

**Village of Egg Harbor  
Library Ad-Hoc Meeting Minutes  
June 9<sup>th</sup>, 2017 at 11:30 a.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 11:30 a.m. Those in attendance were Bob Dickson, Bart Ahern, Carol Kress, Joyce Risser, Judy Ortiz, Kaaren Northrop, Ryan Heise, and Megan Vandermause. Absent was Steve Hamming. In attendance from Camera Corner Connecting Point were Gary Huebner and Ken Bernard. Also in attendance in the audience were Elaine Penpek, Peter and Myra Cristall, and Don Kress.

**2. Approve the agenda**

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

**3. Approval of the May 15, 2017 Meeting Minutes**

Ahern moved to approve the May 15, 2017 meeting minutes, second by Kress, motion carried.

**4. AV Presentation**

- Huebner thanked the committee for being patient, and stated that they have been working with Jim Vander Heiden up until yesterday afternoon to put together their proposal.
- Huebner said that the proposal is in a floating stage right now and it can be modified.
- Huebner stated that he thinks that the proposal meets the immediate needs of the facility.
- Huebner stated that today's meeting will focus on audio visual equipment.
- Huebner said that one area that was omitted from a display at this point was the living room.
- Huebner stated that camera corner approached the living room as a casual comfortable space.
- Bernard said that there will be ambient audio capability in the living room.
- Huebner said that from an audio standpoint there will be speakers in the ceiling of the first floor that will look like can lights.
- These speakers will be very discreet and can be controlled by the front desk.
- Huebner said that there is audio reinforcement in the lobby area of the great hall and in the great hall itself.
- Huebner explained that audio reinforcement reinforces the audio from a source such as a laptop or microphone.
- Huebner explained that because Camera Corner wanted to respect the ascetics of the great hall space line array speakers are being proposed.
- Huebner stated that the entire great hall space can be filled with approximately four line array speakers.

- Bernard stated that there were concerns with audio reflecting on the hard surfaces in the space.
- Line array speakers beam form the sound rather than creating a big globe of sound.
- The beam can be adjusted depending on what kind of band is desired.
- The line array speakers direct the sound in a very narrow beam to keep the sound from reflecting off the ceiling and the floors.
- Bernard is proposing that the speakers be installed on the pillars in the great hall.
- Bernard shared a graph of how the sound will be distributed throughout the great hall with the line array speakers.
- Bernard said that this will keep the sound very precise, echo free, and distortion free.
- Bernard said that about 100 decibels to 110 decibels were included on the scale and this is a relatively narrow margin.
- Bernard explained that the sound will be somewhat quieter in the back of the room but will be able to be heard clearly.
- Ahern confirmed that there is a speaker in each corner of the great hall.
- Huebner explained that a small touch panel would be used for audio purposes in the great hall.
- The touch panel would turn the system on and allow the user to select how the system would be used.
- The system can have custom settings for a number of different events.
- Huebner said that this speaker solution can be completely painted and hidden very well.
- Huebner shared a photo of speakers installed in a few churches.
- Huebner said that it is very easy to blend the speakers into the space.
- Ahern confirmed that the control panel would be located in the great hall itself.
- Huebner said that an iPad could be purchased and the iPad could control the panel as well.
- Dickson asked if the control panel is wireless and Bernard said that the panel would be installed in the wall and could be password protected.
- Kress asked if the control panel needs to be in the great hall and Bernard said that it does not need to be in the room, but it is nice to have it in the room to adjust the audio correctly.
- Huebner said that a project they recently worked on did not have the controls in the room so this would be possible.
- Huebner said that the system could be simplified.
- Ortiz confirmed that all of the controls on the panel would need to be on the same network.
- Huebner explained that for performances there will be a wall jack by the fire place.
- Huebner said that one or two inputs should work well because performers like to do the mixing themselves.
- Huebner said that most performers would bring their own mixer that requires one input.

