

**Village of Egg Harbor
Library Ad-Hoc Meeting Minutes
April 11th, 2017 at 1:00 p.m.
Paul J. Bertschinger Community Center
7860 STH 42, Egg Harbor, Wisconsin 54209**

1. Call the meeting to order

Dickson called the meeting to order at 1:05 p.m. Those in attendance were Bob Dickson, Bart Ahern, Joyce Risser, Judy Ortiz, Kaaren Northrop, Steve Hamming, Ryan Heise and Megan Vandermause. Also in attendance from HGA were Jane Dederling and Cara McDonough. In attendance in the audience were Giz Herbst, Barb Tuch, Dave Tuch, and Clarence Scherer.

2. Approve the agenda

Dickson moved to approve the agenda, second by Ahern, motion carried.

3. Approval of the March 3rd, 2017 Meeting Minutes

Ortiz moved to approve the March 3rd, 2017 meeting minutes, second by Hamming, motion carried.

4. Review alternates and budget

- Heise stated that there will be three change orders coming in.
- One change order will be for capping the well.
- Another change order is for trenching electrical power and fiber lines from STH 42 to the building. The electrical power that was available on Church St. did not have the capacity that was needed for the building.
- Heise stated that there will be two fiber lines running into the building.
- The third change order will be for changing the carpet flooring to wood flooring and adding the acoustical ceiling that will be purchased by a donor.
- Heise stated that the Door County Library System received a Teach Grant for the building.
- Dickson asked if the grant included the \$30,000 cost for the trench, and Heise stated that this will need to be looked into.
- Northrop stated that all the electrical lines on Church St. are buried.
- Ortiz stated that she needed to bury her electrical lines when she built her house.
- Northrop asked if the alcoves will be carpeted like was discussed in the past, and Heise confirmed that they will be.
- Northrop asked if a metal roof is being looked into and Heise stated that local vendors have been contacted and there could be an opportunity to have a metal roof.
- Heise stated that there is an option for a generator for the building. Rather than having a battery system for the building that would work for emergencies there could be a gas generator installed that could operate the building when needed.
- Heise said that there could always be an opportunity to upsize the generator if grants were received.

5. Review Furniture

- McDonough shared renderings of the first floor of the building and the second floor and the great hall.
- McDonough shared a sample of the wood floor that will go throughout the library space and the great hall.
- The living room, lounge, history center, children's center, and library work room will have carpet.
- The second floor lobby will also have carpet.
- McDonough shared a sample of the mosaic tile that will appear on the floor in the bathrooms.
- The bathrooms will have white subway tiles on the walls with green paint, and dark brown counter tops.
- Northrop asked why the 2x2 tiles were chosen for the bathroom floors and Dederling reported that the tile is non-slip.
- Northrop asked if the tile comes in other sizes.
- Dederling stated that a darker grout will be used with the tiles.
- McDonough shared the furniture plan for the first level.
- The focus was on creating spaces for users to sit together or alone.
- The history center will have a conference table with a soft seating arrangement and computer tables.
- The seating arrangements are mirrored so that clear sight lines are created and the building is cohesive.
- McDonough shared the furniture plan for the Great Hall set up with the round tables and set up auditorium style.
- McDonough stated that there will be a small grouping of lounge chairs in the Great Hall so that people feel they can utilize the space when it is not being rented.
- Northrop asked if there is a piano for the Great Hall and Ortiz stated that the piano has been donated.
- The library area will contain a variety of Bernhardt and Allermuir furniture.
- All the seat surfaces will be a vinyl material.
- All of the wood furniture elements in the building will be maple.
- The Bernhardt Edit chair is perfect to move throughout different rooms in the building.
- The living room area will contain a variety of Bernhardt, Allsteel, Nevins, Turnstone, Coalesse, and Allermuir furniture.
- The living room includes bench seating with laptop tables.
- The living room contains high back chairs, swivel chairs, a sofa, ottomans, laptop tables, and occasional tables.
- The family table has a folded plane.
- The family tables will have bench seating and study chair seating.
- The same fabrics will be used on the furniture in the lounge as in the living room.
- The living room contains a variety of Bernhardt and Coalesse furniture.
- A striped fabric will be used on the lumbar pillows.

