#### Village of Mukwonago

#### Notice of Meeting and Building & Grounds Committee Agenda

#### LIBRARY BOARD OF TRUSTEES MEETING Thursday, March 9, 2023

Time: 5:30 pm

Place: Mukwonago Community Library, 511 Division St, Mukwonago, WI 53149 OR via

Zoom

#### **Zoom login**

https://us02web.zoom.us/j/85380134120?pwd=bTVnM05JekVkSXZKQ0MvN2c2am05UT09

Meeting ID: 853 8013 4120

Passcode: 925383

- Call to Order
- 2. Roll Call and Introduction of Guests
- 3. Approval of Minutes
  - 3.a Building & Grounds Committee Meeting Minutes from January 24, 2023 Building and Grounds Committee Meeting Minutes 20230124 unapproved.pdf

#### 4. Discussion/Action Items

- 4.a Updates on Ongoing Projects
  Library Director will provide updates on ongoing projects including landscaping,
  emergency repairs, and facility maintenance.
- 4.b Costs for Improvements Around the Library Discussion and possible action on proposed costs for improvements to the facility as proposed at the last meeting. UPDATED Costs for Improvements Around the Library 20230309.pdf 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 THE LIBRARY BOARD BUILDING AND GROUNDS COMMITTEE MEETING Tuesday, January 24, 2023

Time: **5:30 pm** 

Place: Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149

#### 1. Call to Order

The Committee Chairperson M. Penzkover called the meeting to order at 5:30pm.

#### 2. Roll Call and Introduction of Guests

**Board Members Present** 

M. Penzkover

E. Brill

J. Gasser

H. Pringle

S. Kaufman

#### Also Present

A. Armour, Library Director

#### 3. Approval of Minutes

E. Brill/S. Kaufman motioned to approve the minutes of the Building & Grounds Committee Meeting from September 13, 2022. Unanimously carried.

#### 4. Discussion/Action Items

#### 4.a Replace Obsolete AED

A. Armour explained that the Library's AED is no longer produced and they cannot obtain child-size pads for it. Fire/EMS provided recommendation for unit appropriate to a public building and that would also work with their equipment for bulk pad purchase opportunities as well as streamlined service in an emergency. H. Pringle/M. Penzkover moved to recommend purchase of proposed AED using WCCF Capital Funds to the Library Board for approval. Unanimously carried.

#### 4.b Sprinkler System Repair

A. Armour explained that the dry sprinkler system has lost pressure and is undergoing an emergency fix. The Committee directed her to bring final costs after the repair is complete to the Library Board to approve a resolution to use WCCF Capital Funds to pay for this expense.

#### 4.c Sanitary Pipes

A. Armour shared that several areas of the sanitary pipes in the basement are showing signs of erosion and need to be considered for replacement as soon as possible. Discussion centered around how large the issue is and options for replacing failing areas

with PVC. The Committee directed her to gather quotes from local plumbers and bring them directly to the Library Board for consideration.

#### 4.d AH-1 Pump Repair

#### 4.e PUMP00-#5 Bearing Assembly Replacement

A. Armour explained that items 4.d and 4.e are related. The Committee decided to approve them together as they are for the pump on air handler 1 which is actively leaking. S.Kaufmann/E. Brill motioned to recommend to the Library Board to approve the AH-1 Pump Repair and PUMP00-#5 Bearing Assembly Replacement quotes to be paid using WCCF Capital Funds. Unanimously carried.

#### 4.f VAV2-001 Fan Motor Replacement

This VAV supplies heat to the adult nonfiction area and is currently nonfunctional. E. Brill/H. Pringle motioned to recommend to the Library Board to approve expenditures for quote VAV2-001 Fan Motor Replacement to be paid using WCCF Capital Funds. Unanimously carried.

#### 4.g Landscaping

A. Armour shared that the Library received two large donations that she would like to use on landscaping. She noted that the seasonal landscaper does an excellent job of upkeep, but that the flower beds, edging around the building, and trees are too big for one person to handle and need a facelift. The Committee directed her to get quotes and compile a wishlist, then return to this Committee for next steps.

#### 4.h Request for Small Improvements

A. Armour presented a list of smaller projects to improve aesthetics and accessibility. Discussion centered around contacting the McAdams family about possibly moving the family portrait closer to the front door and grouping projects under headings such as "Strategic Plan" and "Facilities." The Committee determined that all requested projects were worthwhile to pursue and requested she investigate costs and timelines and return to this Committee to prioritize next steps.

#### 5. Referral Items

**6. Confirm Next Meeting Date –** Director Armour will poll the Committee about reconvening around the end of February 2023.

#### 7. Adjourn

Meeting adjourned at 6:25pm by Chairperson Penzkover.

Minutes submitted by A. Armour

For: Library Board Building & Grounds Committee

Date: March 9, 2023

**Subject:** Costs for Improvements Around the Library

**Submitted:** Abby Armour

**Purpose:** This document provides costs and information about the previously proposed "List of Small improvements for the Library" at the January meeting. Recommended to use WCCF Capital Funds for these projects.