- Bernard said that two handheld microphones and one lapel microphone was including in Camera Corner's proposal for the great hall space.
- Bernard said that there will be two speakers in the living room and six speakers in the library, three on each side.
- The speakers are small with about a 5 inch diameter, and look like a can light.
- Bernard said that the speakers will be symmetrical with the lights.
- Bernard said that the speakers can be painted to blend in with the ceiling.
- The living room and library will be zoned separate.
- Dickson asked where the controls would be for these zones.
- Bernard said that the controls would either be on a touch panel or on the receptionist's PC.
- Ortiz asked if the sound on the second floor could be integrated to the downstairs and Bernard said that all the speakers are fully integrated.
- Huebner said that it may be nice for the building manager or the librarian to keep one of the microphones near them when not in use to do announcements.
- Bernard said that the phone system could be connected to the speaker system for announcements.
- Ahern confirmed that there is a living room zone, a library zone, a great hall zone, and a patio zone.
- Bernard said that four cable boxes were included in the proposal.
- Bernard said that there can be cable boxes routed to different rooms.
- Bernard said that the same thing applies to audio sources.
- Ahern asked how laptops would connect to this system.
- Huebner stated that for the visual component in the history center, business center, and maker's space there will be a small touch panel that can turn on a flat panel TV that is mounted on a tilt mount. There is a webcam on top and wireless mouse and keyboard.
- Huebner said that a PC could be provided in each of these spaces in one rack.
- Huebner said that the PC could be housed in the rack location and not necessarily in the room.
- Huebner stated that the wireless mouse and keyboard can be used to open up a browser on the TV.
- There will be a cable connected to each of the TV's so that users can connect their own laptops.
- Heise stated that the building will have a facilities manager or a building manager not just the librarian.
- Dickson stated that the librarian or the building manager could have the same abilities depending on what the library would want.
- Ortiz asked if there would be any library books in the History Center and Dickson stated that he believes the Historical Society's books will be housed in the History Center.
- Bernard said that scheduling can be discussed so that equipment will turn on automatically when the library opens and turns off automatically after a certain time.

- Bernard said that there are two processors in the system one for the automation control and one for the audio system.
- Wilson explained that the library is concerned about programs not related to the library using all of the library's bandwidth.
- Huebner said that the equipment can be dedicated to specific networks.
- Wilson explained that the library network is not password protected.
- Ortiz explained that at this time the library does not have a big problem with streaming.
- Bernard said that the PC's in each room could be on the Village's network.
- Heise confirmed that there will be an equipment rack.
- Wilson asked if this rack will be big enough for the library's equipment.
- Heise confirmed that there is a dedicated server room in the basement of the building.
- Dickson stated that it needs to be designed so that the equipment rack can be placed in the designated server room and anything that anyone needs to get at needs to be placed somewhere else.
- Heise recommended that Camera Corner, the Village, and the Library System meet at a different time to review the equipment rack and server room.
- Huebner said that the PCs can be used for basic online functions or to watch TV.
- There will be plug in capability for personal computers to be plugged into the displays in the rooms.
- Huebner explained that signage can be selected to be displayed in different areas in the building.
- Bernard stated that he included a dedicated digital signage player that would be housed in the rack.
- Huebner said that these are commercial grade displays and will automatically default to announcements when the rooms are not in use.
- Wilson asked if this can be added to any room at any point and asked if regular data cables will be used.
- Dickson stated that it is important now to look at future growth opportunities.
- Heise recommended that the Telecom plan be reviewed.
- Wilson said that the ability to have pulls in the future makes things easier down the road.
- Huebner said that as long as there is a cable path there it will be easy to add on.
- Huebner said that because of the issues of ambient light washing out the display Camera Corner designed a video wall solution.
- The six flat panel TVs will be aligned together to form the display wall to create an evenly displayed image.
- Camera Corner wanted this room to be ready for any type of use at any given time.
- Huebner said that a multi-beam forming low profile microphone would pick up attendees speaking.
- Huebner stated that a micro-lens camera would also be installed on the display wall.

