

AGENDA FOR THE MEETING OF THE BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

Date and Time: Tuesday, November 19, 2019 - 5:30pm

Location: Lower Level Meeting Room, Baraboo Public Library 230 4th Ave. Baraboo, WI 53913

Members Present: J. Ellington, F. Hartmann (left at 7:31pm), A. Kujawa, B. Persche, P. Roland, L. Steffes (left at 6:13pm), B. Stelling, M. Yates-Wickus (left at 7:06pm, back 7:22pm)

Members Absent: P. Zolper (excused)

Others Present: Jessica Bergin, Pat Cannon, Carter Arndt, Cary Kipp, Brittney Mitchell (left at 6:06pm)

I. Call to order (J. Ellington, 5:30pm)

- A. Note compliance with Open Meeting Law
- B. Roll call
- C. Approval of the 10-15-19 Library Board meeting minutes motion A. Kujawa, Second B. Persche (change suggested F. Hartmann. (Section 3 sub a sub b, The committee believes it is premature strike out revenue to provide replace funding is needed.) Approved with changes, unanimous.
- D. Approval of the Agenda (move E up to A shift accordingly, F. Hartmann approve as amended B. Stelling second) Approved with changes, unanimous.

II. Public Hearings/Appearances (none)

III. Action items

- A. Discussion and action on Policy committee recommendation re: Child Safety Policy
**Policy Committee (no quorum, discussion to send it to full board) J. Bergin and L. Steffes, policy drafted based on examples from other libraries and written by youth services staff with the goal of best protecting children and teens Discussion as to how to post it (posters, add it to the upcoming newsletters, add it to school newsletters, and add it to the website). Plans in place to offer other options for resources that may be restricted. L. Steffes motion to pass policy as presented, B. Persche second, motion passes unanimously.

- B. Discussion and possible action on Community Development Block Grant for library expansion project (C. Arndt & P. Cannon) **Also Brittney Mitchel funding specialist
- a. Grant requirements discussed
 - i. Some highlights include: City may consider other projects for the grant, competitive process--not everyone who applies gets it, 2 to 1 match, based on need, \$1M maximum, would add Federal Wage Rates (must be verified each week, additional reporting (hire MSA funding team or another entity or provide reporting ourselves), fair housing actions, public hearings.
 - ii. Start application in January, due in May, awards in August
 - iii. Construction would have to start AFTER grant is in place
 - iv. Last year 39 applications submitted, 31 funded.
 - v. \$10,000 Application fee (charged whether or not the money is granted), Administration fee of approximately \$60,000 (charged only if money is granted).
 - b. Pat Cannon's estimate would be 45 cents on the dollar if the library received the grant. If we would like to pursue this, we would need to make a motion to have the city consider if this grant would be moving forward with library project. City has to do the application, the library cannot do it. No discussion so far by the city as to whether or not they would be willing to do it.
 - c. Pat Cannon discourages it based on not getting enough return for the work and the possibility of losing money.
 - d. Carter Arndt's estimate would be that it would still be a net gain and doesn't see a great risk of losing money, but that the city would have to consider if the benefit would be bigger used on a different project (roads, for example) on \$8.6M. He suggested that the library would also have to consider if the return was worth the additional requirements.
 - e. A. Kujawa makes a motion to bring this to the city board to get the ball rolling and see if the city wants to apply for the grant for the library or another project B. Persche second. Discussion and clarifying questions of guests. A. Kujawa calls the question, second L. Steffes. Vote on motion on the table, all in favor Roll called J. Ellington (yes), F. Hartmann (yes), A. Kujawa (yes), B. Persche (yes), P. Roland (yes), L. Steffes (yes), B. Stelling (yes), M. Yates-Wickus (yes), P. Zolper (absent) Motion passes.
 - f. Carter Arndt suggests fundraising in the next four months so that we know what we have to work with. Pat Cannon agrees.
 - g. Suggestion to review city's policy on naming rights. Discussion for selling space as a fundraising.
 - h. Pat Cannon suggests Tim Stieve as project management (\$3600/mo) vs. \$96,000 for a project manager. One disadvantage pointed out is that Tim wouldn't have the authority to make change orders vs. a professional project manager.
 - i. MSA only has approval through the schematic design phase. Motion to approve MSA moving to the design development phase per contract amount by J. Ellington. A. Kujawa second. Roll called J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (absent), B. Stelling , M. Yates-Wickus (absent), P. Zolper (absent) Motion passes.

