

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES OCTOBER 18, 2018**

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 2:35 pm

B. Roll Call

Members present: T. Kujawa, B. Persche, L. Steffes, B. Stelling

Members absent: J. Ellington, J. Gunnell, F. Hartmann, L. Von Asten, J. Watts

Others present: C. Arndt, J. Bergin, A. Dilcher

C. Approval of the Agenda

Approved by consensus

II. Public Hearings/Apearances

None

III. Action Items

A. Introductions

Those present introduced themselves.

B. "Headlines" Activity

This activity was not completed due to the limited number of board members present.

C. Discussion on past planning and design efforts

A brief review of was given of the library's prior work regarding an expansion including prior conceptual designs, space needs assessments, building program and staff input.

D. Discussion on integration with Strategic Plan

Survey and Community Conversation results will be shared with the architects.

E. Timeline for preliminary design steps.

Fact-finding/pre-design work (survey, library tours, background study, site research, goal review, needs assessment, programming, global budget) will take place from now through December 2018.

Conceptual design (community presentation to include multiple design options) will take place in early February 2019.

Schematic design/final (3D visualization) will take place late February or early March 2019.

F. Discussion on communication and decision makers

The following system will be used for communication and decision making throughout the building project:

First phase, Director, leadership team and 1 library board member:

Second phase, Library Board Building Committee

Final sign off, Library Board

G. Goal setting

Goal setting covered in other discussions

H. Budget and planned funding

Preliminary design (phase 1) will be based on a \$10,000,000 budget, which was arrived at from prior conceptual design work, and programming needs

I. Logistics for libraries tour on 10/19

Small school bus and driver from Kobussen has been hired for the tours and will be leaving the library at 7:00 a.m., returning approximately 5:00 p.m.

IV. Information Items

V. Board Member Comments

VI. Adjourn

Meeting adjourned at 4:45 p.m. by consensus