

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Wednesday, December 2, 2015**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived 6:42 p.m., left at 8:53 p.m.), Petra Streiff (left at 8:32 p.m.) and Becky Weiss. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: The agenda was approved on a motion by B. Weiss, second by J. Hoesly. Motion Carried.

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: VILLAGE BOARD PRESENTATION DRAFTING:

As it relates to information in the Concept and Budget Report (CBR) that will be part of the presentation; we started the night off with an update from the Owner Representatives (ORs) K. Budsberg and L. Hiland on their 11/23 meeting with Jim Gersich, Dimension IV Madison Design Group and Anthony Maas and Mark Stafford with Maas Brothers Construction Co., Inc. The ORs also submitted a written summary (Report #2, November 25, 2015).

L. Hiland started by talking about the amount of topsoil located on the Glarner Park (GP) site and the costs related to removal and storage of topsoil, plus costs for engineered fill.

Dimension IV is looking into options to address topsoil removal; such as can soils removed from the storm water detention pond areas of the site, be used as engineered fill on other parts of the GP site. The ORs went on to point out the list of items that Maas Brothers is suggesting as items to be adjusted plus the likely scenario that square footage would need to be adjusted as well. K. Budsberg handed out a copy of pages 63-66 from the CBR where he had struck out the line items Maas Bros had suggested. The ORs also talked about the increase in construction costs focusing on the costs related to concrete work specifically.

J. Hoesly asked about areas or items related to adjusting the square footage. L. Hiland asked J. Hoesly if she had a suggestion on an area to adjust; J. Hoesly suggested looking at the layout of the kitchen area. Director White shared that she had spoken with Deb Haeffner, Building and Design Consultant with South Central Library System (SCLS) who felt that it should not be less the 10,000 square feet. Director White talked about her concerns about storage and collection spaces. B. Weiss and S. Janowiak voiced concerns with meeting ADA requirements. L. Hiland shared a few ideas from the ORs meeting that were suggested as items that can assist with cost reduction: reducing the number of doorways, reducing either the number of windows or the size of windows. P. Streiff asked how durability and energy efficiency would be impacted; K. Budsberg said with options available there would be little impact. We also talked about different styles of bathrooms and their location and square footage size.

P. Streiff, K. Budsberg and J. Hoesly all then commented on the timing, impact on fundraising, costs, floor plans, and re-design possibilities. J. Hoesly voiced that we go with the information we have (meaning CBR) and include with it an addendum explaining the new information since the CBR was originally issued.

Director White expressed concerns with timing as the trend has been the construction costs continue to rise and therefore any delays will cost more. J. Hoesly added that in our presentation we need to highlight the benefits of using the CMAR (Construction Manager At Risk) and the GMP (Guaranteed Maximum Pricing). S. Janowiak added to that idea and mentioned all the professionals we have consulted over the lifetime of the project.

K. Budsberg added that we have already made significant square footage compromises over the years and has concerns about going below the current 12,000 proposal.

P. Streiff, K. Budsberg, and S. Janowiak all shared their thoughts on how to present the information in January and also went on to talk about cost estimates. Added that for our presentation we will need to obtain an Addendum from Dimension IV and Maas Bros and ask for their attendance at the January 2016th meeting to address technical questions. Discussion continued with all taking a turn to share their thoughts on presentation format and what items get included in appendixes or addendums.

K. Budsberg asked S. Janowiak how useful she found “named giving” opportunities to be during fund raising; S. Janowiak replied not a big deal at all. Next he asked if she felt we had reached the capacity for giving yet; no, replied S. Janowiak given the number of people that have said they are waiting to give till a later date. P. Streiff and L. Hiland echoed S. Janowiak conversations with others that have told them they are waiting to give. Also, it was pointed out the number of times we have heard from CFSW (Community Foundation of Southern Wisconsin), Library Directors, volunteers for other projects, architects, etc. about how many people do not commitment to a project till a shovel is in the ground.

L. Speth mentioned the importance of continuing to have space to consider future expansion.

L. Hiland will update Dimension IV and Maas Brothers with the items from tonight’s meetings.

Next we recapped the information from the previous night’s Village Board meeting regarding our request for guidance on preparing the final report for Resolution R15-27. As tonight’s discussion continues we will use the information from the meeting as a guide as we develop our presentation. However, some items mentioned do not apply to R15-27, are not permitted to be disclosed due to donor confidentiality or are already previously reported and we will not be including in the final presentation.

Prior to the meeting each Trustee had circulated a draft of the section of Resolution R15-27 that had been assigned to them:

1. L. Hiland – Capital Budget
2. B. Weiss – Cash and Pledges
3. K. Budsberg – Gap between Cash on Hand and Receipt of Pledges
4. J. Hoesly – Operating Budget
5. L. Speth – Fund Operating Budget
6. S. Janowiak – Sale of West Side Site

K. Budsberg asked how we are going format that entire presentation, since he had done his as an abstract format. We talked through some of the formatting options since we had a mix of Word, Excel and PDF documents, charts, and different fonts.

We then went through each of the six drafts and suggested items to add or delete, addressed typographical errors, and talked about supporting information to be used in an appendix. Each Trustee will make the edits suggested tonight and re-circulate their draft for discussion at our December 8th and 17th meetings.

There are two items we are waiting on legal clarification from Village Administrator Bryan Gadow and/or the Village Attorney. Director White added that SCLS (South Central Library

System) now offers Attorney services and the rate is currently \$55 per hour, with the first hour being free.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White started by circulating an updated budget dated 12/02/15. She reported on changes to the budget that included the addition on one additional computer replacement plus updated amounts for the following line items: Library Fines, Travel and Training, General Operations (Supplies). Moved to approve the 2016 Budget by S. Janowiak, second by K. Budsberg. Motion Carried. K. Budsberg congratulated Director White on a job well done.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by B. Weiss. Motion carried at 10:24 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 12, 2016 LIBRARY BOARD MEETING