

Village of New Glarus
Meeting of the Library Building Subcommittee
New Glarus Village Hall - Board Room
319nd Street, New Glarus, WI 53574
August 1, 2024 12:30PM

MINUTES

1. Call to Order: Library Director, Amy Trumble, called the meeting to order at 12:31PM. Those present, in addition to Trumble, were committee members, Daniel Ramirez, Steve Landry, Tim Usher, Village Administrator, Lauren Freeman, and member of the public Jaime Craig. Absent: committee member John Anderson.
2. Approval of Agenda: Landry made a motion to approve the agenda. Usher seconded. Motion carried (3-0).
3. Participant Roles:
 - a. Motion made by Ramirez to nominate Landry as Building Committee Chair, Usher seconded. Motion carried (3-0).
 - b. Motion made by Ramirez to nominate Trumble as Secretary. Landry seconded. Motion carried (3-0).
 - c. Committee discussed appointing an owner's representative and concluded that it is not necessary at this time, but will be revisited in the future.
4. Request for Qualifications (RFQ) Review:
 - a. Committee reviewed the proposed RFQ and approved it with the removal of the 30-day requirement for final plans specified in the first sentence of paragraph one on page five. A project timeline will be included in the RFQ attachments instead. In addition, on page 10 under Roman numeral 1(C) engineering firm will be changed to architectural firm. Motion made by Landry to approve RFQ and changes, Usher seconded. Motion carried (3-0).
5. Approval of Minutes: None
6. Next Meeting Date and Agenda Items:
 - a. Committee discussed obtaining quotes for underground scanning services for the Swiss Church property. Motion made by Usher to gather quotes to be presented at the August 14, 2024 Library Board meeting, seconded by Ramirez. Motion carried (3-0).
 - b. The next building subcommittee meeting is scheduled for August 29, 2024 at 12:30PM in the Village Board room at which meeting RFQ proposals will be rated.
7. Adjournment: Meeting adjourned at 1:07PM.

Amy Trumble
Library Director