

BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE MEETING MINUTES
JUNE 8, 2015

- I. Call to order
 - A. Note compliance with the Open Meeting Law
The agenda was posted Friday, June 6, 2015 and the meeting was called to order at 5:18 pm.
 - B. Roll call:
Present: N. Knappen, B. McCormick, B. Stelling, M. Allen, C. Kipp
Absent: A Grady, N. Rybarczyk, R. Whyte
Others: None
 - C. Approve the agenda
Motion by: B. McCormick
Second: B. Stelling

Request by M. Allen to add as item C. under New Business - Mystery and DVD Shelving

Vote: Motion carried
 - D. Approve the minutes of the February 16, 2015 meeting
Motion by: B. McCormick
Second: B. Stelling
Vote: Motion carried
- II. Unfinished business
 - A. Adult Department furniture
M. Allen presented pictures of arm chairs along with samples of the faux leather color choices prepared by South Central Library System Building Consultant Deb Haeffner. The committee was interested in seeing more options. N. Knappen expressed interest in seeing information on the chairs and other furniture from the renovation of the Wisconsin Historical Society reading room. B. Stelling offered to send information from a family member who works in interior design.

There was interest in seeing the options for lounge seating and tables that offer power and USB charging outlets.

There was discussion about the proposed counter and one to two café height tables and chairs for the area that now houses the western book collection.

There was additional discussion about the possibility of wireless charging which takes place through inductive power transfer and provides the ability to transfer an electrical current from power source to a device without the use of a physical connection.

B. Carpeting

M. Allen included information about carpet in the packet. D. Haeffner recommended broad loom over carpet squares for the reading rooms. She has seen problems with carpet square installation when chairs and tables slide repeatedly over the seams. D. Haeffner said the cost for a decent broad loom is \$20 per square yard. Squares can be a good option for high traffic areas. The east room is 576 SF or 64 square yards. Cost to carpet is \$1,280. West room is a bit bigger at 720 SF or 80 square yards, about \$1,600 to carpet. The committee corrected a math error in the information provided by Allen – converting costs for square yard versus square feet.

N. Knappen would like to see what is under the carpet on the front steps. M. Allen would like to see how the carpet looks after it has been cleaned.

After further discussion the committee agreed to re-evaluate after the carpet cleaning and perhaps develop a timeline for purchasing new carpet in late spring of 2016.

C. Professional tile cleaning

M. Allen had no news to report.

D. Trash and recycling containers

M. Allen shared the options that D. Haeffner had gathered. B. Stelling looked at Fibrex group options. N. Knappen asked everyone to bring ideas to next meeting.

E. Art inventory

N. Knappen reported that Karen Evenson has completed the art inventory and will supply a written report.

III. New business

A. Review of annual maintenance checklist

M. Allen noted that the current version of the maintenance checklist was included in the packet.

B. Discussion of date for the library building project:

M. Allen included the current (October 2014) draft city capital plan. N. Knappen expressed concern about the dates and cost for the Public Safety Building. He advised that

we need a project budget number from our architects that will be valid in five years. He would like to see something at the July library board meeting.

C. Shelving for Mysteries and DVDs

M. Allen presented a quote for the shelving units prepared by Embury. She explained that in order to get the re-organization of the space started, we need the shelving to move the mystery book, DVD, and music CD collections. Discussion followed.

Motion by Nicol Knappen to recommend to the full Board the purchase of the shelving units from Embury at \$16,639.30

Second: B. McCormick

Vote: Motion carried

B. Stelling suggested that D. Haeffner put together a board summarizing the colors and design scheme when we get to the point of choosing colors for furniture and carpet.

IV. Adjournment

Motion by: N. Knappen

Second: B. Stelling

Vote: Motion carried