

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 27, 2015**

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, and Petra Streiff. Suzi Janowiak, Lexa Speth, and Becky Weiss were absent. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by P. Streiff, second by K. Budsberg. Motion passed unanimously.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS:

A. DISCUSSION AND CONSIDERATION: LONGEVITY PAY: Director White asked whether updating the Library Personnel Handbook (section 6.5) to directly reflect the Village Personnel Handbook (section 6.1.1) on longevity pay was something the Library Board wanted to take care of at this time. Ms. White reported that Village Clerk Lynne Erb had pointed out the discrepancy, and that Ignacia Boersma is now eligible for the next level of the longevity pay. President Hiland indicated that there were a few inconsistencies between the Village and Library Personnel Handbook, and that it might be best to look at a more comprehensive update in several months. President Hiland verified with Director White that Ms. Boersma was currently receiving her earned benefit, and would receive the increased level without action. Consensus of the Library Board was to postpone updating Section 6.5 of the Library Personnel Handbook until sufficient time could be allocated for a more complete review & update of the document, as long as 1) all earned benefits are being offered, and 2) Village Clerk Erb does not indicate prompt action is required.

B. DISCUSSION AND CONSIDERATION: NOVEMBER AND DECEMBER BOARD MEETINGS: President Hiland stated that meetings over the next two months may need to be rescheduled because of observed and Federal holidays, and the timing of the upcoming deadline to meet the Village Resolution R15-27. Ultimately, the report should be submitted to Administrator Gadow no later than Dec. 21 due to office closings and posting requirements. Preference of the Board is to hold one regular business meeting in Nov. and Dec., as one meeting to working on reporting in Nov. and Dec. as well. K. Budsberg asked how the drafting process of the report to the Village Board would happen, and after discussion, consensus was that President Hiland would assign an area of responsibility for each Trustee for creation of an initial draft, and the Board would review and combine them according to the following schedule:

- Nov. 10: Regular business meeting, sections will be assigned
- Nov. 24: Library Board meeting CANCELLED
- Dec. 2 or 3*: Report drafting meeting, refine drafts
- Dec. 8: Regular business meeting

Dec. 16 or 17*: Report drafting meeting, report to be approved for submission to Village Board

Dec. 22: Library Board meeting CANCELLED

**President Hiland will determine exact date.*

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY EMPLOYEE HANDBOOK

CLARIFICATION: FLEX TIME (RESOLUTION 15-03): Resolution was reviewed. Motion to approve by K. Budsberg, second by P. Streiff. Director White asked for clarification when the Resolution would take effect. K. Budsberg indicated that as soon as it is signed and dated. Motion passed unanimously.

B. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

President Hiland reported a meeting was scheduled with Village President Truttmann, Village Administrator Gadow, P. Streiff, K. Budsberg, and herself on Oct. 10 for the purpose of an initial discussion on how to information requested in Village Resolution R15-27 should be reported to the Village Board. President Truttmann did not attend, but Administrator Gadow recommended submitting an initial reflection of the Resolution, along with a request for inclusion on the Dec. 1 village agenda to determine Village Board preferences for reporting. Then appear again on Jan. 5, 2016 for a brief presentation to the Village Board, to provide the official report, and participate in any discussion that may follow.

President Hiland indicated that she had hoped there would be a recommendation on the land agreement at the Nov. 11 Parks & Rec meeting, with Village Board consideration at the Dec. 1 meeting.

President Hiland also asked the Board how they would like to begin rolling out the plans to the public, as all have been received by Dimension IV. The initial plan was to hold a joint Village-Library event at Glarner Park in September, and we are well past that timeframe. K. Budsberg indicated that he had received phone calls from project donors asking about progress and that we are in the window of six months, which is typically when a donor update is offered. Strong preference of the Board was to ensure that the Village Board see the plans first, and that we adhere to the reporting schedule above to remain focused and on-message. A donor event can be scheduled for January, once the Village Board has been fully updated and viewed the plans. The Board also supported a press release in the PMR that the library board is working to meet the deadlines of the village, and lay out a schedule for plan dissemination. K. Budsberg volunteered to write the press release with a target date of Nov. 11.

