

Village of Mukwonago
Notice of Meeting and Building and Grounds Committee Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, January 24, 2023

Time: **5:30 pm**

Place: **Mukwonago Community Library**

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

- 3.a Building & Grounds Committee Meeting Minutes from September 13, 2022
[Building and Grounds Committee Minutes 20220913_unapproved.pdf](#)

4. Discussion/Action Items

- 4.a Replace Obsolete AED
Discussion and possible action on replacing obsolete AED with one recommended by Fire/EMS.
[QUOTE_Cr2 AED with Trade In.pdf](#)
- 4.b Sprinkler System Repair
Discussion and possible action on emergency repairs to dry sprinkler system.
- 4.c Sanitary Pipes
Discussion and possible action on emergency repair of leaks in sanitary pipes in basement.
- 4.d AH-1 Pump Repair
Discussion and possible action on proposal from Illingworth-Kilgust to repair AH-1 pump.
[Mukwonago Community Library AH-1 Pump Repair Service Proposal 12.28.22.pdf](#)
- 4.e PUMP00-#5 Bearing Assembly Replacement
Discussion and possible action on Illingworth-Kilgust's proposal to replace bearing assembly.
[Mukwonago Community Library Bearing Assembly Replacement Proposal 1.16.23.pdf](#)
- 4.f VAV2-001 Fan Motor Replacement
Discussion and possible action on Emcor Services' proposal to replace fan motor on VAV in adult nonfiction area.
[Mukwonago FPVAV Fan Motor Proposal 12.8.22.pdf](#)

4.g Landscaping

Discussion and possible action on request to hire professional landscapers in spring 2023 for large-scale work the Library's seasonal maintenance person can't do.

4.h Request for Small Improvements

Discussion and possible action on Library Director's request for minor improvements for the facility.

[Requests for Small Improvements Around the Library 20230124.pdf](#)

5. Referral Items

6. Confirm Next Meeting Date

7. Adjourn

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago
**DRAFT Minutes of Building & Grounds Committee
LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, September 13, 2022**

Time: **5:00 pm**

Place: **Mukwonago Community Library**

Zoom login

<https://us02web.zoom.us/j/83206273713?pwd=Y3JUd21lMDdPcnpuL1hva1BocjVqZz09>

Meeting ID: 832 0627 3713

Passcode: 415478

1. Call to Order

Committee Chair M. Penzkover called the meeting to order at 5:00pm.

2. Roll Call and Introduction of Guests

Committee Members Present

E. Brill
J. Gasser
H. Pringle
M. Penzkover
S. Kaufman

Also Present

A. Armour, Library Director

3. Approval of Minutes

E. Brill/ S. Kaufman motioned to approve the minutes from the July 13, 2022 Building and Grounds Committee meeting. Unanimously carried.

4. Discussion/Action Items

4.a Community Room AV System

Discussion and possible action regarding the community room AV system.

A. Armour shared the quotes from four different companies for replacing the AV system in the Community Room. E. Brill noted that the quote from ABC Technologies had the most user friendly technology. The Committee will recommend ABC Technologies quote to the Library Board.

4.b MetaSpace 511 Furniture Request

Discussion and possible action on purchasing requested furniture for the MetaSpace.

A. Armour presented a request for new furniture in the MetaSpace. The furniture includes new, height-adjustable tables that match the other wood-topped tables in the space, an actual desk for the MetaSpace 511 Lead Innovator that allows for flexible work space, and shelving with bins inside the cabinets to make the cabinets safer to use

and more user friendly. H. Pringle/E. Brill motioned to approve the proposed purchases and use money in the donation account that had originally come from WCCF Capital Fund. Unanimously carried.

4.c USA Fire Protection Maintenance Contract for 2023

Discussion and possible action on USA Fire Protection's 2023 contract for maintenance services.

A. Armour explained that this is an annual maintenance contract for the sprinkler system and other fire protection hardware in the Library. The Village plans to stay with the same contractor. The Committee will recommend approving this contract renewal to the Library Board.

4.d Automated Sorting Machines

Discussion and possible action regarding proposal to add automated sorting machines to the materials return slots.