- Ahern asked how many pillows will be used on furniture and Dederling stated this has not yet been determined.
- Dederling stated that she envisions pillows in the living room on the spruce sofa.
- Dederling said that in the living room pillows could be used on chairs.
- Ahern confirmed that the fireplace is propane.
- The children's center will contain a variety of TMC furniture.
- The children's area will have puddle chairs, a sofa, children's tables and chairs, and a lounge chair.
- McDonough stated that the fabric for the puddles could be a vinyl or woven fabric and stated that both fabrics are appropriate for the pieces.
- The sofa in the children's area will have a graphic red orange fabric.
- Dederling stated that one thing that was discovered in the meeting with library staff is that more child activity space is needed.
- Ahern confirmed that removing some furniture from the children's area frees up some space for the children to run around and reduces the furniture budget.
- Northrop stated that she believes that the puddle chairs will be very popular and asked if a few puddle chairs should be placed in other areas of the library.
- Ahern asked if there is any seating in the alcoves and Dederling stated that there is not much room in these areas, but a few puddles could be moved around throughout the alcoves.
- Ortiz said that a lot of people that use the library sit when they are looking through books and movies.
- The lounge chairs will be re-determined.
- Ortiz asked if the lounge chairs could be ordered later on and asked if this would affect the price.
- Dederling said that usually in the bid instructions there is a clause that offers relief for about 5% to 10% of the furniture.
- Dederling said that the bidders can also be requested to hold their bid price for a certain amount of time after the library is open.
- The history center will have a conference table and chairs on all sides, there will be a few lounge pieces and a study table and chair.
- A neutral color pallet will be used for the furniture fabrics in the history center.
- Risser asked about the local company building tables and Northrop stated that she did look into having an artist from the Woodwalk Gallery build tables for the library.
- Herbst said that as a member of the Historical Society, he does not believe that the lounge area is necessary and the Historical Society is more concerned with shelving.
- Herbst explained that the computer area is necessary and the conference table is necessary.
- Herbst asked if the library will contain any raised chairs because these types of chairs are very helpful for older people.
- Herbst said that one or two handicap chairs would be beneficial for the building.
- Dederling said that the left wall of the history center is all cabinets, but more cabinets could be added where the lounge furniture is currently.

- Dederling stated that she will talk with the builder to see how the extra storage in the history center could be added to the construction budget.
- Ortiz asked if the chairs in the history center are adjustable.
- Both the business center and maker's space will have tables on casters so that they can easily be moved around.
- The business center will have chairs on casters with seat pads.
- The maker's space will have sled based chairs.
- Ahern confirmed that the maker's space and the business center have carpeting and McDonough stated that the maker's space has the wood floor.
- A vinyl fabric will be used for the seat pad on the chairs in the business center.
- Ahern confirmed that both of the flooring options are compatible with casters.
- Heise asked if there will be a white board in the business center, and Dederling stated that this will need to be researched.
- Heise asked if there is an area for a self-serve printer in the business center.
- Dederling stated that the copier is in the library area.
- The committee discussed having a self-serve printer.
- Ortiz confirmed that the printer/copier is not in furniture budget, but is in the AV budget.
- Northrop stated that the printer could be put in the business center because it will be open more than the library.
- Dederling stated that there was conversation that the library still needs a fax machine.
- The library work room and the manager's office will both have a task chair.
- McDonough shared images of a work station for both the librarian and the building manager.
- Dederling stated that the work stations are flexible for both the building manager and the librarian.
- Ortiz asked if there would be any built in cabinets in these areas, and Dederling stated that there will not be.
- McDonough asked the committee if they felt that the pieces for the Great Hall needed to be purchased right away or could be rented.
- If the furniture would be purchased, the same chair from the maker's space would be used in the great hall with a folding round table.
- Dederling stated that the furniture could be rented until the money became available to purchase the pieces.
- Northrop asked if there will be a bid received for the great hall furniture and Dederling confirmed that a bid will be received.
- Ahern asked if stacking dollies have been included and Dederling confirmed that they have been.
- Dederling stated that the front desk is really integrated to the library work room and HGA wanted to have a very detailed discussion with the librarian and the Door County Library System of the functionality of the front desk.
- Dederling said that the front desk will be changed from a standing height desk to a seated height desk. Dederling will talk with the project manager to determine when the decision will need to be made about the desk.

