



**PROGRESS MEETING #6
NEW WAUNAKEE LIBRARY
WAUNAKEE, WI**

**FEBRUARY 24, 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 Chris Zellner, Village Board President
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SCHEDULE/SITE UPDATE:

- Meeting to discuss potential offer to purchase Alloy site on 3/2
- Next CBC meeting scheduled for 3/14
- 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.**
- 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. 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.**

- 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.**
- 3.1 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.**
- 3.3 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.**
- 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 Programing needs to be reviewed with the group at our next CBC meeting on 3/14.**
- 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.**

NEW BUSINESS:

- 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".
- 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.

- 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.

PROGRESS MEETINGS:

The next progress meeting will be on **Monday, March 14th @ 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