



**PROGRESS MEETING #4  
NEW WAUNAKEE LIBRARY  
WAUNAKEE, WI**

**JANUARY 25, 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
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**SCHEDULE/SITE UPDATE:**

- Meeting with landowner and Village concerning possible Alloy site purchase – 1/26
- Fundraising Committee will send out brochure – 1/28
- Geoff Vine will update Village Board on new library progress – 2/1
- Feasibility study calls to set-up interviews week of – 2/8
- Architect will meet with Library Staff to discuss programming – 2/17

**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 11<sup>th</sup>. **1-25-16 Brochures are almost complete and will be sent out 1-28.**
- 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 form a 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.**

- 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. 1-11-16 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 1<sup>st</sup>.**
- 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. 1-11-16 Wes and Susan are coordinating a time for this visit. **1-25-16 The survey was completed on 1/21.**
- 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. 1-11-16 Thirty participants are attending the Visioning Session on the 22nd. **1-25-16 The Visioning Session was a success. OPN will create a follow-up document that will be part of the final programming report. OPN will draft a newspaper article for the committee to finalize and send to the Tribune. OPN will also send photos for use in the article.**
- 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 Snyder come to the next meeting to start the process.**
- 3.2 Todd Schmidt suggested that the Library set-up a public online depository for information concerning the new library for the purpose of having open records. The Library will report on this website at the February 1<sup>st</sup> Village Board meeting. **1-25-16 Susan will have this site set-up before the Village Board meeting on 2-1.**
- 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 1<sup>st</sup> meeting. **1-25-16 Susan, Jean, and Geoff will meet at 5:30 on February 1<sup>st</sup> before the Village Board meeting to discuss agenda.**

#### **NEW BUSINESS:**

- 4.1 Wes discussed the next steps for the design process:
- a. Start site design process. Including construction along creek, second entrance to site for east, future building layout, and bridge to south parcel for public parking – To begin next meeting
  - b. Full day meeting with staff to discuss programming - To begin in two weeks
  - c. Tours of other libraries with small group. Hartford, New Berlin, and other locations suggested by OPN will be visited – To begin in four weeks

#### **PROGRESS MEETINGS:**

The next progress meeting will be on **Monday, February 8th @ 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