

Village of Egg Harbor
Library Ad-Hoc Meeting Minutes
August 21st, 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 1:06 p.m. Those in attendance were Bob Dickson, Bart Ahern, Carol Kress, Joyce Risser, Judy Ortiz, Kaaren Northrop, Steve Hamming, Ryan Heise and Megan Vandermause. Also in attendance from Workspace Interiors by Office Depot were Mary Pavone, Todd Ketterhagen, Beth Crammer, and Keith Molecky. In attendance in the audience were Elaine Penpek, Tina Kakuske, the Door County Library Director, and Giz Herbst.

2. Approve the agenda

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

3. Approval of the June 9, 2017 Meeting Minutes

Ortiz moved to approve the June 9, 2017 meeting minutes, second by Ahern, motion carried.

4. Furniture Proposal

- The committee reviewed a furniture proposal from Workspace Interiors by Office Depot.
- The furniture design and selection was done by Jane Dederling with HGA.
- Ahern worked with HGA's vision and worked with it in a way that he could get the best possible pricing.
- Six furniture dealers were spoken with regarding the furniture proposals and five actually submitted proposals for the project.
- Ahern selected a dealer that will be giving a presentation to the committee today.
- The dealer was not the lowest bidder, but the lowest bidder did not inspire confidence and did not complete the appropriate paperwork in a timely manner.
- Mary Pavone with Workspace Interiors introduced herself and stated that her company is very excited to be working on this project.
- Pavone is the business development manager for the project.
- Todd Ketterhagen introduced himself as the regional sales manager with Workspace Interiors by Office Depot.
- Ketterhagen explained his background in furniture manufacturing.
- Workspace Interiors by Office Depot is local in a sense and is able to offer great brands and a variety of products.
- The furniture going into the building will be able to withstand a lot of wear and tear.
- Beth Crammer introduced herself and she will be managing the project once the order is received.
- Crammer will make sure that all of the furniture has been ordered and delivered correctly.
- Each team member is an important piece of the project.
- There is also a designer from Workspace Interiors that will work on the project parallel to the HGA designers.
- Keith Molecky introduced himself as the owner of the furniture installation company and explained his background with working in furniture installation.
- Because the furniture is coming from many different manufacturers, having a furniture installation company will be very beneficial.
- The furniture that needs to be assembled will be assembled on site.

- Workspace Interiors is a national company but does take its business local.
- Workspace Interiors has a lot of strategic partnerships with manufactures.
- Workspace Interiors put together project boards that will be left with the Village to be on display.
- All of the finishes and fabrics are the same as what HGA had originally presented.
- The committee reviewed the furniture plan for the first floor of the building.
- There will be four Loyola lounge chairs in the living room area.
- The love seat in the living room is 57 inches long.
- The furniture catalog does include other options for products that were not originally quoted.
- The committee discussed having wood arms on the lounge chairs to reduce the amount of wear and tear on the arms.
- Very aggressive pricing was received for the furniture bids and if changes are made then the prices may be increased.
- The furniture will need to be ordered in September, but price comparisons could be put together.
- A concern arose about the amount of lounge chairs in the building and there not being enough tables for people to work on.
- The committee reviewed the number of tables on the first floor.
- The ottomans will be on casters and will have a leather strap so that they can be pulled to and from different locations.
- The committee discussed having dark legs on the T-2A and T-2B tables.
- The building will have one high chair for those individuals with hip conditions.
- The chairs in the living room have the option to have a swivel and automatic return.
- The chairs would have a 360 degree swivel.
- The committee agreed that the chairs should have a swivel.
- The committee discussed that the children's area will have all soft services.
- The committee discussed the height of the back of the chairs in the living room area.
- The arcadia chair will be placed in the living room side of the fireplace and the L-3 chair will be placed in the center area side of the fireplace.
- Workspace Interiors will put together a pricing comparison for the change from the Loyola chair to the Arcadia chair.
- The committee reviewed the ottoman choice for the furniture plan instead of tables.
- The CH-2 chairs will be placed in the History Center and the Business Center and will have a swivel.
- The T-5 tables are training tables that have been put together and are on casters so that they are easily movable.
- Three tables will be in the business center and three tables will be in the maker's space.
- Samples of the materials and photos of the pieces are all included on the design boards.
- There will be small laptop tables available in the living room that are light weight and easy to move.
- The committee discussed that more could be added if they are needed.
- The offices will have all Kimbal furniture and will be the same finish has the other tables in the library.
- The main table in the library will not have a privacy screen.
- The table will have electrical built into it.
- The committee discussed having the work surfaces white in the offices instead of all wood.

- There will be two ottomans in the children's area and they are on a base so that they will not tip over if the children crawl on them.
- The children's room will have stools instead of chairs.
- The changes requested by the committee were as follows: swivels for applicable chairs in living room, verify wood arm option for sofa in living room and chairs, dark legs on the applicable tables, L-3 chairs move to the current location of the L-2A chairs, pricing for arcadia chair, pricing for the white surfaces on the office desks.
- Portable coat racks will be added to the proposal.
- Wood can get scuffed up so the solid metal legs on tables would be more durable.
- Workspace Interiors will price all of the options out.
- The committee reviewed the second floor furniture plan.
- There will be round tables and the dolly will hold the round tables.
- There will be two different style book carts.
- The chairs for the great room will be a combination of chairs with and without seat pads.
- The chairs do not stack as high with a seat pad.
- There will be 132 chairs for the great hall, 66 chairs will have an upholstered seat and 66 will not.
- All of the chairs for the great hall are a four legged chairs.
- There are eight dollies for the chairs.
- The chairs are gray.
- Workspace Interiors will confirm how many chairs with a seat pad can be stacked.
- The committee discussed having enough dollies for all of the chairs.
- Village staff will connect with HGA to determine how many dollies of chairs and tables will fit in the storage room.
- The committee explained that Workspace Interiors and Ahern did a very nice job on the furniture presentation.
- The committee should funnel all questions through Ahern as he is the main contact with the Workspace Interiors.

