

LIBRARY BOARD
January 15, 2014

LIB20140115-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, December 18, 2013 at the Cedarburg Public Library, W63 N583 Hanover Ave, Cedarburg, Wisconsin.

The meeting was called to order by President Sue Karlman at 7:02 p.m.

Roll Call: Present – Council Member Mike Maher, Liz Bryde, Debra Goeks, Sue Karlman, Vonna Pitel, Steve Ruggieri, Steve, Ruggieri, Sherry Bublitz

Also Present – Library Director Linda Pierschalla, Alex Ramsey of Engberg Anderson Architects, Ryan Raskin and George Beyer of Beyer Construction

STATEMENT OF PUBLIC NOTICE

President Sue Karlman acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings law.

COMMENTS AND SUGGESTIONS FROM CITIZENS - none

UNFINISHED BUSINESS

Discuss the Library Building Project Including Fundraising, Donor Recognition, and Security; and Action Thereon

President Sue Karlman moved item 7A – Building Project to the top of the agenda.

Ryan Raskin gave an update on the Library building construction. Drywall is being hung on second floor and first floor on February 3, 2014. Priming and painting will start soon. The building will likely be complete in May.

Items #23 (Revisions to power for operable shades) and Item #25 (Electrical revision) on the contingency log were added. These are in addition to intrusion and card access systems approved in December.

Other items to be considered is the stairwell door access system (adding four doors to card access system); and the security camera system, which includes up to five exterior cameras, one vestibule camera and four interior cameras.

Alex Ramsey presented a furniture, fixtures and equipment schedule and budget. The Board discussed the whole project budget, expected revenue, and fundraising.

Motion made by Liz Bryde, seconded by Sherry Bublitz, to authorize Engberg Anderson Architects to solicit bids for the furniture, fixtures and equipment contracts for the new building. Motion carried without a negative vote.

Motion made by Sherry Bublitz, seconded by Liz Bryde, to approve item #26 on the contingency log for \$1,837.43 to add four stairwell doors to the card access and security. Motion carried without a negative vote.

Ms. Ramsey discussed an issue with the carpet installation and asked the Board to authorize a different pattern of installation. It is not possible to replace the carpet with another product. Ms. Ramsey recommended a "progression fade" installation.

Motion made by Debra Goeks, seconded by Sherry Bublitz, to accept Ms. Ramsey's recommendation of a progressive fade carpet installation. Motion carried without a negative vote.

Ms. Ramsey presented a few options for donor walls. She suggested that the Board solicit proposals for interactive displays. The Board asked Ms. Ramsey for recommendations. The Board also discussed lettering for room signs.

APPROVAL OF MINUTES

Motion made by Steve Ruggieri, seconded by Sherry Bublitz, to approve the December 18, 2013 minutes with one correction: The Keurig coffee maker for staff was purchased with general donation funds (under approval of bills). Motion carried without a negative vote.

APPROVAL OF BILLS

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to approve bills as presented. Motion carried without a negative vote.

UNFINISHED BUSINESS

Consider Radio Frequency Identification Proposal (RFID); and Action Thereon

A 3M representative will attend the February meeting. Estimates may be lower than projected.

NEW BUSINESS

Consider Moving Companies for Library Materials Relocation; and Action thereon

Library Director Pierschalla will receive several proposals from movers to move the Library materials. She will bring them to the February board meeting. Library Director Pierschalla reported that new computer equipment will be ordered in increments. Some will have to be stored before moving into the new building.

Personnel Sub-Committee Report; and Action Thereon

The Committee met on January 15, 2014 prior to the Library Board meeting. Library Director Pierschalla reported on the professional staff's recommendations for staffing and shared a draft organizational plan. The goal is to have staff at each service desk whenever the Library is open.

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REPORTS

Director's Report

Library Director Pierschalla reviewed her report.

The Library Board agreed to meet at 6:30 p.m. at the next regular meeting on February 19, 2014.

School Report

Vonna Pitel plans to introduce the school IMC directors to Library Director Pierschalla.

ADJOURNMENT

Motion made by Steve Ruggieri, seconded by Vonna Pitel, to adjourn the meeting at 9:55 p.m.
Motion carried without a negative vote.

Debra Goeks
Secretary

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