



# Building and Grounds Committee

Meeting Minutes for

October 11, 2023

**1. Call to Order:** Chair Austin called the meeting of the McMillan Library Buildings and Grounds Committee to order at 5:00p.m.

**2. Open Meetings Declaration:** Chair Austin established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

**3. Roll Call:**

**Committee Members:**

Andrea Galvan  
Kim Heniadis

~~Karen Schill~~  
Ryan Austin

Scott Kellogg  
Susan Feith

**Other Board Members:**

~~Evan O'Day~~  
~~Elizabeth St. Myers~~

~~Craig Broeren~~  
~~William Clendenning~~

~~Emily Kent~~

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director

**Others in Attendance:** Thomas Rayome, City Councilman; Eric, Library Staff

**4. Approval of Minutes:** A motion was made by Heniadis, with a fix of name misspelling on page 3, second by Kellogg, to approve the minutes of the May 10th and August 9, 2023 Buildings and Grounds Committee meeting. Motion carried by unanimous vote.

**5. Discussion of 2024 Facility Update:**

- **Elevator Bid Process:** Austin's intent is to submit to the full board that City Engineer Joe Eichsteadt handle any Capital projects moving forward, with the scope of the project determining how much work will be contracted out in addition to the elevator company and if a project manager will also be needed. Feith added the need to figure out a communication plan as payments will need to go through the Endowment.
- **Grand Ave Entrance Public Bid Process:** focusing on elevator at this time

**Austin motions to have Joe Eickstad manage the capital improvement project in terms of RFP, bidding, and project design. Kellogg seconds.** Discussion: this would include any future projects, including the Grand Ave reopening project. **Motion carried unanimously.**

**6. Donor Signage Update:** Board reviewed concept design for donor wall provided by Finishing Touch Signs. Elchert will invite the designer to the November 8th meeting to discuss layout, design, and cost. Discussion will include the idea of a separate board for theater donors on the 1st floor.

**7. Closed Session:**

*The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." In closed session, the Committee will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Committee will return to open session and may take action regarding the aforementioned solar panel agreement.*

No Closed Session.

Feith, Austin, Elchert, and S.Schill met with attorneys from Stafford last week and attorneys drafted a response to Viking representation. When a response is sent, another meeting will be held. Elchert will gather all electric bills from September 2017, Board meeting minutes from 2018 to show approval of \$2800 payment, and January 2019 minutes to see if the Board approved the set \$2400 monthly payment.

#### **8. Items for Next Agenda**

- Tom from Finishing Touch Signs
- Update on City Engineer Eichsteadt availability for elevator project
- Committee will walk the whole building to identify future projects, time permitting
  - landscaping outside children's garden, potentially Master Gardeners
  - Fountain: can potentially be fixed for a minimal cost
  - moving dumpsters
  - resealing parking lot
  - ceiling on balcony
  - Outdoor book lockers

**9. Adjournment: Galvan moved to adjourn, Kellogg seconds. Motion carried unanimously.**

**Chair Austin adjourned the meeting at 5:45 p.m.**