the "compliance statement" which will officially give us occupancy. That should come yet this week. However, there are some moving/setting up delays, so while Erica had hoped to open by Friday 2/22, it might be more realistic to look at Monday, 2/25.

Tom reviewed the updated financial spreadsheet with some formatting changes, including the pending payments to be approved at the current meetings. The project is still projected to come in close to, but slightly under final project budget.

Tom presented on the final item on the contingency list: the town received an invoice from WPS for relocating the power to the town building that has been coming underground beneath the west side of the library construction. The town has asked the library to pay for 2/3 of the \$15,000 cost from the library construction project. Tom has investigated the issue and submitted a letter of concern to the town chair. He presented the letter to the DCC yesterday and now to the library board. Tom explained three options: the library board could refuse to pay, the library board could agree to pay 2/3 of the bill as requested, or pay the full amount, but recommended the library request a formal invoice from the town and a letter of explanation for background documentation for the invoice.

Motion by Steve, seconded by Catherine, to pay the requested 2/3 amount the WPS invoice received from the Town for installation of power to the town building. All ayes, motion carried.

Consider/approve recommendation to dissolve the DCC: Question from Steve about following through on items that come up and advising the board in event of questions. Vicki responded that the members of the committee will not be "abandoning" the project. Members of the committee will still be active on various aspects of the project, and individuals will be available for consulting with the director and library board.

Motion by Steve, seconded by Ann, to approve the dissolution of the Demmer Design and Construction Committee (DCC) per completion of the responsibilities and outlined in the organizational charter dated 03/21/2017, with extraordinary gratitude for each member of the committee and acknowledging the effort and commitment invested. All ayes, motion carried. The library board formally thanked the members of the DCC for their dedication and service and the positive outcome they achieved in overseeing the construction of a remodeled and expanded Edward U. Demmer Memorial Library – there are not plaques enough in the world for acknowledgement, especially the members of this committee have been involved for nearly a decade on the project.

Director's Report:

Erica reviewed her monthly director's report. Discussed circulation statistics. Dianna commented that there are still a few items possibly left at school – Erica will follow up with Dave Kirby. There was discussion of the incident of books damaged by a student at school. Dianna recommended that the library submit an invoice for the student-damaged books and Dianna will take it to the school.

Budget Review:

Motion by Dan, seconded by Catherine, to approve vouchers 16-32 for January - February 2019 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna to approve checks from the special account. All ayes, motion carried.

Construction bills:

Motion by Dianna, seconded by Ann to approve the following construction bills:

- \$6,108 for design and \$379.25 for reimbursables, total of \$6,487.25 for invoice #17221-17 from Hoffman Planning, Design & Construction
- \$1,266.67 for the balance of invoice #1825 from Consulting with Clarity for Hearing Loop installation;
- \$15,966.42 for the balance of invoice #125919 from Embury for children's area shelving
- \$206,342.95 for Greenfire Management invoice #10808 for January 2019 construction costs
- \$794.08 for Hertz Furniture order #190212001 for additional circulation desk unit
- \$1,794.00 for Per Mar proposal #QUO-79881-W6K0H4 for purchase/installation of fire system monitoring panel
- \$5,967.56 for Rhinelander Moving invoice #12529 for moving back into renovated library
- \$650 and \$1,600 for Winchester Builders for construction management (1/2019) and installation of paneling in Local History room and museum visitors center

All ayes, motion carried.

Reviewed the 2019 expenditures to date. Erica noted the WPS charges for gas for January were surprisingly high. She has investigated and has learned that the town was paying for both the 6961 W School Street and 1805 Superior Street utilities since the beginning of the project, even though Greenfire was supposed to be responsible for the 6961 W School Street gas and electric. She and Tom presented those expenses to Greenfire yesterday and will follow up. Re: the high gas and electric charges on the December 2018 and January 2019 bills: she believes that that is mainly due to the building being open for moving during extremely cold days. They will monitor the bills over the coming months.

Old Business:

- Library move into remodeled building: The children's area shelving and the rest of the new furniture ordered were installed the last week of January as scheduled. The remainder of the punch list from the office install was complete but there were some new unfinished items on the upstairs furniture. The first of the new adult book shelves have been installed and a large portion of the remainder will be installed 2/19. Weather delayed construction/installation. Erica continues to work with Brumar Cabinetry on design for the vestibule and Libratory built-ins, and the library has received pledges of funding for additional items and incidentals from the foundation. Additional tackwall has been installed in the children's area. Planning for the children's area signage and arch will continue after opening.

Everything is now under the renovated library's roof and staff and volunteers are working on unpacking and arranging furniture and reshelving books. Additional shelves will be delivered 2/19. If all goes well with the fire panel installation and other items necessary for occupancy, Erica hopes to be able to open Friday, 2/22 or Monday, 2/25.

Paul asked about arrangements for janitorial services in the new building. This is still in limbo as the town has hired a building and grounds person, but that he/she doesn't start until March, and it isn't clear how custodial will fit into that role. Both the town and the library will need to meet with the new hire to see how the hours will balance.

- Plan for building dedication/ribbon cutting: Laura Wipperman and Mari Lynn Garbowicz are going to co-chair the ribbon cutting.

- Trustees Essentials Chapter 21: Tabled until March.

New Business:

- Review/approve 2018 annual report: Motion by Steve, seconded by Catherine to approve the 2018 annual report as presented. All ayes, motion carried.
- Review/approve 2018 statement of system effectiveness: Motion by Katherine, seconded by Catherine, to accept the draft statement of effectiveness as presented and agree that WVLS did provide effective leadership and adequately met the needs of the Demmer Library. All ayes, motion carried.
- Designate board-controlled funds: BMO bank account: Motion by Steve, seconded by Ann, to table this item until completion of strategic planning. All ayes, motion carried.
- 2019 strategic planning: Reviewed notes from a planning meeting with Paul, Ann, and Erica. Discussion of inclusion of community members and staff in subcommittees and other aspects.
Motion by Paul, seconded by Dianna, to accept and adopt the workplan as presented. All ayes, motion carried.
- 2019 spring candidate forum: The spring election is April 2, 2019. There is one school board race and one race for town chair. Suggested date: Wednesday, March 20. Dianna will confirm the TLCFA is available and contact the candidates, connect with school about promoting the forum, and organize refreshments. Steve will moderate. Catherine will prepare the press release, and Catherine and Dan will review the questions by 3/18. Ann will provide welcome and introductory remarks.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting March 19, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Catherine moved to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:32 PM.

Respectfully submitted: Erica Brewster, Director