

**Village of Egg Harbor
Library Ad-Hoc Meeting Minutes
May 15th, 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, Carol Kress, Joyce Risser, Kaaren Northrop, Steve Hamming, Ryan Heise and Megan Vandermause. Absent was Judy Ortiz. Also in attendance from HGA was Jim Vander Heiden. In attendance from Camera Corner Connecting Point were Gary Huebner and Ken Bekhard. Also in attendance were John Heller, Elaine Penpek, Don Kress, and Steve Kane.

2. Approve the agenda

Dickson moved to approve the agenda with the change of moving item six between items three and four, second by Northrop, motion carried.

3. Approval of the April 11, 2017 Meeting Minutes

Dickson moved to approve the April 11, 2017 meeting minutes, second by Risser, motion carried.

4. AV Presentation

- Vander Heiden stated that a few months ago the committee discussed AV equipment.
- Vander Heiden stated that he invited Camera Corner to come and give a presentation for the committee.
- Vander Heiden reported that HGA has worked with Camera Corner on a lot of past projects and has had very good experiences with them.
- Gary Huebner introduced himself as well as Ken Bekhard.
- Huebner thanked the committee for involving Camera Corner in project.
- Huebner explained that he went through the renderings and floor plans for the building.
- Huebner explained that Camera Corner will look at AV through a functionally stand point and a needs of usage stand point in order to meet all of the needs of the building.
- Flat panel TVs will be used as displays in the following areas of the building: the history center, business center, children's area, maker's space, and lobby area of the great hall.
- There will be a display of sorts in the great hall.
- Huebner said that from looking at the renderings the great hall has glass windows, and in areas of ambient light it is very difficult to get a projection image.
- Huebner stated that because of this he would recommend using a formatted display that is large enough for different events during the day. In order to achieve this a large format TV type display would be used.

- Huebner explained that a 110' diagonal flat panel TV would be necessary so that the display could be seen from the furthest distance in the room.
- Huebner said that a TV this size is rather expensive.
- Huebner said that a video wall could be used instead so that the display would be large enough while keeping the budget in mind.
- A video wall is a display with multiple screens that are all the same size and shape.
- Huebner said that one concern with this idea is that when the video wall is not in use there is a large black rectangle on the wall.
- Huebner said that there may be opportunities to hide the video wall when not in use.
- Ahern confirmed that the video wall will not be on the fire place but the opposite wall.
- Kress asked what the cost of the video wall would be and Huebner said that it depends on the size of the vessels. Huebner estimated that the cost would be about \$30,000.
- Kress asked the cost of a 110' diagonal flat panel TV display and Huebner said that the cost would be a little over \$100,000.
- Dickson asked what size screens would be for the video wall, and Huebner said that four 55' commercial grade screens would be used for the video wall.
- Huebner said that the screens would be specifically designed to be used as part of a video wall.
- Hamming asked if the screens could still be used as a TV and Huebner confirmed that they could.
- Kress if each screen could have different images showing at one time and Huebner explained that in order to achieve this correct equipment would need to be added which would cost about \$600 extra.
- Huebner said that the upside of a projector is the price because it would cost about \$4,000-\$5,000. Huebner said that the negative to using a projector is the amount of ambient light in the room.
- Huebner said that the downside of having a portable system would be that it would need to be set up and taken down each time.
- Bekhard pointed out that the portable projector would take up a lot of space in the room.
- Huebner said that the light projected from the projector could also be an issue for the presenter.
- Huebner said that the ceiling in the space is beautiful, and from his correspondence with Vander Heiden there is a preference not to have anything hanging from the ceiling.
- Huebner said that Camera Corner usually uses what are called sound tubes which are speakers that can be painted any color and hung from the ceiling.
- Because the preference is not to hang anything from the ceiling, Huebner would recommend mounting speakers on the walls around the room.
- Huebner explained that the sound could be directed in different ways depending on how the room is being used.

