



**PROGRESS MEETING #7
NEW WAUNAKEE LIBRARY
WAUNAKEE, WI**

**MARCH 14, 2016
CORE BUILDING COMMITTEE**

ATTENDEES

Susan Hedrick, Library Director Jean Elvekrog, Library Board President Mike Ricker, Library Board Member Geoff Vine, Library Board Member	Wesley Reynolds, OPN Architects Todd Schmidt, Village of Waunakee
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SCHEDULE/SITE UPDATE:

- A special meeting will be held to finalize programming – Wes to coordinate date & time
- The next CBC meeting will not be until April 11th
- Feasibility study interviews will be held 2/10 thru 3/28
- The next Village Board update will be on 4/4

OLD BUSINESS:

- 1.1 We discussed the timing of formation of the Fundraising Committee. Jean will contact Denise Vine and ask her to join the committee. The first meeting with McDonald Schaefer is being scheduled. 12-14-15 Denise Vine has agreed to be on the committee. The first meeting is scheduled for 12/17/15 @ 1:00 PM. 1-11-16 The Fundraising Committee is working on getting out the informational brochure to study participants. Calls to set-up interviews will begin the week of 1/25. Geoff stressed the importance of receiving a summary of initial results no later than the scheduled date of April 11th. 1-25-16 Brochures are almost complete and will be sent out 1-28. 2-8-16 Denise is calling to set-up interviews between 2-10 and 3-28. 2-24-16 Interviews are in progress. We are close to thirty participants. **3-14-16 Approximately 35 interviews have been schedule. Interviews should be complete by the end of March.**
- 1.2 We discussed the timing of formation of the Building Committee. The larger group will not be formed until April 2016. In the meantime, the Core Building Committee will meet the second and fourth Monday of every month @ 4:00 PM in the Village Center small conference room. 12-14-15 Wes from OPN suggested a group for the initial visioning session. We will convene a group for that purpose, but continue to hold off on forming the larger "Building Committee" until April. **1-25-16 This committee will not be formed until we receive Village Board approval to move forward with full design on 4-18.**
- 1.3 We discussed the need to a form Marketing/Communications committee to specifically disseminate new library information and branding necessary to build public support for the project. We would also like to include a member of the community that is an "expert" in this field. Jean will contact Mark Zander to see if he is willing to take part. 12-14-15 Mark Zander is unable to serve. Jean will contact Mark McGuire to see if he would be willing. Geoff suggested that Jean ask Denise to also talk to Sarah McGuire. Initial committee members will meet on 12/17. 1-11-16 Mark McGuire is unable to serve. We will continue the search for a lead volunteer. Geoff will advertise the need at the 1/22 Visioning Session. 1-25-16 Annie Ballweg has contacted a graphic designer who is interested in volunteering. We also discussed having Steve Kraus attend a brain-storming session with this

committee when he is back from winter vacation. Geoff would like to attend future meetings. 2-8-16 Mike reviewed a report from the sub-committee. They are developing a schedule of communications. Susan will call Roberta Baumann to ask her to join the sub-committee. Mike will email Jennifer Carley and invite her to the next meeting. 2-24-16 Mike is working on scheduling the next committee meeting. **3-14-16 The Committee is up and running. Mike will keep minutes separately for the marketing meetings from this date forward.**

