

**Village of Egg Harbor
Library Ad-Hoc Meeting Minutes
March 3rd, 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 1:03 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 was Jim Vander Heiden. In attendance in the audience were Luke Bentley, Myles Dannhausen, John Heller, Clarence and Mary Ann & Clarence Scherer, and Terry Heinichen.

2. Approve the agenda

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

3. Approval of the January 6th, 2017 Meeting Minutes

Dickson moved to approve the January 6, 2017 meeting minutes, second by Northrop, motion carried.

4. Review alternates and budget

- Heise introduced Al Kulhanak who is the Construction Superintendent for the Library Community Center project.
- Vander Heiden reviewed the alternates that may be brought back in to the project if funding becomes available.
- Vander Heiden stated that he would like to prioritize the alternates.
- Vander Heiden presented the current list of alternates and their values.
- Vander Heiden pointed out that the construction schedule that was put together by Boldt contains decision dates for alternates.
- Vander Heiden stated that by contract the completion date for the project is in November.
- Vander Heiden said that HGA is still working with Boldt to determine decision dates for some of the alternates.
- Kulhanak said that decision dates all depend on lead times and availability.
- Vander Heiden confirmed that it is Boldt's objective to get the final material as soon as possible.
- Kulhanak confirmed that the blasting is complete and the LP tank can be buried without having to blast.
- Ortiz confirmed that the wood flooring alternate is for both upstairs and downstairs.
- Vander Heiden put together four categories for alternates.
- The alternate categories included essential, high, medium, and low.
- The essential category included security shades and essential furniture, fixtures, and equipment for the library.

- Vander Heiden stated that the committee could make a decision as to what furniture will be essential right away and what can be added later.
- The shelving would be essential right away as well as the basic furniture for the library.
- Vander Heiden confirmed that there is about \$400,000 needed to cover all of the alternates' costs.
- Vander Heiden said that the lead time on the shelving and the furniture is about 4 months.
- Vander Heiden stated that the furniture should be ordered in July and the funds would need to be available upon order.
- Ahern asked if there should be a PO on the shelving.
- Ortiz said that the fundraising committee may have some opportunities for grants.
- The high category included wood decking, essential furniture, fixtures, and equipment for the community center, essential audio and video equipment and telecom, and metal roof.
- The medium category included burying the LP tank, wood flooring, wood ceiling, and additional furniture, fixtures, and equipment.
- The low category included additional exterior walks, emergency generator, and additional audio and visual equipment.
- Vander Heiden pointed out that the wood ceiling has an acoustic element to it.
- Risser asked what the Door County Library System brings in for the audio and video equipment and Heise stated that the library system will bring in a teach line which includes the WIFI system.
- Dickson stated that the internet for the building will be provided by the Door County Library system.
- Ortiz pointed out that the telephone has not been paid for by the Door County Library system in the past.
- Heise said that there will be two high end fiber connections running into the building.
- Northrop said that she sees the wood flooring and the wood ceiling as a higher priority than the metal roof.
- Dickson suggested that the group concentrate on the essential interior aspects of the building and then the exterior aspects of the building.
- Ahern said that he lobbied for the metal roof because it is going to last longer than shingles.
- Dickson pointed out that there is not funding for the metal roof so either a donor is found for the metal roof or it cannot be done.
- Ortiz said that she would like to see the two floors as separate priorities for the wood flooring.
- The committee agreed that wood flooring on the second floor should be a higher priority than the first floor.
- Northrop pointed out that the carpet flooring on the first floor would eliminate the need for the wood ceiling on the first floor.
- Ortiz asked how much of the second story decking will be tiled because the fundraising group is selling these tiles in their fundraising effort.

