



PROGRESS MEETING #3
NEW WAUNAKEE LIBRARY
WAUNAKEE, WI

JANUARY 11, 2016
CORE BUILDING COMMITTEE

ATTENDEES

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

- Meeting with consultants concerning update on Alloy site progress – 1/14
- Architect will tour Village Center with Core Building Committee – 1/18
- Fundraising Committee will send out brochure – 1/22
- Visioning Workshop for community input – 1/22
- Feasibility study calls to set-up interviews week of – 1/25

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.**
- 1.2 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.
- 1.3 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.**
- 1.4 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.

- 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. **1-11-16 Concepts will be discussed further with OPN at our next regular meeting.**
- 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.**
- 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.**

NEW BUSINESS:

- 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.
- 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 1st Village Board meeting.
- 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.

PROGRESS MEETINGS:

The next progress meeting will be on **Monday, January 25 @ 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