



**PROGRESS MEETING #2  
NEW WAUNAKEE LIBRARY  
WAUNAKEE, WI**

**DECEMBER 14, 2015  
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
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**SCHEDULE/SITE UPDATE:**

- EPA is finished with Alloy site clean-up and is resolving cost with property owner - Ongoing
- Village Board approved moving forward with Fundraising Feasibility Study and OPN Conceptual Design – 12/7
- Architect attended first Core Building Committee project meeting – 12/14
- Fundraising committee has its first meeting with McDonald Schaefer scheduled – 12/17
- Visioning Workshop for community input tentatively scheduled – 1/22

**OLD BUSINESS:**

1.1 We discussed the timing of formation of the Fundraising Committee. The initial group has already been formed including the following:

Mike Grase - Co-chair  
Sharon Gardill - Co-chair  
Annie Ballweg - Library Board Liaison  
Jena Elvekrog - Library Board President  
Susan Hedrick – Library Director

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.**

1.2 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 suggest a larger 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.**

1.3 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. An initial group was discussed that included:  
Cindy Jensen - Library Staff

Mike Ricker - Library Board Member  
Kristan Collins - New Library Board Member

We would also like to include a member of the community that is an “expert” in this filed. 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.**

- 1.4 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 1<sup>st</sup>, 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.**
- 1.5 If we receive approval from the Village Board on 12/7 to proceed with the Fundraising Feasibility Study and OPN Conceptual Design, Jean will need to execute agreements with McDonald Schaefer and OPN Architects as soon as possible. **12 -14-15 Jean executed both contracts. She will hand deliver original copies to Julee Helt at the Village, and send electronic copies to each party with a copy to Geoff.**

#### **NEW BUSINESS:**

- 2.1 **We discussed the preference for a single-story vs. two-story library if site planning permits. Geoff also talked about creating a full site schematic that shows the new library and a separate building for Village administration. The schematic could include efficiencies like a shared meeting space that could allow for Village Board meetings, shared public parking, and other overlap. This type of plan might be more conducive to a single story library. OPN will consider as design progresses along with other options.**
- 2.2 **OPN will schedule visits to the existing library to do surveying of dimensions and understand uses of current space. Wes will schedule with Susan.**
- 2.3 **Wes discussed the initial steps for conceptual design beginning with programming. OPN wants to conduct a Visioning Workshop with a select group of community members to start this process. The session is tentatively scheduled for January 22 @ 9:00 AM. The session will last approximately five hours. Susan will prepare a list of attendees for consideration with a make-up similar to the group that participated in the strategic planning sessions. Wes will prepare a draft agenda.**

#### **PROGRESS MEETINGS:**

The next progress meeting will be on **Monday, January 11 @ 4:00 PM** at the Village Center small conference room. There will be no meeting on 12/28/15. 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