A. Armour requested permission to pursue investigating automatic sorting machines for the book drops. She provided rough estimates from Envisionware, the Library's current vendor for self checkouts and gates. Discussion centered around what an investment like this might save in personnel time that could be used in better, more skilled ways, and how it would align with the upcoming Strategic Plan. A. Armour was given permission to pursue further investigations and return when she has gathered examples from other libraries and answers to some of the Committee's questions.

5. Referral Items

6. Confirm Next Meeting Date

The Committee meets as needed.

7. Adjourn

E. Brill/H. Pringled moved to adjourn the meeting. Meeting adjourned at 5:36pm.

Minutes submitted by Abby Armour



Cr2 AED Quote

Quote Number: 10602405

Version: 1

Prepared For: MUKWONAGO FIRE DEPT

Attn:

Remit to: Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Alex Yde

Email: alex.yde@stryker.com

Phone Number:

Quote Date: 10/26/2022

Expiration Date: 01/24/2023

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	MUKWONAGO FIRE DEPT	Name:	MUKWONAGO FIRE DEPT	Name:	VILLAGE OF MUKWONAGO
Account #:	1501747	Account #:	1501747	Account #:	1081182
Address:	1111 FOX ST	Address:	1111 FOX ST	Address:	440 RIVERCREST CT
	MUKWONAGO		MUKWONAGO		MUKWONAGO
	Wisconsin 53149		Wisconsin 53149		Wisconsin 53149-1759

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-001263	LIFEPAK CR2 Defibrillator, Fully Automatic, WIFI, English, carrying case, 8 year warranty. Includes 1 PR QUIK-STEP Electrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	1	\$2,146.46	\$2,146.46
Equipment Total:					\$2,146.46

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP500B-LPCR2	TRADE-IN-STRYKER LIFEPAK 500 BIPHASIC TOWARDS PURCHASE OF LIFEPAK CR2	1	-\$100.00	-\$100.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$2,046.46

Prices: In effect for 30 days

Terms: Net 30 Days



Cr2 AED Quote

Quote Number: 10602405

Version: 1

Prepared For: MUKWONAGO FIRE DEPT
Attn:

Remit to: **Stryker Medical**
P.O. Box 93308
Chicago, IL 60673-3308
Rep: Alex Yde
Email: alex.yde@stryker.com
Phone Number:

Quote Date: 10/26/2022
Expiration Date: 01/24/2023

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

December 28, 2022

Ms. Cathryn Kim
Ms. Abby Armor
Mukwonago Community Library
511 Division Street
Mukwonago, Wisconsin 53149
e: ckim@mukcom.lib.wi.us
e: aarmor@mukcom.lib.wi.us

**Re: Mukwonago Community Library AH-1 Pump repair
Service Proposal**

Dear Ms. Kim:

We are pleased to provide our proposal for the above referenced project. We include the following:

AH-1 Pump repair

- Remove the leaking pump from the air handler.
- Bring the pump in for repair, new seal, water slinger and gaskets.
- Inspect and clean motor and impeller.
- Provide all necessary labor and miscellaneous materials

Our price for this work is **\$3,578.00**

Not included in the above proposal:

- Applicable state and local taxes

This proposal is based on work being performed during normal working hours unless otherwise noted above. Normal working hours are 7:00 a.m. to 4:30 p.m., Monday through Friday.

This proposal, including but not limited to pricing and schedule, is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the coronavirus. This proposal is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract/subcontract, that any (i) schedule issues (including, but not limited to, delay, acceleration, compression, interference, hindrance), (ii) overtime hours or added resources to perform work, (iii) shortages (whether as to labor, subcontracted services, materials, or supplies), (iv) change orders, extra work, or extra costs, or (v) inefficiency and impacts relating to the foregoing, that arise as a result of the COVID-19 pandemic or coronavirus will entitle contractor to a change order equitably addressing impacts to its time for performance and costs.

To the extent this quotation/proposal includes materials and/or equipment that contain or are comprised of steel, the price set forth herein for such items is guaranteed for a period of 15 days from the date of this quotation/proposal. After such time, Illingworth-Kilgust Mechanical reserves the right to increase the price set forth herein for such items when the parties enter a contract for the work or when Illingworth-Kilgust Mechanical actually orders such items, whichever the later, to reflect the then-current price of such items, as such pricing may be affected by market conditions including, but not limited to, tariffs, quotas, and/or duties. The parties agree that the pricing for such items in this quotation/proposal is guaranteed only for such time, and Customer assumes the risk of any such price increases for such items after such time.

