

Project: New Glarus Public Library (NGPL)
Meeting Location: New Glarus Village Hall
Date of Meeting: 6.15.2015 at 5:00 pm
In Attendance: Linda Hiland, Wayne Duerst, Jody Hoesly, Becky Weiss, Kevin Budsberg, Suzi Janowiak, Lauren White (NGPL); Tina Gordon, Jim Gersich (Dimension IV Madison)

These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.

This meeting was a Library Building Committee public meeting and a Kickoff Meeting for the new-site public library conceptual design phase. We followed a written agenda.

General comments:

1. We began the meeting with a brief review of the meeting notes, distribution and corrections process. Dimension IV Madison will prepare and distribute meeting notes to Lauren for further distribution.
2. The design team members and the consultants remain essentially as before.
3. Deb Haeffner will be able to assist, up to 10 hours without charging for her time.
4. The Library Board will be managing a difficult operating budget as there are no additional operating funds available for the larger building, which also needs to be highly energy-efficient. Will also need to apply for grants.
5. The Library Board has been given 8 months (starting 5/5/2015) to return to the Village Board with a full "plan" consisting of various elements such as concept design, construction budget, operating budget, etc. We briefly introduced the notion of CM as a possible way of securing a guaranteed maximum price before having to invest in construction documents and formal bidding.

Review of Site and Design Issues:

1. The new site (Glarner Park) was discussed at some length. Starting at the Site Plan Review-Approval stage, the property would need to be rezoned; the Village parking requirements would then be found in the zoning ordinances under R1 or whatever it is rezoned to, and will be based upon the square footage of the new building. A parking variance should be considered, if we can show a hardship.
2. Geotechnical soil borings have been completed for the building, but NR151 requires additional soil testing where the Storm Water Detention Pond will be located. A Storm Water Management Plan and associated Erosion Control Plan will be required. A topographical-utility and boundary survey will be required. Jim will secure proposals from Edge for these.
3. It was noted that the Town of New Glarus is no longer interested in space-sharing and has purchased its own building.
4. Site arrival from Third Avenue only, is preferred.
5. We also discussed the relocation of the softball diamond, its timing, etc.
6. The Village may not have a Bike Path Plan per-se.

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7. We discussed the development of the space needs based upon both the collection and the other spaces desired in the new building. Mention was made of the need for multi-purposed flexible space, and a goal of a building of ~12,000 SF, to be verified after the 20-year list of spaces has been updated.
8. The new Library needs to be easy to add on to but modest and not too big – too fast.
9. Flexibility is essential especially re technology trends.
10. The building design Swiss style per the design for the SCNA location, was well-received and there is desire to recapture as much of that as possible. Not sure if the Swiss Style Architectural Review is perse required as the site is not in the downtown; however, it may be desired anyway.
11. LEED® certification is not a priority, but energy efficiency (keeping energy costs very low) and staffing are high priorities. EnergyStar for buildings is a goal. Clearly stated: No increase in operating expenses are possible.
12. Mention was made that while energy efficiency incentives are possible, geothermal is highly unlikely; Focus On Energy has been in contact via sustainable building consultants.
13. Listening Session(s) and Design Workshop(s) as we had in the past, are not necessary for the redesign at the new site.
14. Kevin is eager to get design images, particularly to support fund raising and returning to those who had pledged donations for the building as designed for the SCNA location. This is urgent.
15. On the floor plan, we are to shade-in the existing shelving and similarly show the lineal footage of the collection. We would not, at the outset, intend to use the highest and lowest shelves in the Adult areas.
16. The original donor interested in the Local History component may not have the same requirements for the use of their funds as they did last time.
17. Tina walked through the elements contained in the October 23, 2012 Concept & Budget Report and it was noted that yes, a similar updated document will be needed.

Budget Discussion:

1. We reviewed the desired Total Project Cost budget of \$2M. *Note: I made a mistake and reflected on ~\$1.8M as available for the hard cost of construction whereas I should have said ~\$1.7M...sorry!*
2. Jim noted that the FF+E budget will need to be around \$100K whereas on the Glarner Park site, it was ~\$200K per Tina, so we discussed the possibility of donated or low-cost steel shelving, e.g., from UW like we did at Brodhead.
3. The rough initial estimate of cost per gross square foot is \$145 plus about \$5/GSF if we need to be sprinklered. Fire protection sprinklering is not necessarily code-required although it may be owner-desired. This \$145 assumes a 1-story, slab-on-grade, wood-framed building, with modest interior finishes. This unit cost was review with a local Contractor.
4. Snow plowing and lawn mowing are in the Library's operating budget.
5. Jim will review the need for 3-phase power with Mike Hein. *Note: Mike recommend going to 3-phase power for various technical electrical engineering reasons mostly associated with the power for the HVAC equipment. His rough estimate of the utility company's charges for setting a 3-phase transformer is \$3,000 to \$6,000.*

Schedule and Miscellaneous Discussion:

1. Suggestion had been made to conduct a reception/picnic on the grounds, sign erected, stakes in the ground where the building will be located, etc. Specific dates were not mentioned as they would like to have images of the new building available at that time.

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2. It will be the Building Committee's responsibility to report to the full Library Board. Generally, Building Committee meetings will precede Library Board meetings which are held on the second and fourth Tuesdays each month.

Action Items (in addition to as-noted above):

1. Jim will contact Arlen at Edge for proposals.
2. Jim will prepare a fee proposal and Change Order to the Owner-Architect Agreement.
3. Tina will contact Lauren to set up Program Statement development meeting(s) with her and Deb Haeffner.
4. Jim will advise Becky if a Building Committee meeting is needed prior to the 6/23 Library Board meeting; see below.

Next Meetings:

1. *For the next Library Board meeting on 6/23, yes, a brief Building Committee meeting would be needed, to review and recommend approval of the proposals noted above.*
2. Additional meetings are not scheduled yet.

CC: Lauren White (NGPL – for further distribution as desired); Deb Haeffner (SCLS); Mike Hein (HEIN Engineering); Arlen Ostreng (Edge Consulting Engineers); James Hall (OTIE); Tina Gordon, Ray White (Dimension IV Madison Design Group)

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