- Risser stated that she thinks speakers hanging from the ceiling would be distracting.
- Ahern asked the committee what the expectations are for the great room regarding sound.
- Dickson said that he thinks Huebner is presenting good scenarios for what the room will be used for and what the expectations are for the room.
- Dickson said that the basics will be provided in the space and anything beyond that would need to be brought in by the group renting the room.
- Huebner said that this helps the physical size of the speakers which would help them look more discrete.
- Kress asked if the sound could be carried throughout the entire building and Huebner said that there is the capability to do this.
- Dickson asked if the system could be carried out on the porch.
- Huebner said that the committee should keep in mind potential add-ons when thinking about how many zones the building should have.
- Dickson asked if the different display zones are capable of having their own audio systems.
- Dickson said that this brings a lot of capability to the building.
- Huebner said that the displays could have the capability to plug anything in and items such as blue ray players could be checked out from the front desk and used on the displays.
- Northrop asked if there are displays in the large room down stairs and Huebner said that right now he does not have any displays for the central library room.
- Huebner said that these types of displays are typically used for announcements or advertisements.
- Huebner said that a display like this would be easy to add on.
- Dickson said that he will discuss this with library staff as this space will primarily be used as the library.
- Vander Heiden pointed out that he and Huebner have talked about having a display in the living room.
- Kress said that she thinks that the lounge might be more ideal for a display rather than living room.
- The committee agreed that the display should be put in the lounge space instead of the living room so that the living room space can be a quiet and peaceful space.
- Huebner said that Camera Corner is a full service AV integrator and also has a very large IT division.
- Huebner said that Camera Corner could also assist with distribution of Wi-Fi.
- Dickson pointed out that there needs to be a library network and a public network.
- Dickson stated that there will be phone services integrated in the building.
- Heise said that he will work with Huebner to get a proposal for some of these services.
- Huebner asked about how many phones the building would need.
- Hamming asked if there can be a phone jack in every room and Heise said that he believes there is.

- Ahern said that he would rather have one high quality desktop conference phone that could be moved from room to room than phones in each room.
- Dickson asked if these types of phones are still used.
- Northrop asked if a cellphone used on speaker phone is just as good as a conference phone, and Huebner explained that a conference phone would be more beneficial than a cellphone on speakerphone.
- Huebner stated that a speaker phone on a cell phone does not work the best for a group of people.
- Dickson said that because there are several rooms that could be used as conference rooms having one speaker phone that could be checked out is a good idea.
- Ahern asked if this phone system would meet the needs of someone skyping in for the meeting.
- Huebner said that there are different solutions out there that work very well to conference someone into a meeting.
- Huebner asked if there is a desire to have any type of conference hardware in the great hall, and Heise said that this is likely.
- Bekhard said that just by the design of the building it is a bit challenging regarding a race way for wires, so once this is put in place, it will be hard to add on.
- Vander Heiden said that there would need to be some raceways put into empty conduits so that the capability is there.
- Heise said that some conduit should be run outside.
- Vander Heiden stated that wireless capability should be explored.
- Huebner said that wireless capability may not work the best for this building because most of the equipment will need to be wired anyway.
- Dickson stated that it is not too late to change the electrical schedule and Vander Heiden said that power can be added wherever it is needed.
- Bekhard said that there is a lot of hard surface and reflective surface in the building which will cause a lot of echo.
- Bekhard said that he has a type of speaker in mind to use to eliminate the echo.
- Bekhard said that he could get a speaker that is 2 feet tall and 4 ½ feet wide that could be painted any color and mounted on the pillars.
- Bekhard stated that by using this method the sound could be reduced and intelligibility would be increased.
- Bekhard said that the speakers could be custom painted to match the pillars.
- Bekhard said that speakers should look invisible, but also be good quality.
- Shields stated that he has used this type of speaker method in all of the church work he has done and they do not look like speakers.
- Shields pointed out that the pillars are steel and they land in a bench. Shields said that the conduit could be run through the bench.
- Vander Heiden said that this is pretty common.
- Shields pointed out that the conduit could be laid under the roof decking and could be hidden if it is put on through the top.
- Vander Heiden said that a security system is one thing that the library system does not want.