- Huebner explained that when this display was discussed last time a two by two display was proposed.
- Huebner explained that a two by two display reached about half of the great hall space and Vander Heiden had reserves on settling on this display.
- Camera Corner designed a three by three display that they worked with HGA to make sure the display would fit on the wall.
- Huebner shared how standard font appears on a 60" diagonal TV.
- Huebner shared the same font on a 110" diagonal TV.
- Huebner shared the same font on a three by three display.
- Ahern asked what the diagonal is on the three by three display, and Bernard explained that the display is about a 140" diagonal.
- Risser confirmed that the dimensions of the display are roughly 10'x5'.
- Dickson confirmed that the microphone and camera are on the TV as well as two speakers.
- Dickson asked if the speakers on the display perform the same beam focusing sound.
- Bernard said that there will be some echo from this solution compared to the speakers on the other end.
- Dickson asked if ambient music was going to be played during a dinner what would be used.
- Bernard said that the speakers on the TV will be the dominant source with the other speakers reinforcing the sound.
- Bernard said that there is no base coming out of the speakers on the display.
- Bernard said that subwoofers could be in the seating around the room.
- The speakers on the TV are great to keep a lineal pattern, but do not have any base so external subwoofers are necessary.
- Ortiz suggested that Camera Corner speak with HGA because at one time it was discussed that heat ducts may go in the seating around the room.
- Bernard said that the subwoofers should be kept around the fireplace area.
- Risser asked if the glass walls have the same effect as regular walls.
- Risser asked why a display would be put in the lobby area of the great hall space, and Bernard said that this is an overflow space for events and the digital signage aspects.
- Dickson asked outside of the display wall how big the TVs are and Bernard said that all of the TV display outside of the display wall would be 50'.
- There is not a TV in the lounge, children's area, or manager's office.
- Bernard said that if there is a TV placed in the children's area it could be a stand-alone solution.
- Ortiz asked if Wilson sees a need for a TV in the children's area and Wilson said that she does not at this point.
- Ortiz confirmed that the lounge does not have a TV.
- Ortiz asked if any of the TVs can be moved.
- Cristall stated that wireless TV can be moved within the zone of the wireless TV.
- Huebner said that this does not include the control of it or the other sources.

- Huebner stated that this is a good suggestion, but the TVs will be used for more than just television.
- Bernard said that the children's area could be a stand-alone TV
- Dickson asked how much it would be to add the hardware to the TVs and Bernard said that the cost of the hardware will cost about \$3,000 to integrate into the system plus the cost of the TV.
- Ortiz confirmed that there is not a PC in the children's area.
- Bernard said that the cable will be pulled in case a TV ever needs to be put on the system in the children's area.
- Ortiz confirmed that there will be laptops for people to check out.
- Ortiz asked if these displays need to be put in to all of the rooms.
- Heise stated that because the rooms will be rented, it is necessary to have the displays in all of the room.
- Heise stated that the proposal came in around \$140,000 so there is some homework to do in order to reduce the cost.
- Dickson stated that the committee will need to review the proposal and any changes that need to be made will be phase two.
- Heise confirmed that the Village will work on the telecom system and the security system.

## **5. FFE Update**

- Ahern explained that he has an active dialog with six furniture dealers and anticipates getting bids from at least four of those dealers at the end of this month.
- Ahern stated that at the last meeting the committee discussed a possible donation from Nature Works.
- Ahern stated that he has since had a discussion with Polly Helm from Nature Works who would like to furnish the patio.
- Some of the patio furniture will be donated and some will be purchased at cost.
- Heise asked what the timeline is for Ahern to present to the committee and Ahern stated that he would envision the third week of July.
- Ortiz pointed out that all round tables were proposed for the great hall space and asked if this is the best option.
- Dickson asked if Ortiz is envisioning rectangle tables.
- Ahern stated that he would like to considers rectangle tables as an add on.
- Dickson stated that he agrees with Ahern.
- Heise asked if the committee ever discussed rectangle tables in the great hall.
- Northrop said that she believes there was a discussion about having one rectangle table in the great hall.
- Heise confirmed that the Woodwalk tables will fold.
- Northrop said that the tables will be the Woodwalk Gallery's standard size.
- Heise will check in with Woodwalk Gallery on the tables that they are working on.