Ortiz moved to allow Bart Ahern to make the large tables for the great hall and handle the memorial plaques for both tables, second by Risser, motion carried.

5. Site Plan Review

- Heise walked the committee through the site plan and explained that a few changes have been made.
- Some of the wildflower areas will be changed to turf for overflow events and pragmatic uses.
- One of the discussions being had is whether to use sod or to try to seed, but the consensus has been to lay sod.
- The construction equipment will be off site at the point so the sod would not be affected by any equipment.
- Additional turf areas could be added on the west side of the building so that there is a sod area around the entire building.
- The wildflowers will be limited to the storm water retention areas and along the walkways.
- There is another discussion going on, on whether or not to lay sod next to the walkways to create barrier between the wildflower area and the paths.
- Crushed granite will be used for the walk paths.

- Installing this path does lead people to private property and the property owner is okay with the public being lead to the property, but there will not be an easement.
- The Village did contact the Village attorney about this issue.
- Site outlet #1 is conduit for a future solar installation.
- Outlet #2, #3, and #4 are for outdoor events.
- There is a flagpole located next the #2 that already has an outlet.
- The only outlet that is needed is site outlet #4.
- The existing sumac on the property will remain.
- Car charging stations will be added to the parking lot, two will be designated for Tesla and two as generic electric car charging stations.
- Tesla is covering the cost for the two Tesla stations.

6. Building Sign

- The fundraisers have a donor that is interested in donating money toward the flagpole and the donor has put in her recommendation on where she would like to see the flagpole.
- The donor does not want to see the flagpole coupled with the monument sign.
- Village staff is working on the size of the flagpole.
- Heise shared a rendering of the flagpole coupled with the monument sign.
- The flag will need to lite at night.
- The donor's recommendation can be taken into consideration.
- Northrop will review the flagpole location with the donor.
- The sign will be white aluminum which matches the metal on the building.
- The stone is the stone that is being added to the building.
- The sign will have LED light strip at the base.
- The Kress Family wanted to make sure that the Egg Harbor Library was separate and distinct so that the community will still realize that the library is their library.
- The interior signs are very versatile and easy to change out.
- The signage on the book nooks goes on the side panel.
- The donor signage will be in 7" pin letters.
- Brushed aluminum is the finish on the signage.
- The donation signage will be placed above the rooms.

7. AV Update

- Village staff and HGA went through the AV proposal to refine the proposal.
- The donors stated that they would like to go with the original proposal with the change of more outdoor speakers and security cameras.
- Renderings of what would be captured on the security cameras were included in the committee packet.
- Software for the key fab system has been integrated to the proposal.

8. Snow and Ice Mitigation

- Staff received a note of concern from Angela Lensch, a Village Trustee, about snow and ice mitigation in regards to the metal roof.
- A snow and ice guard could be added to the first floor canopy.
- The committee would like Heise to follow up with HGA.
- Safety is paramount and a lot will be learned this winter.

9. Open Session public comment and input

- The Woodwalk Gallery is providing some of the tables for the first floor.

- There will be two tables in the Great Hall under the video walls.
- Ahern stated that he contracted with a family member to make two 6'x4' maple finished tables to be donated to the building and each table would have a plaque recognizing his mother and father.
- The committee will be able to approve the table designs.
- The tables could be used for meetings or events in the room.
- Herbst stated that the Historical Society would like to have the Book Mobile parked at the library sometimes and verified that there will be electrical available in the parking lot for this.
- Herbst stated that the Historical Society would like a policy or agreement with the Village for what the Village would like them to contribute to the building.
- The Historical Society would like to coordinate with both the Village and the library.
- The Historical Society would like to start working on this as soon as possible.
- Penpek stated that she still thinks that there may need to be some task lighting in the living room and possibly in the lounge.
- This may be something that could be added in later.
- Penpek asked if there will be a place for the egg collection in the new building.
- This is something that the Village will need to be looked into.
- Ortiz stated that she did receive an email from Kathy Mand Beck who would like to help put the collection on display.
- Penpek said that she is hopeful that there will be some storage available in the basement for books.
- Judi Ekholm is donating an art piece for the library that will go above the fireplace in the library area of the building.
- Northrop recommended creating a policy about accepting donations for inside the library.
- Herbst stated that a few years ago a family dropped off two binders of history on the Carmondy Family and this was donated directly to the Historical Society.
- Kakuske stated that she agrees that the Historical Society needs to have a big voice in how the History Center is used.

10. Next Meeting Time & Date

The next meeting is to be announced.

11. Adjournment

Dickson moved to adjourn at 3:07 p.m., second by Dickson, motion carried.

*Respectfully submitted by,
Megan Vandermause*