REPORTS/DISCUSSION/CONSIDERATION:

A. ADMINISTRATION TEAM: Charts and financial reports were sent.

B. BUILDING COMMITTEE: Work is continuing on the operating budget for the new library.

Obtaining cleaning quotes is proving difficult, and more expensive than anticipated. Director White indicated that most libraries are cleaned 1-3 times per week, but it varies widely. She recommends the minimum schedule is 2 times per week (Tues & Thurs), but would prefer three per week.

President Hiland is working on mowing and plowing estimates, and is having limited luck contacting local providers.

Director White is making good progress on determining the many costs associated with computer hardware & software support services. Rather than open the building with a large number of computers, President Hiland proposed opening the building with a more modest number and adding machines as demand and budget allow.

- C. CO-CHAIRS TEAM:** Co-chairs met on Oct. 26 and began working through potential givers to the project.
- D. OWNER'S REPRESENTATIVES:** President Hiland reported that the activity report was mailed earlier in the week (attached). Draft Guaranteed Maximum Proposal anticipated before Thanksgiving. K. Budsberg reported that Jim Gersich is working up cost proposal for "Phase 2" of the architect's services, which includes preparation of the construction documents.
- E. COMMUNICATION TEAM:** K. Budsberg reported that promotional materials are essentially complete and have been reviewed by the Library Board, co-chairs, previous co-chairs, and outside experts.
- F. GRANTS TEAM:** J. Hoesly reported that she will be pursuing the status of the ALA grant. K. Budsberg reported that CDBG appears unlikely because Administrator Gadow received word from WEDC that New Glarus is too affluent to apply.
- G. PARTNERSHIP TEAM:** Director White reported that she had attended the New Glarus Vision meeting.
- H. VILLAGE BOARD LIAISON:** No additional report.
- H. FRIENDS OF THE LIBRARY:** Director White reported that the Friends will be meeting on Oct. 28, and that their largest focus now is the Trivia Night Fundraiser, which will happen in January. Ms. White also reported there will be/have been some leadership changes within the group.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by P. Streiff. Motion carried unanimously at 8:25 p.m.

*Respectfully Submitted,
Kevin Budsberg*

MINUTES APPROVED AT THE NOVEMBER 10, 2015 LIBRARY BOARD MEETING

OWNER'S REPRESENTATIVE REPORT (2015-10-22)

Letter of intent from Maas signed by Linda and Kevin at Building Committee on 10/20/15, returned via email.

“Kick off meeting” with Maas on 10/22/15.

Budget and site work a concern.

- Top soil ranging from 3-5', increasing toward North
 - May be of value to village as topsoil fill in various areas
- Internal process to get to GMP (guaranteed max. price proposal)
 - HVAC, site costs vary widely. known or local contractors asked to generate GMP numbers
 - No true bids, since there is no final construction documents
 - GMP based on plan and specs; written proposals from subs
- weighted averages based on comfort level with contractor,
 - Masonry, carpentry, electric, site, HVAC, plumbing, paint, acoustic ceiling, etc.
 - Will still be hefty contingency, but if not needed will not be “invoiced”
 - Only guaranteeing total project cost, not individual line items...some of these may run high or low. These underages or overages are tallied near the end for total project cost.
- Maas contingency (CM contingency) - included as a line item in the \$1.62M hard ceiling
 - CM contingency may never be invoiced, but it is included in that hard ceiling in case it is needed.
- CBR contingency –
 - may be reduced to 3% on day after bid opening
 - may be reduced to 1% when the building is out of the ground, as site work is the largest unknown
 - Sooner we get to market, the more money is saved.
- big difference (up to 5 figure), between Feb. bidding and July bidding
 - Funds must be covered by bank letter to proceed to bidding
- Bids may be signed on a rolling horizon based on what is “in the till” and grantable by bank
 - Ideal bid opening Late Jan./early Feb., especially site contractors - this will save the most money since contractors are still hungry and not typically booked deep into the summer

First draft GMP possible in 4 weeks, before thanksgiving.

- We are expected to negotiate subcontractor items like plumbing, plantings, etc.

LB SHOULD DECIDE WHEN TO START CONSTRUCTION DOCUMENTS. D4 WILL PROVIDE PHASE 2 SCOPE OF SERVICES. THERE IS BENEFIT TO DOING THIS, AS IT ADDS CERTAINTY TO BIDDER'S ESTIMATES.