

**VILLAGE OF NEW GLARUS
LIBRARY BUILDING SUBCOMMITTEE
NEW GLARUS PUBLIC LIBRARY**

**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Tuesday, July 9, 2019 at 4:00 PM**

Minutes

1. Call to order: Kevin Budsberg called the meeting to order at 4:02 pm. Those present, in addition to Budsberg, were Linda Hiland, Jody Hoesly, Tim Usher, Holly Lague, and Dimension IV-Madison Architect Jim Gersich.
2. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Jody Hoesly, motion carried.
3. Discussion and Consideration: Items for development of Concept and Budget Report
 - A. Change Order #2: Discussed background of original contract from June 1, 2012, state of Wisconsin DFD fee chart used to determine 8.3% of total budget to be billed in phases (35% during design phase, 45% for construction documents and bidding, remaining 20% construction), and \$8,537 credit for amount paid in 2012. Linda Hiland asked about a \$2000 retainer on record that also requires credit; Jim Gersich will review and adjust the Change Order. Jody Hoesly moved to recommend to the Library Board approval of Change Order #2 pending adjustment for initial payment (retainer) of \$2000, 2nd by Tim Usher, motion carried.
 - B. Review of Preliminary Concept Design: Three design schemes were reviewed and discussed, with pros, cons and concerns noted. Consensus was for further development of Scheme A for review at next meeting, with particular attention to pedestrian safety, energy efficiency, consideration of neighboring properties, minimizing pavement, maximizing patron access to valley view and convenience for snow removal and maintenance.
 - C. Edge Civil Engineer's Storm Water Management Plan proposal: Clarification that Storm Water Management Plan and Erosion Control Plan are not included in civil engineering work but rather are testing services at owner's expense, required by state law because more than 1 acre of land will be disturbed by the project. Jim Gersich shared background on testing process, noted that engineer fees are fixed while excavator fees are estimated and may vary depending on size and depth of pits required. Kevin Budsberg asked if filling the pits back in was included; Jim Gersich said it is. Tim Usher moved to recommend to the Library Board approval of Edge proposal, 2nd by Jody Hoesly, motion carried.
 - D. Other business: None at this time.
4. Discussion and Consideration: Programming Space Usage Policy: Holly Lague shared summary of policies from other Wisconsin libraries serving comparable populations.

Group shared opinions on key decision points. Holly will provide a draft policy at next meeting for committee review and recommendation to Library Board.

5. Approval of Minutes
 - A. June 13, 2019: Jody Hoesly moved to approve, 2nd by Tim Usher, motion carried.
6. Discussion and Consideration: Next meeting date and agenda items:
 - A. Next meeting July 31st at 5:00 pm.
 - B. Jim Gersich to email group interim updates on design scheme for comments before the July 31st meeting.
 - C. Jim Gersich and Holly Lague to coordinate meeting between library staff, Linda Hiland and Dimension IV staff to review floor plan ahead of July 31st meeting.
 - D. Holly Lague to send draft of programming space usage policy with agenda.
7. Chairperson's review
8. Adjournment: Chair Budsberg adjourned meeting at 5:32 pm.

Respectfully submitted, Holly Lague, Secretary