December 28, 2022

If customer fails to sign this quotation/proposal within fifteen (15) days from the date of this quotation/proposal, this quotation/proposal shall be deemed void, withdrawn, and canceled.

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Robert Bergemann

Robert Bergemann
Service Sales Project Manager
Illingworth-Kilgust Mechanical, Inc.
Office: 414-431-7167
Cell: 414-550-0196
bbergemann@ikmechanical.com

BB/ar

This Proposal Accepted By:

(Signature)

(Date)

(P.O. Number)

January 16, 2023

Ms. Cathryn Kim
Ms. Abby Armor
Mukwonago Community Library
511 Division Street
Mukwonago, Wisconsin 53149
e: ckim@mukcom.lib.wi.us
e; aarmor@mukcom.lib.wi.us

Re: Mukwonago Community Library – B&G Bearing Assembly Replacement Service Proposal

Dear Ms. Cathryn Kim:

We are pleased to provide our proposal for the above referenced project. We include the following:

PUMP00-#5 B&G Bearing Assembly Replacement

- Furnish and install one (1) new replacement Bell and Gossett bearing assembly
- Provide all necessary labor and miscellaneous materials

Our price for this work is **\$2,397.00**

Not included in the above proposal:

- Applicable state and local sales tax

This proposal is based on work being performed during normal working hours unless otherwise noted above. Normal working hours are between 7:00 a.m. and 4:30 p.m., Monday through Friday.

This proposal, including but not limited to pricing and schedule, is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the coronavirus. This proposal is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract/subcontract, that any (i) schedule issues (including, but not limited to, delay, acceleration, compression, interference, hindrance), (ii) overtime hours or added resources to perform work, (iii) shortages (whether as to labor, subcontracted services, materials, or supplies), (iv) change orders, extra work, or extra costs, or (v) inefficiency and impacts relating to the foregoing, that arise as a result of the COVID-19 pandemic or coronavirus will entitle contractor to a change order equitably addressing impacts to its time for performance and costs.

This proposal is conditioned on Illingworth-Kilgust Mechanical confirming the price, delivery time, and availability of goods with Illingworth-Kilgust Mechanical's subcontractors, vendors, and suppliers at the time when Illingworth-Kilgust Mechanical and customer are ready to enter a final contract for the proposed work. Illingworth-Kilgust reserves the right to (i) adjust the proposal price and schedule in the final contract if needed due to such confirmation, and (ii) condition the final contract on, and include in it, any reservations and/or limitations that Illingworth-Kilgust Mechanical must accept from its subcontractors, vendors, and suppliers to obtain any goods.

If customer fails to sign this quotation/proposal within fifteen (15) days from the date of this quotation/proposal, this quotation/proposal shall be deemed void, withdrawn, and canceled.

January 16, 2023

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Robert Bergemann

Bob Bergemann
Service Foreman
Illingworth-Kilgust Mechanical, Inc.
Cell: 414-550-0196
bbergemann@ikmechanical.com

BB/ar

This Proposal Accepted By:

(Signature)

(Date)

(P.O. Number)

December 8, 2022

Ms. Cathryn Kim
Mukwonago Community Library
511 Division Street
Mukwonago, Wisconsin, 53149
e: ckim@mukcom.lib.wi.us

Re: Mukwonago Library FPVAV2-001 Fan Motor Replacement Controls Proposal

Dear Ms. Kim:

We are pleased to provide our proposal for the above referenced project. We include the following:

- Include replacement of FPVAV2-001's broken fan motor

Our price for this work is **\$1,409.00**

Not included in the above proposal

- Any applicable sales and use tax
- Factory start-up of equipment, will be present at startup to ensure proper communication
- VFD's, starters, and disconnects will be provided by others
- Line voltage work
- Control dampers provided by others
- Fire/smoke dampers, duct detectors, associated components, and wiring by others
- Liability and warranty for existing equipment to remain
- Cutting, Patching, painting, roofing work, ceiling rework or access doors
- Fiscal responsibility for consequential and liquidated Damages
- Waiver of Subrogation is not implied or included unless listed in the scope of work
- Permits, fees, performance bonds or payment bonds unless listed in the scope of work
- Premium Time

This proposal is based on work being performed during normal working hours unless otherwise noted above. Normal working hours are between 7:00 a.m. and 4:30 p.m., Monday through Friday.

