

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
October 20, 2015**

The meeting was called to order at 5:01 p.m. in the New Glarus Village Hall Community Room. In attendance were Building Committee members: Wayne Duerst (arrived 5:24 p.m.), Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance were Owners Representatives (ORs) Kevin Budsberg and Linda Hiland.

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

UPDATE: KICKOFF MEETING WITH SELECTED CMAR (CONSTRUCTION MANAGER AT RISK) FIRM: MAAS BROTHERS CONSTRUCTION CO., INC.: L. Hiland reported that an initial meeting between Dimension IV Madison Design Group and Maas Brothers is scheduled for Thursday, October 22 at 5 p.m., schedules permitting the ORs are planning on attending.

A. LETTER OF INTENT: A copy of the Letter of Intent dated, October 14, 2015, from Maas Brothers had been emailed prior to the meeting. The ORs will sign and return a copy of the Letter of Intent to Maas Bros.

DISCUSSION AND RECOMMENDATION: CONCEPT AND BUDGET REPORT (CBR): This agenda item was not discussed tonight as the updated CBR has not been issued yet.

DISCUSSION AND RECOMMENDATION: OPERATING BUDGET: B. Weiss started by sharing that she has an email out to the Library Director at Brodhead Memorial Public Library requesting numbers related to water usage; she will forward the information when received. Director White had communicated with SCLS (South Central Library System) and the cost is \$250 per year for each computer. If we had twelve computers the yearly cost would be \$3,000. In response to a question from J. Hoesly, Director White explained what services SCLS provides as part of the computer support program (virus protection, updates, repairs, and recycling to name a few). She continued on and also talked about the cycle for PC replacements. K. Budsberg suggested Director White check with Jim Salter, explain what is currently offered by SCLS and obtain information/quotes on what a 3rd party could offer for computer support; Director White said she would check with J. Salter. She did add that they receive excellent response time from SCLS to all computer support questions and feels SCLS is a huge timesaver as staff does not need take on the computer support role. J. Hoesly asked where computer replacement is on the budget; Director White pointed out the relevant line item. W. Duerst asked if the SCLS costs are generally static or varied; costs have been consistent over the years replied Director White.

B. Weiss then asked about the planned space for printer/copier/fax; yes, there is space planned for the machines. Director White added that this will need further view as there are items such as how to handle individuals wanting to print projects on special paper, clear paper jams, or handle confidential information. B. Weiss then asked if the SARA (Scanning and Reading Appliance) could be put in that space instead; Director White said it would depend on the machine size to make sure the aisles meet ADA requirements.

L. Hiland had spoken with Village Clerk-Treasurer Lynne Erb and reported that Glarner Park currently costs \$70 per cut to mow.

Next we went on to discuss snow plowing; a concern Director White voiced is making sure that we are a high enough priority on the snow plowing services schedule to make sure we are plowed out in sufficient time for people to safely access the building and parking lots. We talked about a variety of snow plow vendors; L. Hiland volunteered to check on both mowing and snow plowing costs from different vendors.

J. Hoesly has reached out to the firm that cleans the Belleville Public Library, but has not yet heard back. Additionally she has been communicating with Classy Cleaners who will provide information for general cleaning and also talked about quotes for carpet cleaning and window cleaning as well. As the cleaning information is received, J. Hoesly will forward.

This led into a discussion of other on-going maintenance expenses such as HVAC cleaning, light bulb replacement, landscape maintenance, etc.

We wrapped up the discussion with J. Hoesly volunteering to put together a draft on how to present the budget information.

ADJOURNMENT: Meeting adjourned on a motion by L. White, second by J. Hoesly. Motion carried at 6:37 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.