

Meeting Notes for 10/1/2012

Chair – Paul Bauer

Vice-Chair – Bobbie Sawyers

Notetaker – Linda Johnson

At this point the Village Board has granted approval to the Library Board and Building/Space Committee to investigate options for library space. The Selection Committee is in the process of selecting an architect. Invitations to submit a Statement of Qualifications was sent to 14 architects and 8 have responded with their SOQs. The Selection Committee will meet October 8th to select 3 architects to consider for the job. From that short-list, one will be chosen.

A building program statement is being completed by Shelley and John, with input from the Building Committee, Library Board, and staff, based on the size of our town, the library's service population, future growth of the community, and our needs requirements. The architect will do a generic plan according to the needs and style wanted. We are looking for an architect that will listen to our needs, and has library design experience in both new construction and renovation.

We first hire an architect and then put bids out for a contractor. The contractor is traditionally chosen by the lowest bid. Our committee needs to understand the architect's plans and question any inconsistencies or changes in the plans that may impact the construction process. Changes can impact the project and it's cost.

The primary job of the committee is to keep Shelley, John, and the architect grounded, and keep the community informed. We need to make sure we all understand what is going on so we can answer questions from the community.

Funding sources: Municipal, private donations, and grants. Municipal borrowing is based on the levy cap and controlled according to state constitution. Presently we have just under \$37,000 in impact fees from the village to be used for library planning and architect fees. The fees will come in stages during the project.

Timeline – renovations can go fast. New construction typically takes much longer. With new construction the hardest part is finding a spot to build since people have different ideas on location. The most popular and practical spot is a downtown location. The committee evaluates the options of available spaces.

Planning – We must plan for a 20-year library, projecting our needs for now and into the future. We reviewed the Space Needs Report on page 24-31 on projected floor space needs. Public use space should be on one level with meeting rooms possibly on another and space for future expansion. The most stringent construction requirement is that the floor structure hold #150 per square foot to bear the weight of the books/bookcases.

Schedule –

- October 20th – Library visits 7:30 - 4:30

Visits to St. Croix Falls (renovation project), Hudson (renovation), Roberts (new), River Falls (fairly new, design has stood the test of time very well). List of things to look at in the visits are on page 2 of the Ellsworth Public Library Next Steps handout.

- November 1st – Architect selected before this date.

- Next meeting – Tuesday, November 13th at 6:30 p.m.

The following meetings will all be held on the 2nd Monday of every month (December 10th).