- j. Consider making CDA a part of the contract with MSA. Carter Arndt will send a copy of the contract to Pat Cannon.
- C. Discussion and possible action with MSA/QE and CDA on building timeline/ next steps including possible review of design by building committee (including renewable energy and outdoor features, automatic sorter, and timing of hiring of project manager (C. Arndt & P. Cannon) (SEE ATTACHMENT -- MILESTONE SCHEDULE)
- a. II. act on asbestos and lead review (\$1800 to swap out phase one ESA analysis)
 - b. Permission to proceed into the next phase of development and sort out some options.
 - c. Discussion about making use of the time before the next phase.
 - i. State approval process back and forth as well and deal with pending matters
 - ii. Focus on energy and energy incentives
 - iii. Finalizing fees
 - d. CDA will be the owner, Library leasee. The Library will continue with building design. All final decisions will be the CDA's. Contract between CDA and city, 40 year agreement that's irrevocable.
 - e. There will be two teams at work
 - i. Building design committee (would need to have a CDA representative, but will be made of of Library Board members and library director.
 - ii. Project management team (which should convene soon to deal with upcoming needs and would need to have a CDA representative as well, but will otherwise be made up of staff members).
 - f. Must pay our cash out first \$4M before USDA will provide their \$6M
 - g. Discussion about the bid process and approval
- (Pat Cannon and Carter Arndt leave.)
- D. Discussion and possible action on recommendation from Finance Committee on current financial investments and fundraising **Finance Committee met with Jessica and Laura Staneck to review investments. Finance Committee recommends only the standard movement of funds to comply undesignated trust fund policy. Recommendation by committee not to actively fundraise, but if possible donors approach us, we are always taking donations. (This may be reconsidered in next meeting based on recommendations tonight.)
- a. Last Wed. we received a check for \$2,666,000. That money is now with the community foundation as per contract.
 - b. Suggestion for a Board Thank you to donor.
- E. Discussion and action on proposed 2019 Budget amendments
- a. P. 10 of packet
 - b. A. Kujawa recommends approval, B. Stelling second, approved unanimously.
- F. Bills: A. Kujawa, Examiner

- a. A. Kujawa recommends approval, B. Persche second, approved unanimously.

IV. **Information items**

A. Financial Reports

- a. Revenue and donations report
- b. General Fund Income Statement with Comparison to Budget report
- c. Trust Fund report
- d. LPL Brokerage Funds report

B. Staff reports

- a. Adult Services Report
- b. Youth Services Report
- c. Director's Report (none)

C. Statistics

D. Friends report – P. Zolper (none)

E. Correspondence (none)

V. **Adjourn** (A. Kujawa recommends adjournment, B. Persche seconds, adjourned 7:34pm)



MILESTONE SCHEDULE CARNEGIE-SCHADDE MEMORIAL LIBRARY EXPANSION & REMODEL

Baraboo, Wisconsin MSA #: 18603000
11.19.19

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|------|---------------------------------------|------------------|--|
| I. | SCHEMATIC DESIGN | January-June | |
| II. | APPROPRIATIONS/APPROVALS/OTHER | | |
| | - Library/City Considerations | June-December | |
| | - Asbestos Review and Report | December-January | |
| III. | DESIGN DEVELOPMENT | | |
| | - Permission for A/E work to ensue | | |
| | - Address Pending Topics | December - March | |
| | o Building Committee Meetings | | |
| | o Options Selection or Revisions | | |
| | o Historical & Focus on Energy | | |
| | o Finalize A/E fees | | |
| | - Start Possible CDBG Application | January | |
| | - Start DDs (Full Team) | April | |
| | - Possible CDBG Application | May | |
| | - Complete DDs | June | |
| | - Possible CDBG Award Notice | August | |
| IV. | CONSTRUCTION DOCUMENTS | | |
| | - Start CDs | August | |
| | - 60% Progress | Mid-October | |
| | - 95% Final Check | late November | |
| | - Approval to Release Ad for Bids | December | |
| | - Complete CDs | January 5 | |
| | - State DSPS/DNR Submittals | January 8 | |
| V. | BIDDING/AWARD | | |
| | - Bid Documents Released | January 7 | |
| | - Bid Opening | February 4 | |
| | - Award Project (Library/City?) | Mid-February | |
| | - Contracts Returned | Late February | |
| | - Issue Notice to Proceed | Early March | |

VI. CONSTRUCTION

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|---|-------------|
| Preconstruction Conference | Early March |
| <u>Phase 1</u> (Demo & partially shut down exist'g bldg. areas) | |
| - Start | Mid-March |
| - Complete | Mid-April |
| <u>Phase 2</u> (Addition) | |
| - Start | Mid-April |
| - Fully Enclosed | September |
| - Substantial Completion | January |
| - Library Move-in | February |
| <u>Phase 3</u> (Remodel & Remaining Site Work) | |
| - Start | March |
| - Substantial Complete | July |
| - Move-in/Project Complete | August |