This proposal, including but not limited to pricing and schedule, is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the coronavirus. This proposal is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract/subcontract, that any (i) schedule issues (including, but not limited to, delay, acceleration, compression, interference, hindrance), (ii) overtime hours or added resources to perform work, (iii) shortages (whether as to labor, subcontracted services, materials, or supplies), (iv) change orders, extra work, or extra costs, or (v) inefficiency and impacts relating to the foregoing, that arise as a result of the COVID-19 pandemic or coronavirus will entitle contractor to a change order equitably addressing impacts to its time for performance and costs.

This proposal is conditioned on EMCOR Services Integrated Solutions confirming the price, delivery time, and availability of goods with EMCOR Services Integrated Solutions' subcontractors, vendors, and suppliers at the time when EMCOR Services Integrated Solutions and customer are ready to enter a final contract for the proposed work. EMCOR Services Integrated Solutions reserves the right to (i) adjust the proposal price and schedule in the final contract if needed due to such confirmation, and (ii) condition the final contract on, and include in it, any reservations and/or limitations that EMCOR Services Integrated Solutions must accept from its subcontractors, vendors, and suppliers to obtain any goods.

If customer fails to sign this quotation/proposal within fifteen (15) days from the date of this quotation/proposal, this quotation/proposal shall be deemed void, withdrawn, and canceled.

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Daniel Von Berg

Daniel Von Berg
Controls Estimator
EMCOR Services Integration Solutions
Direct: 414.431.7189
daniel_vonberg@emcorgroup.com

DVB/ar

This Proposal Accepted By:

(Signature)

(Date)

(P.O. Number)

For: Library Board Building & Grounds Committee

Date: January 24, 2023

Subject: Requests for Small Improvements Around the Library

Submitted: Abby Armour

Purpose: This document provides a list of requested improvements in the Library. These are all small projects at a relatively low cost to either update the appearance of the Library or improve accessibility and communication. Costs of individual projects would likely not exceed \$3,000 and would be at lowest market value and using known vendors. Recommended to use WCCF Capital Funds for these projects.

Request 1: Patch and paint Community Room AV wall

The issue: Our new AV system uses a professional, automatic screen. There is a large painted square on the wall that was previously used for projection that needs to be painted over. Additionally, we need to patch the holes from the old speakers. As the paint in this room is well over 10 years old, we would paint this wall and the adjoining north wall where the closet doors are so there is not obvious paint changes.

Request 2: Remove and cover old data jacks

The issue: In the Community Room there are old data jacks at the front of the room that no longer work now that we have relocated our AV system to the kitchenette for security and aesthetic reasons. These jacks are confusing for customers who want to use our system.

Request 3: Patch and paint teen area north wall, add [felt tiles](#) for sound and marketing

The issue: After removing the teen TV that never gets used and repurposing it for a mobile video conferencing cart, the wall needs patching and a fresh coat of paint. For aesthetic and noise purposes, I would also like to purchase colorful felt tiles that help deaden noise (a complaint we frequently hear about this building) as well as provide a cool bulletin board for advertising programs to the teens.

Request 4: Relocate McAdams “welcome wall” to a more prominent position

The issue: The McAdams, who generously donated a lot of money to the Library, are featured in a portrait in the entryway, but it is not the first thing visitors see. I would like to relocate it the north side of the entryway above the heat register, have a new plaque made that says the same welcome message that is currently stenciled on the wall, and give a fresh coat of paint to that wall. This way the first thing visitors would see upon entering our building is the welcome message from the McAdams on their right and the glass wall of donors on their left.

