

**Baraboo Public Library Board of Trustees  
Buildings and Grounds Committee Meeting Minutes**

**Date and Time:** Monday, November 9, 2015 at 5:00 p.m.  
**Location:** Youth Department, Baraboo Public Library, 230 4<sup>th</sup> Avenue,  
Baraboo  
**Members Noticed:** A. Grady, N. Knappen, B. Stelling, B. McCormick, D. Wernecke, P. Wolter,  
M. Allen, N. Rybarczyk, C. Kipp, R. Whyte  
**Others Noticed:** E. Burchett, J. Ellington, M. Grant, F. Hartmann, J. McMahon, L. Von  
Asten, Clerk's office, City Administrator, Mayor, W. Reynolds, and B.  
Rottinghaus

- I. Call to order
- A. Note compliance with the Open Meeting Law  
Agenda was posted on November 5. Meeting location was moved from the Youth Department to the Adult Department and noted with appropriate signage. Committee Chair N. Knappen called the meeting to order at 5:03pm.
- B. Roll call  
Present: N. Knappen, B. Stelling, B. McCormick, D. Wernecke, P. Wolter, M. Allen, N. Rybarczyk, C. Kipp, R. Whyte  
Absent: A. Grady  
Others: Wes Reynolds, Mary Grant
- C. Approve the agenda  
Motion by: D. Wernecke  
Second: B. Stelling  
Vote: Carried
- D. Approve the minutes of the June 8, 2015 meeting  
Motion: B. Stelling  
Second: M. Allen  
Vote: Carried
- II. New business
- A. Discussion of construction process for renovation of Adult Department reading rooms and effect on options for interim improvements to electrical, lighting, and other elements - Wes Reynolds and Brett Rottinghaus, OPN Architects

Wes Reynolds introduced himself and introductions were made all around. Brett Rottinghaus was not able to attend the meeting. Committee Chair N. Knappen set the stage for the discussion. The committee had already discussed some specific needs for replacing existing furniture including the lounge chairs and tables and chairs, but questions remain:

What about running electrical for power/charging stations in the tables?  
What about new carpet?  
What about lighting and the ceiling?

We want to be sure the work done and purchases made will be compatible with future needs. What does it make sense to do now?

W. Reynolds reminded the group that we are not at the schematic level yet, just conceptual. The ceiling would be the most expensive. The east reading room will be more disrupted because we will take the boiler out. The west room will be much less changed. The west room currently has only one outlet.

W. Reynolds recommended we come to a consensus about the work we would like done and have OPN draft a proposal for the scope of services. N. Knappen asked if a new RFP was required. W. Reynolds said he hoped not, and that OPN was committed to our project and helping us see-it-through to completion. There was consensus that since this is an ongoing project there was no need to obtain alternate proposals.

W. Reynolds asked what the City purchasing policy was with regard to the level at which multiple quotes were required. M. Allen consulted the City Purchasing Policy and confirmed that multiple quotes are required for all purchases in excess of \$500. W. Reynolds recommended that we define a budget and priorities.

N. Knappen suggested working with a \$50,000 budget.

There was discussion about the carpeting and what might be underneath. B. McCormick and W. Reynolds checked a small section and found underlayment rather than wood floor. How much of the area should be re-carpeted? The idea of re-carpeting both reading rooms and the entryway through to the front desk, possibly ending before the collections area was discussed. P. Wolter asked about the possibility of inseting carpet into the original wood floor rather than laying carpet on top.

Carpet squares and broadloom were discussed. M. Allen noted that Deb Haeffner the South Central Library System Building Consultant has seen installation problems with carpet squares in reading room settings where the furniture is moved around frequently. W. Reynolds said that has not been his experience and that he has found carpet squares to be very effective throughout library environments.

There was discussion about adding power outlets and the possibility of installing power in the floor with “pokes.” There was agreement that with only one power outlet in the west room, adding more was a critical element to the interim improvements.

There was discussion about lighting and lamps and how it would improve the ambience of the space. W. Reynolds noted that \$50,000 will disappear quickly when you start talking about lighting. He went on to recommend that we provide OPN with an inventory of what we want to do, to which they would assign time and cost for the work.

There was further discussion about the need to define the committee recommendations and bring them to the full Board for review and approval. There was agreement that the improvements need to be flexible, for example tables should unplug from the power in the floor.

There was discussion about lighting – overhead and lamps. N. Knappen mentioned the attractive lamps in the Wisconsin Historical Society (WHS) reading room. W. Reynolds commented that in the WHS reading room, the lamps provide task lighting since the lighting overall is quite dim. There was concern expressed that lamps are delicate and prone to breakage. W. Reynolds said they look at LED options first when possible. He added that lighting changes are expensive, but can dramatically improve sustainability.

There was discussion about options for providing power and charging capabilities. W. Reynolds commented that tables now come with all kinds of options that they can show us. Comments were made that the lighting is pretty good right now. There was also discussion about changing the lenses of the existing fluorescent fixtures and possibly purchasing different replacement lamps.

There was discussion about the use of the front entryway for community flyers. Strong opinions were expressed about how unattractive this makes the entrance. Others agreed but had observed that the service was helpful to patrons. Different options to service the same need were discussed, including some sort of attractive display set up near the door in the adult department.

There was discussion about the ceiling and options to paint the existing tile white. There was further discussion about painting the walls and what a big improvement that can make. Several committee members volunteered to paint.

To summarize M. Allen was asked to create a list of the improvements the committee was interested in making:

- Soft lounge seating/tables and chairs
- Power/charging
- Fireplace
- Carpet, including front hall stairs
- Lighting alternatives

Painting - walls

Community notice display that is compatible with architecture

M. Allen will circulate the list to the committee for prioritization and then bring the results to the full Board at the November meeting.

B. Program room use evaluation

N. Knappen was interested in how often the program room was being used both for library programs and by outside groups. M. Allen said the monthly in-house program statistics summarized the number of uses and attendance at library programs with some exceptions for adult programs held in the reading room. Program Room Use applications are used to track use by outside groups. A log of requests to use the room that are turned away has been kept since June 2014.

N. Knappen wondered if perhaps the room could be divided. C. Kipp said that for many youth programs the entire space is used.

M. Allen offered to add the use statistics to the monthly report provided to the Board.

III. Unfinished business - deferred

- A. Adult Department furniture
- B. Carpeting
- C. Professional tile cleaning
- D. Trash and recycling containers
- E. Review of building maintenance checklist- distributed

IV. Adjournment

Motion: D. Wernecke

Second: R. Whyte

Vote: Carried