

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
November 10, 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. Also in attendance were Owners Representatives (ORs) Kevin Budsberg (arrived 5:18 p.m.) and Linda Hiland, Library Board Trustees Suzi Janowiak (arrived 6:15 p.m.), Lexa Speth (arrived 6:18 p.m.) and Petra Streiff (arrived 6:27 p.m.) plus representatives from the Community Foundation of Southern Wisconsin (CFSW) Linda Gebhardt and Ron Spielman (arrived 6:22 p.m.).

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

CMAR UPDATE: INITIAL MEETING WITH MAAS BROTHERS CO., INC.: B. Weiss reported on the brief update that Jim Gersich with Dimension IV Madison Design Group had emailed about the kickoff meeting that was also attended by Maas Bros and the ORs on October 22nd. J. Gersich summarized that at the meeting they discussed timelines and the process related to GMP (Guaranteed Minimum Pricing) estimating phase and construction documents. At this time they expect their next meeting will be held on November 23rd.

DISCUSSION AND RECOMMENDATION: CONCEPT AND BUDGET REPORT (CBR):

Director White started by commenting on a items that she wanted to discuss such as the location and number of computers, type of security system and ceiling mounted LCD projector. J. Hoesly asked for clarification on what other TVs, projectors we had discussed in the past; Director White added that we have discussed using a TV system as scrolling donor recognition method. Additionally her preference is using an actual screen with a projector instead of a wall if possible.

J. Hoesly added that she wanted to run down a list of items that came up during her discussions while obtaining cleaning quotes. One, so everyone is aware of some of the suggestions and two that there are a few items that need clarification.

- Water softener – location, who fills it; L. Hiland replied that it is located in the utility closet.
- Water cooler (bubbler) – location; B. Weiss mentioned this is located in the lobby area.
- Furnace – wanted to confirm access for filter changes. W. Duerst added he would like to see a list of all the items (mechanicals) that are located in the mezzanine area.
- Utility and/or Janitor closet – are the ceiling heights tall enough to store a ladder that can be used for light bulb changes.
- Flooring choices – darker the grout the better. High traffic areas such as the lobby, check into services such as Cintas for protective floor mats. W. Duerst volunteered to check

into names of companies that may supply floor mats. Consider using tile or other hard surfaces under computers.

- Fuse Box - location; in the utility closet said L. Hiland.
- General cleaning – The cleaning service also made suggestions on items to consider when it comes to cleaning items such as fridges, bathroom fixtures, screens/windows, and carpets.

Next we moved on to discuss utility information as J. Hoesly asked about pricing information related to natural gas. K. Budsberg added that we just need to confirm with J. Gersich where the calculation came from. Next J. Hoesly asked about water usage. K. Budsberg mentioned that J. Gersich has the pipe sizes listed in one of the documents. Additionally, B. Weiss had downloaded from the Village website the most recent rate information sheets for electric and water. L. Hiland will check with J. Gersich to confirm the items mentioned tonight.

K. Budsberg asked the Building Committee were there any items that needed to be addressed in the Concept and Budget Report before he paid the invoice; there were no questions. Consensus was that K. Budsberg is approved to pay the invoice.

DISCUSSION AND RECOMMENDATION: OPERATING BUDGET:

K. Budsberg asked J. Hoesly where she wanted to start for the information and charts that she is developing to present information about the operating budget; talking about DPI (Department of Public Instruction) data first she replied. J. Hoesly started by giving the example that the section on the graph in purple indicates “Reserves” and would include our savings accounts. K. Budsberg asked why it was decided to follow the DPI data format; J. Hoesly replied that it was the most consistent format over the years.

J. Hoesly then went on to talk about items (phone, audit, computer replacement) that we already pay but will have increases and how she is making those calculations. For these items K. Budsberg mentioned that Village Clerk-Treasurer Lynne Erb has always been helpful in making projections for items such as the audit. Additionally, that if needed we can request L. Erb to run past numbers for specific accounting line items. This then led into a discussion of new expenses like the water bill and how those numbers are calculated.

We finished the discussion with some other suggestions about formatting, wording, and spacing.

DISCUSSION AND CONSIDERATION: APPROVAL OF MINUTES:

- Moved to approve the August 11, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the August 25, 2015 Minutes of the NGPL Building Committee by J. Hoesly, second by L. White. Motion Carried.
- Moved to approve the September 8, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the September 15, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.

- Moved to approve the September 29, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the October 5, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the October 20, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by L. White. Motion carried at 6:28 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.