Request 5: Repurpose McAdams “welcome wall” to a [slatwall](#) as a marketing space for library programs

The issue: Our current bulletin board to advertise library events and programs is cluttered, the cork is falling apart, and it is in an awkward place in a small hallway by the bathrooms; that area gets congested very easily when there are several people trying to read the board, go to the bathrooms, and get into the Community Room all at once. I want to remove that bulletin board,

Mukwonago Community Library

Requests for Small Improvements Around the Library

Presented to Building & Grounds Committee January 24, 2023

Page 1 of 3

patch, and repaint that wall to a lighter color so it isn't so dark walking to the Community Room. By relocating our messaging area to the current McAdams wall, we provide more space for customers to step out of the walkway and browse for information at their leisure as well as making our events and programs more prominent to visitors to the library. This aligns perfectly with Strategic Plan priority "Cultivate Connections: We provide user-friendly and appealing ways to learn about the Library." I'd like to get a large slatwall which would allow us to create a more interactive and 3D marketing area for the Library. A slatwall would enable us to not only put out 2D fliers, but to have hangers for business cards, pamphlets, handouts, and more. It would also provide flexibility in advertising as our needs change through the year.

Request 5: Replace MetaSpace 511 bulletin board with slatwall

The issue: The bulletin board just outside the MetaSpace is looking old and tired. I have also extensively discussed with my leadership team about have consistent marketing throughout the library, and by changing how we market programs and events in the entryway (slatwall enabling more 3D interactions) I want to duplicate that near the MetaSpace. Nancy has noted that many people simply walk past all the things she posts out there, so a bright orange slatwall in conjunction with the TV will give her plenty of opportunities to communicate out and share all the great things that go on in there.

Request 6: Purchase two identical [floor stand signs](#) dedicated for advertising events

The issue: It's easy to walk right past the Community Room and not know if an event is happening. Additionally, many visitors are unaware the MetaSpace exists in that back corner. In an effort to improve communication and keep our messaging appealing and consistent, I would like to purchase two identical floor stand signs that would be solely used for pointing to either the Community Room or MetaSpace with a "now happening in..." message and attached literature racks with information on other programs they may enjoy in relation to the one currently going on.

Request 7: Install exterior outlet for programs in the back yard

The issue: During our SLP Kick-Off last year, I discovered that the only external outlet facing the park (it's behind the MetaSpace) is actually part of a circuit that includes most of the outlets inside the MetaSpace. Nancy says she is frequently playing find-the-right-outlet in the MetaSpace to avoid blowing a fuse and we had to drag extension cords to several outlets inside the library just to run the (extremely popular) inflatable obstacle course last year. In order to facilitate more outdoor programming (without blowing a fuse or propping open doors), I want to have a new outlet on its own circuit installed on the outside wall of the library by the children's area.

Request 8: Rekeying several doors to be logical

The issue: There are numerous doors in the library that aren't keyed in a way that makes sense to who should be accessing it. For example, my master key doesn't open one of the custodial closets when, logically, a master key (and a Library Director) should open every door. These weird variations have created a headache of extra keys which is compounded by the fact that those physical keys don't always align with access of the electronic swipe keys. The more

confusing a system is, the easier it is to make a mistake. I'd like to rekey some doors to create a logical hierarchy of access to align with the hierarchy of the staff.

Request 9: Purchase two more [portable hearing loops](#) and one more [hearing loop receiver](#)

The issue: During our Staff Development Day on January 20, Angela Meyers of the Bridges Library System presented to us about how hearing loops make library services and programs more accessible by allowing users with hearing devices to tap into the loop for pure, directed sound of whatever is being spoken through the microphone. We have one permanently installed in the Community Room and our new AV system allows users to hear video, music, and microphone input through their hearing device. We also have one in the MetaSpace which uses a microphone in the ceiling to gather all the sound in the room as opposed to specific input from a computer or mic pack. We have one portable hearing loop at the Info Desk, but the Circ staff requested ones for the two main computers at the Circulation Desk. Additionally, I want to purchase another hearing loop receiver, which allows people who don't have a hearing aid or cochlear implant to tap into the hearing loop with a pair of headphones. This way, I would have one set for the service desks and one set permanently available in the Community Room for programs. With this, I want to purchase some extra microphone covers and mic pack headsets for program staff to enforce my directive of having every program use a microphone starting in February. By having consistency of accessibility across all program spaces and service desks, I believe this is an excellent way to support the Strategic Plan priority of "Embrace Community: We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need."

Request 10: Purchase new [learn-n-play activity centers](#) for children's area

The issue: The children's area toys are looking very tired and dirty. One of the Lego tables was a donation. I would like to purchase a few interactive play centers that provide engagement and learning but don't contribute to the noise level in the Library. Items chosen would be not be fixed to the floor/wall and would have the ability to be re-usable and movable in future remodels.