## **6. Library Project Update**

- Heise stated that there are a number of items on the Village Board agenda in regards to the library.
- Heise said that he encourages all the committee members to review the agenda and come to the meeting.
- One of the items is the Village's Library Contribution.
- Heise has written an executive summary recommending that the Village immediately make available \$250,000 to the Door County Community Foundation and an additional \$249,999 be available upon need and authorization.
- Another item is the review of the name Pavilion as this was brought up during the last Village Board meeting.
- Heise confirmed that the name of the building will be Donald and Carol Kress Pavilion.
- Wilson confirmed that the library will be named the Charles and Gwen Austin Library.
- Northrop asked if the building can be referred to as the pavilion moving forward.
- Heise stated that he is working towards consistency and that the building will be referred to as the pavilion while including language about the library community center.
- Heise said that the Trustees will be having their first review of room rental rates.
- The Trustees will hear a presentation from a company called Founders | 3, that is making a proposal to make a hire for a building manager and managing the building.
- Heise said that all of these costs are pass-through costs except for the management fee.
- Dickson stated that this partnership has been working very well for the Egg Harbor marina.
- Heise said that this company does this type of work at a facility in Milwaukee.
- Heise said that there is a strong sense that there needs to be a full time employee promoting this building, scheduling events, as well as other tasks.
- Heise said that the Village staff could do this, but there is a question of how well the Village staff could do this given their other workloads.
- Ortiz asked if the library will have access to room rentals, and Heise confirmed that there will be a coordinated effort between the library and the Village.
- Penpek asked if this company would take the place of a building manager, and Heise explained that this company will be the boss of the building manager.
- Heise said that this company as a depth of resources that are important so that the building can quickly become successful.
- Heise stated that there will be two community meetings on June 20<sup>th</sup> in regards to the Library Community Center. One meeting will take place at 9:00 a.m. and the other will take place at 6:00 p.m.
- Heise said that the Library Director will be making a short presentation on what is a 21<sup>st</sup> Century Library.
- Someone will talk briefly about the library design.
- Heise said that the bulk of the meeting will be educating the public on the project.

- Heise stated that the Village wants to hear from residents on how the building can best serve them.
- Heise stated that the Village has been working with the Door County Library System in regards to their summer program which has the theme “Build a Better World.”
- Heise had a meeting with the Library Director and Boldt construction to determine how the library project can be utilized during the summer program.
- The Village and the Door County Library System have put together some ideas on how to integrate the theme into what is happening in Egg Harbor.
- Heise stated that there will be a Gopro camera installed today that is solar powered and will take daily pictures of the project’s progress.
- Heise stated that he requested some conduit to be run out to the parking lot for some car charging stations.
- Heise said that he has talked to Telsa about the car charging stations as well as some solar panels.
- Heise requested that electric conduit and water be run out to landscape areas for possible outdoor events.
- Heise said that electric plugs will be added to the lights in the parking lot.
- Risser asked about the old Lena lot’s status and Heise stated that the Village did receive an offer for the old Lena lot and the Village accepted the offer with some conditions.
- Heise is going to recommend to the Village that the proceeds from the sale of the property be earmarked for the operations and maintenance of the new facility.
- Northrop asked if the Village has closed on this property and Heise stated that June 30<sup>th</sup> is the closing date.
- Ortiz stated that there is currently two book drops in the new building one in the front and one in the back.
- Ortiz said that the one in the front is taking up space where a book nook can be placed.
- Heise stated that he feels like Jane Dederling weighed in on this issue pretty heavily.
- Northrop asked why there needs to be two book drops.
- Heise confirmed that that there is a driveway to the book drop.
- Wilson pointed out that Sturgeon Bay has one book drop.
- Ortiz stated that she would like to know if the committee is steadfast on two book drops.
- Dickson stated that he is okay with investigating the removal of the book drop as long as there is no budgetary impact involved.
- Ortiz will investigate this.
- Ahern said that he is inclined to let the library system decide how many book drops are needed.
- Dickson stated that there was a big discussion on this issue so this issue needs to be reviewed with Jane Dederling.
- Dickson stated that the building will be open for many more hours than what the library will be open.



- Ortiz stated that she is fine with having two book drops if there is enough room for books.
- Heise stated that he would be happy to sit down with Ortiz and review the measurements of the book shelves.
- Kress suggested putting a book drop in the librarian's desk.
- Dickson pointed out that the librarian's desk has been redesigned many times.
- Heise will follow up with Vander Heiden regarding the book shelves.

#### **7. Open Session public comment and input**

- Cristall asked how far in advance to the opening of the building that the building manager will be hired.
- Heise stated that the first review of the proposal from the management company will take place at the Village Board meeting next week, but the Village is hoping to have a building manager ideally four months before opening.
- Cristall asked if the new facility has been thought about for a rain venue for the Peg Egan concerts and Heise stated that this has been thought about.
- Cristall said that there is a lot of possibilities there so she wanted to point this out.

#### **8. Next Meeting Time & Date**

The next meeting is to be determined.

#### **9. Adjournment**

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

*Respectfully submitted by,  
Megan Vandermause*