- Dederling stated that wood systems are about 20% more expensive than the steel systems.
- If a custom system is used, the ability to change the system over time is lost.
- Ahern asked if the shelving is the single biggest component of the furniture budget.
- Ahern asked if the steel shelving is free standing or built into the wall, and Dederling stated that the steel shelving is free standing and is slipped into an area in the wall.
- Ahern confirmed that the components could be moved.
- Ahern asked if all of the shelving is the same size and Dederling stated that each alcove has a variety of shelf sizes.
- Ahern asked why the book nooks are not sized to the book shelves and Dederling stated that this can no longer be changed.
- Hamming pointed out that if wood shelves were used there would be a sagging issuing.
- Ahern asked if book ends can be inserted anywhere within the steel shelves and Dederling confirmed that this is correct.
- Ahern asked if there is a brand for the shelving and Dederling stated that there are several brands that the shelves could be purchased from.
- Hamming stated that he uses similar materials at his business.
- Dederling stated that she would recommend the MJ brand.
- The committee agreed to use steel shelving for the library.
- Dederling stated that she can write the specs for the shelves or she can put the Village directly in touch with the manufacturer.
- Ahern asked if the bottom and top shelves will be used and Dederling stated that this is not yet known.
- There will be nine full alcoves and four floating alcoves.
- Dederling stated that she feels that there is ample space in the library for all of the books.
- Dederling stated that 30% of the shelves should be open in the library because the collection will grow.
- Ahern asked if the shelves will be from floor to ceiling and Dederling stated that the frames could handle seven shelves.
- Dederling stated that bottom and top shelves could be used depending on the book section.
- There would be a book drop near the front door and there would be cabinet for reserves and a self-check area.
- Dederling stated that library has some concern about this space and has mentioned that it could be used for more shelving instead.
- Dederling stated that she feels that the book drop needs to be near the front door.
- Dickson stated that the new library director could weigh in on this.
- Northrop asked at what point does the committee need to know if the Woodwalk Gallery would make the tables.
- Dederling stated that the tables that would be made at the Woodwalk Gallery could simply not be bid.

- Heise asked that Dederling send the dimensions for the tables that could be crafted from the Woodwalk Gallery.

6. Review Construction Timeline

- Heise reported that the masonry crew is on site and construction is still on track for a late November open date.
- Northrop asked when the above ground construction will start and Heise reported that the elevator shaft will begin construction in the coming weeks.

7. Open Session public comment and input

- Barbara Tuch asked about the library layout and stated that she has taken a number of classes through different organizations at the Sister Bay library and a space for about 20 people is necessary.
- Dederling said that the Great Hall space could be used for small groups it does not only need to be used for large groups.
- Dave Tuch asked if there will be AV equipment in the Great Hall space.
- Barbara Tuch asked about the additional \$41,000 and asked if this was already factored in to the soft costs not to be added to it. Heise confirmed that this is corrected.

8. Next Meeting Time & Date

The next meeting is to be announced

9. Adjournment

Dickson moved to adjourn, second by Hamming, motion carried.

*Respectfully submitted by,
Megan Vandermause*