- Vander Heiden said that the tiled area of the decking should be broke out of the wood decking alternate so that the fundraising group knows what they have to work with.
- Vander Heiden asked Ortiz if she has any idea of the capacity of tiles that could be sold.
- Dickson said that he thinks this is a great idea for fundraising.
- Dickson pointed out that there are some essential items that the fundraising group needs to fund.
- Ortiz said that the fundraising group's goal right now is \$500,000.
- Ahern pointed out that the metal roof is not realistic.
- Vander Heiden pointed out that developing a strategy will be beneficial in making decisions.
- Dickson said that the committee needs to determine the tradeoffs they are willing to make.
- Ortiz said that she would like to see the wood flooring go up and the metal roof come down.
- Dickson said that in his opinion the furniture, fixtures, and equipment should be the top priority no matter the category.
- Dickson said that the Northern Door YMCA had a fundraiser for the building and then had a separate fundraising effort for the furniture.
- Ortiz said that some of the audio and video equipment could be included in the grants or directly donated.
- Ortiz said that she will need specifics for equipment that will go in the library so that donors could purchase the exact equipment needed.
- Dickson pointed out that there are interior designers in the community and Ortiz said that HGA's interior designer could work with the furniture group to make sure the plan will fit the building.
- Dickson suggested that the committee work with the interior designer that helped with the Northern Door YMCA.
- Vander Heiden said that the Great Hall is the main community center function of the building.
- Vander Heiden confirmed that the wood flooring will be broken apart for the first and second floor and the second floor wood flooring is in the high category and the first floor wood flooring is in the medium category. The metal roof moves to the low category.
- Vander Heiden will provide staff with the revised approved priority list.

5. Review Furniture

- Heise said that if the fundraising group would like to take over the acquisition of furniture and have it donate to the project that is perfectly okay.
- Ahern said that the fundraising group will form a group of community members who are motivated and willing to work on a committee.
- Vander Heiden said that the previous group that worked on furniture put together a list for all of the furnishings in the building and HGA's interior designer put together a price for all of the items.

- Vander Heiden said that HGA's interior designer feels that there should be another meeting with the same group to go through the selections and look at fabric selections.
- Vander Heiden said that HGA's interior designer can write up specifications once a final decision regarding furniture is made.
- About 1/3 of the furnishing can be purchased through government contracting and 2/3 of the furnishings would be brought to multiple dealerships because multiple bids would be needed.
- Purchasing all of the furnishings from one dealership would help streamline some of the purchasing and installations of the furniture.
- Ortiz said that the Door County Library system has a dealership that they work with.
- Vander Heiden said that HGA's role would be to work with the dealership and guide the conversation regarding the furnishings.
- Vander Heiden said that someone from the committee would need to be the spokesperson for working out financials with the dealership.
- Northrop asked if the committee has already worked on some of the specifications the last time HGA's interior designer attended a meeting.
- Vander Heiden said that furnishing discussions will take place within the next 2-4 weeks.
- Vander Heiden said that decisions need to be made now so that the furnishings can be ordered and purchased in July.
- Dickson said that he would like to analyze the furniture, fixtures, and equipment for each category.
- Vander Heiden said that the long list of furnishings will be broken down by room and then prioritized.
- Vander Heiden stated that the new Library Director should be involved in the furniture discussions.
- Dickson said that he would like to have the Library Director involved.
- Dickson will find out if the Library Director can be involved before her start date.
- Ahern said that the number one buy for the library is the shelving.
- Vander Heiden confirmed that a meeting will be set up in March to continue the furniture conversation.
- Vander Heiden said that there are contractors in Green Bay that could work on the A/V.
- The contractor could lead the committee to the best A/V package.
- The contractor could put together a list that can be used to apply for grants.
- Vander Heiden will contact Camera Corner and determine what they have in mind for the building regarding A/V.
- Dickson asked Heise if the Village is looking into using the County's IT department, and Heise confirmed that this is on the Village's radar.

6. Review Construction Timeline

- Vander Heiden translated the construction schedule into what will be happening each month.

- Boldt will be meeting with Heise weekly to go over the process and schedule.
- Vander Heiden said that there will be owner, architect, and contractor meetings and then meetings with the subcontractors.
- Ortiz asked who will attend this meetings and Vander Heiden said that it will be Boldt construction, HGA, and the Village.
- Vander Heiden said that somewhere in the middle of August the interior finishing will begin to take place.
- Dickson asked what the workday is like at the site, and Kulhanak said that work at 7:30 and ends at 3:30 p.m., Monday through Friday.
- Kulhanak said that there is a security fence around the property and the gates are locked when the contractor leaves.
- Northrop said the fundraising group should have fundraising efforts prepared prior to the first concert at Peg Egan.

7. Open Session public comment and input

- Northrop reported that she spoke with Woodwalk Gallery about custom made library tables.
- Northrop said that the cost would be about \$400 per table.
- Vander Heiden said that this will need to be discussed during the furniture meeting.

8. Next Meeting Time & Date

The next meeting is to be announced.

9. Adjournment

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