- 1.4 An Operations Budget needs to be determined for the new library based on the results of programming. Susan and Geoff will work with Todd Schmidt to start developing this after March 1st, 2016. 12-14-15 Susan will start this process by working on an org chart for current staff. We can then create a new org chart for contrast once programming is finished. 1-11-16 Susan brought an org chart of current library staff to the meeting. Geoff and Susan will review at a sub meeting when time permits. 1-25-16 Geoff and Susan will start working on the new org chart by March 1st. 2-8-16 Susan sent Geoff an email with information on libraries in the surrounding area including staffing levels. 2-24-16 The Village Board has asked for information on the operations budget to be provided before we are complete with programming and conceptual design. Geoff and Susan will use information from Waunakee's 2015 actual budget, and info from area libraries to come up with a conceptual budget. **3-14-16 Information based on a conceptual estimate was sent to Todd Schmidt on 3-4. Todd forwarded Geoff's email and estimate on to the Village Board the same day. The operations budget range was stated to be between \$1,150,000 and \$1,250,000 per year.**
- 3.1 Geoff discussed the need for special approval from the State for clearing and landscaping along Six Mile creek. Wes from OPN will talk to the civil engineer to determine next steps. Todd Schmidt stated that the Village will help with obtaining approvals. 1-25-16 Wes will have Scott Anderson come to the next meeting to start the process. 2-8-16 Site design discussions included construction along creek, second entrance to site from east, future building layout, and bridge to south parcel for public parking. Scott Anderson reviewed flood plain, wetland delineation, and wetland set-backs requirements. Scott will provide a memo with a summary of the constraints we have to design around. Next steps will be a meeting with the Village Engineer, obtaining a site survey, and having a consultant delineate the wetland. We will move forward as soon as the Village owns the property. 2-24-16 Subsequent to the meeting, Kevin Even stated that the Village will provide the survey and wetland delineation as part of the land acquisition cost if the Alloy site is purchased. **3-14-16 Geoff will meet with Kevin to discuss as soon as the purchase is finalized.**
- 3.3 Geoff Vine will report to the Village Board on behalf of the Core Building Committee at regular intervals throughout design and construction. The Next update to the Village Board will be made at the February 1st meeting. 1-25-16 Susan, Jean, and Geoff will meet at 5:30 on February 1st before the Village Board meeting to discuss agenda. 2-8-16 The next Village update will be at the second Village Board meeting in March. 2-24-16 Our next Village update will not be until the first meeting in April. **3-14-16 The next Village Board meeting is on April 4th.**
- 5.1 A full day programming meeting with OPN is scheduled for February 17th. Attendees will include the Core Building Committee members (Geoff will not be able to attend), Cindy Turner, Emily Harkins, and Brittany Gitzalff, along with OPN staff. Susan will obtain a room for the meeting. There is not a sufficient space for this meeting at the current library. 2-24-16 Programming needs to be reviewed with the group at our next CBC meeting on 3/14. **3-14-16 OPN needs more information on population growth and collection size to finalize programming. Right now the overall building square footage programmed is over our target. Wes will coordinate a separate meeting to review programming and refine areas as needed to get to the target.**
- 5.2 OPN has suggested we tour other libraries with a small group. Hartford, New Berlin, and other locations suggested by OPN will be visited. We will discuss timing for the tours at our next meeting. **2-24-16 We still need to schedule these visits.**
- 6.1 Geoff would like to make a presentation to the Westport Board as soon as marketing material and a presentation is available. We also discussed using this material to present to the Chamber, Rotary, the Village Board, and other organizations. The marketing committee will create the materials and schedule for this "tour". **3-14-16 The first deliverable will be a power point presentation for the April 4th Village Board Meeting.**

- 6.2 Geoff will prepare an overall development budget to include all possible project costs. Wes will forward any examples that OPN may have from other projects. Todd will coordinate a meeting with Dave Ferris to review and determine which dollars the Library will be responsible for managing. **3-14-16 Todd will work with Dave and Geoff to schedule this meeting approximately 3 weeks from today.**
- 6.3 Village representatives will meet with Alloy's attorney on 3/2 to discuss terms of a possible offer to purchase from the Village. The potential offer is on the Village Board agenda for 3/7. **3-14-16 The Village Board continues to negotiate an offer with Alloy. Concerns over future liability for contamination and payment of back taxes are holding up the negotiation.**

NEW BUSINESS:

- 7.1 Don Tierney has proposed some alternative plans that could incorporate the new library. Geoff, Kevin Even, and Todd will meet with Don to discuss. It was suggested that Don's son Jerry also attend the meeting.
- 7.2 The Library will hold a Volunteer Appreciation gathering on 5/20/16 @ 8:30 AM at the library. Geoff will present our power point to the volunteers and staff on that day.
- 7.3 Todd would like OPN to do some planning for Village Administration spaces on the remainder of the Alloy property. This planning would be for a possible future phase. Todd will work with Wes from OPN to set-up a time for Wes to come to the current Village Hall and asses their required space needs.

PROGRESS MEETINGS:

The next progress meeting will be on **Monday, April 11th @ 4:00 PM** at the Village Center small conference room. Please review these minutes and submit in writing any comments concerning the meeting.

Submitted by: Geoff Vine, Library Board Member

cc: Core Building Committee
Library Board
Wes Reynolds, OPN
Todd Schmidt, Village Administrator
Chris Zellner, Village President