

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

Date and Time: Thursday, November 29, 2018, 5:00pm

Location: Lower Level Meeting Room, Baraboo Public Library, 230 4th Avenue

In Attendance: J. Ellington, J. Gunnell, F. Hartmann, B. Persche, L. Steffes, B. Stelling, J. Watts, C. Arndt, A. Dilcher, S. Wray, J. Bergin

I. Call to order: 5:05PM

- A. Noted compliance with Open Meeting Law
- B. Approval of the Agenda- motion JG, second JW

II. Public Hearings/Appearances: none

III. President's Comments: none

IV. Action items

- A. Meet with MSA/Quinn-Evans
 - a. Review schedule
 - i. See attached schedule document. The design schedule with mirror the strategic planning timeline. We will do two public engagement sessions, the day after library board meetings. Options- could be a big community presentation, or an open house type of event. Could be held at library and/or City Hall. Architects will make a "why" sheet- why are these improvements needed.
 - b. Review cost model
 - i. Construction number is a set number, but there are other costs that go into the total project cost, like contingency, A&E fees, technology purchase costs. These other costs can add to total project cost, or could be paid from other funds/budgets such as library operations or special funds. We need to think about the phasing of the project- will the library stay open on site, or will it move to another temporary location during construction. Either way there will be associated costs like moving costs, off-site storage, or adapting a temporary space. If the library stays on site, there will be some additional construction costs to phase the build. We are talking about a \$10mil project as a starting point for the sake of discussion and looking at how much space and how many needs we can fill. That is not a final number. We may have to explore additional funding to get everything we want/need.
 - c. Define decision making process
 - i. Discussion on forming/updating building committee. Final discussion and decision will happen at regular December meeting of library board. At October meeting it was discussed to have Library Leadership Team make

decisions at Pre Design phase. Have a building committee make decisions during conceptual design phase. Full board make decisions at schematic design portion. FH says that the full board should be involved in all decisions, due to the board's fiduciary responsibility. Other trustees did not agree. Planned further discussion on the topic at Dec. meeting.

- d. Discuss critical program elements (meeting room availability, entry and building levels)
 - i. Making meeting room available outside of library hours- there seems to be a community demand for this. Not much available now for room rental in town. Board agrees with staff that we would like to see this as an option. Building levels: what are preferences for entrance, etc. Could original Carnegie entrance still be used maybe as a secondary entrance even if its not the main entrance, or should it not be used. Everyone loves the original Carnegie building. Want to grow connection to downtown, be more visible. J.E. suggests building a new building next door with all the new stuff in it like meeting rooms, study rooms, additional technology, etc. and keep the old building (with some updates) to house the original library functions and connect the two buildings.

IV. Information items- none

V. Board Member Comments- none

VI. Adjourned- 6:21pm