

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
September 8, 2015**

The meeting was called to order at 5:00 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Library Board Trustees Kevin Budsberg, Linda Hiland, Suzi Janowiak (arrived 6:26 p.m.), Lexa Speth (arrived 6:26 p.m.) and Village Board Trustee Peggy Kruse (left at 5:59 p.m.) were also in attendance.

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

DISCUSSION AND RECOMMENDATION: NEW LIBRARY BUILDING PROJECT:

A. CONSTRUCTION MANAGER (CM) PROCESS UPDATE & DATE SELECTION FOR SCREENING PANEL:

Director White reported that Jim Gersich and Tina Gordon with Dimension IV Madison Design Group stopped in last Tuesday to talk about the CM selection process and that we will need to pick dates to screen the candidates.

B. Weiss asked for feedback from the CMAR meeting held at the end of August that any interested CMAR candidates could attend. L. Hiland, K. Budsberg and Director White summarized their thoughts of that meeting; several of the questions the CMAR candidates asked were mostly technical. An example given was how many feet of topsoil is on the Glarner Park site. CMARs also asked questions about what was on Glarner Park prior to it being a ball field. J. Gersich laid out what items we are looking for in the CMAR proposals. They also talked about fundraising plans and the effect proposed changes to the prevailing wage laws could have on the project.

B. Weiss earlier today had left a voicemail for J. Gersich requesting an explanation of the positives/negatives of a CMAR candidate being able to “self-perform” on a project; if J. Gersich replies via email, she will forward the explanation. L. Hiland asked W. Duerst if he had any key points he would recommend we focus on as we review the CMAR proposals; one of the first things W. Duerst mentioned as being important was past experiences working on library buildings.

We need to confirm dates with J. Gersich but are looking at holding CMAR interviews on September 15th. Next we moved onto discussions on how many interviews we want to conduct and thoughts on how to conduct reference checks on the CMAR candidates.

Next we had some general comments from K. Budsberg, J. Hoesly and B. Weiss about the various CMAR proposals; items of interest and items not included in the proposals.

P. Kruse is interested in visiting the Cambridge Community Library and taking a tour, she extended an invitation for others to join her on the tour. Mondays and Fridays work well for P. Kruse. We will share P. Kruse’s invitation at the Library Board meeting later tonight and work on coordinating a tour time over the next several days.

B. CONCEPT AND BUDGET REVIEW (CBR) REPORT: Director White reported that she incorporated 20+ changes related to the floor plans and CBR and forwarded the information to Dimension IV, she reported that J. Gersich confirmed receipt and is working on the items suggested. An example of one of the items was making sure that the drive-up book drop is displayed on any images that show that part of the building.

K. Budsberg added that he had a friend, who is also an architect, review the floor plans and his friend gave a positive review of the plans. J. Hoesly added she had an architect she was planning on showing the plans to as well.

Director White added that J. Gersich mentioned they are looking at changing the shape of the building, additionally study room locations may be changed and that the outdoor reading space is part of the square footage. Director White also added that there has been discussion about changing the location of the Director's office so the entrance is visible to the public. Director White voiced concerns that changing the Director's Office location will impact communication with staff and has sight line concerns. We continued to discuss this focusing on aspects of work efficiency and safety.

C. OPERATING BUDGET REVIEW: B. Weiss proposed that we start first with Director White's budget and then move onto other items such as cleaning contracts later. Director White reported that she will be setting up a meeting with SCLS (South Central Library System) Network Administrator to discuss requirements and recommendations for computers, routers, ports, wiring, etc.

B. Weiss asked for clarification on how the line item for the Audit was calculated; Director White had checked with Village Clerk-Treasurer Lynne Erb who had recommended using a 10% increase.

K. Budsberg added that we know that Salary and Fringe Benefits is a large expense and we need to be clear that we can operate with the same number of staff we currently have based on the building being one story and utilizing sight-lines. This led into a discussion of the savings from not having an elevator and yearly elevator maintenance costs. We next talked about building insurance costs.

We then moved onto talk about how much mowing, if any, would be needed given the use of rain gardens and other storm water retention planting features being incorporated into the landscaping plan.

Costs for sewer, water, storm water, and fire protection items were the next items discussed. Then we continued on to discuss costs for cleaning the building, J. Hoesly volunteered to check into obtaining cleaning quotes.

SET NEXT MEETING DATE AND AGENDA ITEMS: B. Weiss will check with J. Gersich and confirm what dates will work for our next meeting.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by W. Duerst. Motion carried at 6:33 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.