- There is not heavy security around the building.
- Huebner said Camera Corner does a lot of surveillance.
- Huebner said that there are surveillance options that are scalable, but need to be decided early on.
- Northrop said that there should definitely be surveillance and Dickson agreed that since there is access to the upper deck there should be surveillance.
- Heise reported that because of the records retention laws the surveillance would need to be transferred to a hard drive.
- Huebner pointed out that video takes up a lot of storage space.
- Huebner said that the cameras can be motion detective so that they are not recording all of the time.
- Ahern asked if there is any security in the current community center and Heise reported that there is not.
- Vander Heiden said that HGA also talked about having a live feed from the cameras to the library desk.
- Huebner said that a lot of the cameras have remote views.
- Huebner said that this is something that he can propose and he will bring some drawings of what areas would be covered by the surveillance camera.
- Risser said that a lot of this equipment is in zones and asked if there will be a computer board.
- Huebner said that where the controls will go has not been discussed.
- Huebner said that most likely a place will be found for a wall panel.
- Huebner stated that all of the equipment would be networked.
- Huebner asked if it would be beneficial for someone in the library to control these functions remotely.
- Dickson said that the building manager comes to mind when thinking about who should have access to these functions remotely.
- Bekhard said that the space will need to be synced in for ambient noise compensation technology which monitors the ambient noise of the room and will adjust the volume of the sound per the room's noise level.
- Bekhard said that this can be totally automated so that the volume will never have to be adjusted.
- Ahern asked if this is the same type of technology that is used in cars and Bekhard said that this is essentially the same, but is not as drastic while it is adjusting and will gradually adjust.
- Risser asked how much of the budget is allocated for AV and Heise said that about \$90,000 is allocated for AV, \$50,000 for the essential AV and \$40,000 for non-essential AV.
- Vander Heiden stated that the philosophy behind the budget was to find a base system and then build on it once the building has been used for a while.
- Heise said that he would be interested to see how a key fob system would work.
- Huebner said that every time fobs are scanned the camera system records ten seconds before and ten seconds after.

- Huebner asked if Heise is referring to just the front entry and the loading dock and Heise said that for now those are the two entrances that come to mind for the key fobs.
- Huebner said that this will be kept independent when determining the total cost for the AV equipment.
- Ahern asked if Huebner will come back to the committee with a design and cost analysis and Huebner stated that this is correct.
- Huebner will send Heise the first review of the proposal.
- A proposal should be available within about 2 weeks.

5. Library Project Update

- Heise stated that the big update is that the contracts are getting in order so that Boldt Construction can return to the job site.
- Heise said that all of the contracts should be good to go later today or tomorrow so Boldt should be back on site either tomorrow or Wednesday.
- Heise said that some change orders came in for the wood floors, acoustic ceilings, and the metal roof instead of shingles.
- The net change order for the metal roof is about \$5,000.
- Vander Heiden said that one contractor's worked with Boldt to find a less expensive solution for the metal roof.
- HGA kept working through this with Boldt and the local subcontractor.
- Dickson pointed out that this is a huge long term savings for the building.
- Vander Heiden said that Boldt and the subcontractor deserve all the credit.
- Ahern stated that the roof should last about 50 years.
- Heise said that the construction schedule is tracking towards an early December open date.

6. FFE Update

- Vander Heiden said that he, Heise, and Ahern have been talking about the FFE off and on.
- Vander Heiden said that the committee went through the furniture selection and the specifications were delivered to Heise a few weeks ago.
- The specifications were turned over the Ahern who is working as the liaison for the furniture.
- Ahern said that he has found four local contractors.
- Northrop said that she sent the specs for the tables to Andy Seefeldt with Woodwalk Gallery and he needs a bit more clarification regarding the specs.
- Heise will follow up with Andy Seefeldt.
- Northrop said that she thinks Woodwalk Gallery will have the capability to follow through with all of the tables.
- Ahern said that it was his perception that the shelving would be selected by HGA and library personal.
- The shelving will be steel.
- Ahern said that the shelving manufacturer will need to be on site because a lot of things will need to be custom.

- Ahern stated that at some point the committee would need to see a proposal for all of the shelving.
- Dickson said that the consideration and the flexibility for the shelving were much greater if the steel shelving was used.
- Kress asked if the shelving will be painted and Vander Heiden confirmed that this is correct.
- Vander Heiden said that there is a specific manufacturer that deals specifically with shelving.
- Heise asked Ahern what his timeline is looking like and Ahern said that he should have proposals back in about a month.
- Ahern said that it is his intention to deal with as few dealers as possible.
- Ahern said that Polly Helm at Nature Works reached out to him and would like to integrate with the library.
- Kress pointed out that Nature Works carries very durable outdoor furniture that could be left out all year round.
- Ahern stated that he will wait to hear how Nature Works would like to integrate with the library.
- Northrop asked if Helm knows that there is an option for outdoor furniture.
- The committee agreed that Nature Works could be asked to furnish the living room.
- Dickson asked if the FFE is funded or not funded and Heise said that it is not funded at this time.
- The overall shortfall of the soft costs is about \$325,000.
- Dickson stated that the committee needs to furnish the building in the most cost effective manner and the project needs to be funded.
- Ahern said that the FFE needs to be funded before anything can be ordered.
- Heise asked if the furniture from all the dealers is the same and compared by price.
- Ahern stated he will be very transparent with all of the dealers.
- Vander Heiden asked if Ahern has the breakdown of the budget and Ahern said that he has the specifications for the furniture.
- Kress suggested selling naming rights for the tables as a fundraising effort.
- Kress stated that the whole building does not need to be fully furnished when it is open.
- The committee would love to have Nature Works integrate with the library.
- Vander Heiden pointed out that there is a list of all the furniture broken down by room.
- The budget for the furniture in each room is also broken down.
- Ahern asked if Nature Works donated all of the furniture in the living room if that would be acceptable.
- Northrop suggested giving Nature Works the specifications for the living room and having them match some of their furniture with the specifications they were given.
- Northrop said that there were a lot of pieces of furniture in the building that could be moved throughout the building.

- Kress pointed out that the outdoor furniture may be the best option for Nature Works.
- Northrop said that she does not think there was anything in the living room that would be moved throughout the building so this may be the best room for Nature Works to work on.
- Dickson said that the flexibility of the furniture was something that was taken into consideration during the furniture discussions.

7. Open Session public comment and input

- Ahern said that he has handled at least four phone calls regarding the pavers that are being used for fundraising.
- The pavers will be plank like and will be six feet by three inches.
- Vander Heiden stated that he knows that Boldt worked with HGA to make sure that the cost of the tiles would be less than what they are being sold for.
- Vander Heiden said that a lot of times the wood decking is laser cut for these types of fundraising efforts.
- Vander Heiden said that Boldt was looking into some suppliers that they have worked with in the past so similar products.
- Risser said that in April she spoke with the Community Foundation to see how many people have donated \$1,000 and the Community Foundation recommended that any donor that has donated over \$1,000 automatically be contacted and receive a tile.
- Risser said that the Community Foundation asked for the size, the composition, and the number of characters on the tile.
- Vander Heiden asked how many of the tiles have been sold.
- Ahern said that there will be another mailing done with a catalog outlining exactly what donors will get for their donation.
- Kress asked if the whole roof will have decking and Vander Heiden said that the four rooms will not have decking above them.
- Penpek asked if there is any way that the lounge could be locked so that library materials could be locked in that room.
- Kress asked if the screens in front of the books are funded and Vander Heiden said that the screens are included in the FFE budget.
- Dickson said that more library time could be bought so that the library has extended hours.

8. Next Meeting Time & Date

The next meeting will be scheduled in about two weeks.

9. Adjournment

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

*Respectfully submitted by,
Megan Vandermause*