Priority	Task	Explanation	Other Info	Costs	
High	#1: Patch and	Patching holes from	We have already	\$6,900	
	paint	sprinkler repair, removal	begun this due to	See "Quote	
		of old data jacks, and	the two large holes	1: Painting"	
		items removed from	in the ceiling from	plus	
		walls. Fresh paint.	the sprinkler repair.	estimate for	
				added jobs	
				in entryway	
High	#2: Create	Move McAdams photo,	Strategic Priority:	\$1,000	
	marketing area	add white slatwall with	Explore options to	See "Quote	
	in entryway	silver inserts for	utilize entryway for	2: Slatwall"	
		marketing library	better	(estimate	
		programs, fresh paint in	communication of	includes	
		entryway	Library and	shipping)	
			community events		
			and resources. Patch		
			and paint for this		
			project in Quote 1		
High	#3: Slatwall for	To mirror entryway	Strategic Priority:		
	MetaSpace	signage, slatwall	We provide user-		
		marketing for	friendly and		
		MetaSpace	appealing ways to		
			learn about the		
			Library. Costs in		
			other estimates.		
Medium	#4: Standing	Signage permanently	Strategic Priority:	\$750	
	floor signs	dedicated to identifying	We provide user-	See "Quote	
		where programs are.	friendly and	3: Signage"	
		Includes brochure	appealing ways to	(estimate	
		holders.	learn about the	includes	
			Library.	shipping)	
Medium	#5: Hearing	Purchase additional	Strategic Priority:	\$1,350	
	Loops for Service	portable hearing loops,	We eliminate		
	Desks	receivers, and	barriers to access in		

		headphone stands for	order to provide	See "Quote
		Circ Desk and	engaging and	4: Hearing
		Community Room.	accessible ways for	Loops"
			users to find what	
			they need.	
Medium	#6: Felt tiles for	Add felt tiles for sound	Strategic Priority:	\$800
	Teen Area	management, bulletin	Conduct noise	
		board options, and	evaluation and	
		aesthetics.	explore solutions	
Medium	#7: Exterior	Install exterior outlet for	Strategic Priority:	\$13,248
	power	programs in the back	We focus on	See: "Quote
		yard. Proposal by our	providing early	5: Festival
		usual company, Roman	literacy collections,	Power"
		Electric to provide	services, and	
		maximum amount of	programs for our	
		options.	growing community.	
Medium	#8: New activity	Add to and replace play	Strategic Priority:	\$6,000
	centers for	area fixtures with	Examine shelving,	See:
	children's area	emphasis on reading and	displays, and	"Options for
		learning.	furniture for ease of	Children's
			use and age-	Area"
			appropriate	
			accessibility	
			Total	\$30,048

Not being addressed at this time due to other considerations and/or opportunities:

<sup>-</sup> Rekeying several doors to be logical

#### 1451 Dale Painting

Date 2/22/23

1451 Dale Painting

Josh & Martin Dale

204 Crestwood Dr Waukesha, WI 53188 Cell: 262-366-8527

email: 1451dalepainting@gmail.com

Estimate/Bid

Catherine Kim

C/O Mukwonago Library

511 Division Street Mukwonago, WI 53149

ckim@mukwonagolibrary.org

Interior							\$5,480	Sq. ft.	color#	Name	Sheen
Entry					X						
Patch and repair 3 outlet holes	walls only				X						
Patch around new outlet	walls only				X						
fill in holes where current picture hardware is	walls only				X						
Paint from orange wall on the north side to around column to best possible end near glass doors	walls only			15	x	16					
Community Room			Г	Г	X						
Patch 3 outlets on the east wall	walls only				Х						
Repair holes at the top of the East wall	walls only				X						
Paint from Emergency door on the North wall to the whole East wall up to the green wall.	walls only			48	x	26					
Ceiling in main library entryway		Г	Г	Г	X						
Patch hole in ceiling (3/4" drywall)	ceiling only		2	12	X	12					
fix spider cracks along the ceiling walls (settling cracks)	ceiling only		20	Г	x						
Blend the paint over those areas (20' hi)	ceiling only			50	Х	15					
Other					X						
scissor Lift rental for week					X		\$1,000				
2nd coat will be determine by color and Catherine			Γ	Γ	Γ						

all paints and supplies are included

After the third wall color there will be an \$100 up charge for each color

Catherine will provide colors

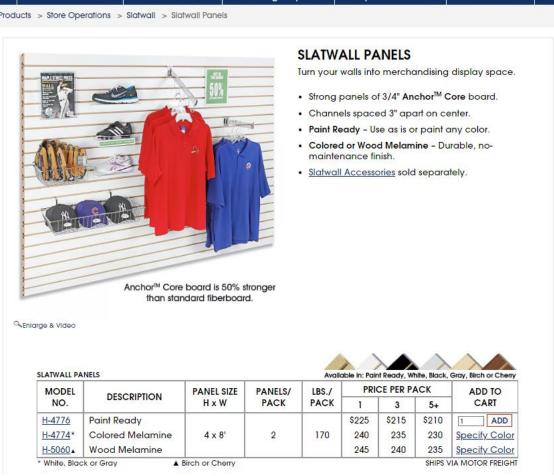
One Coat

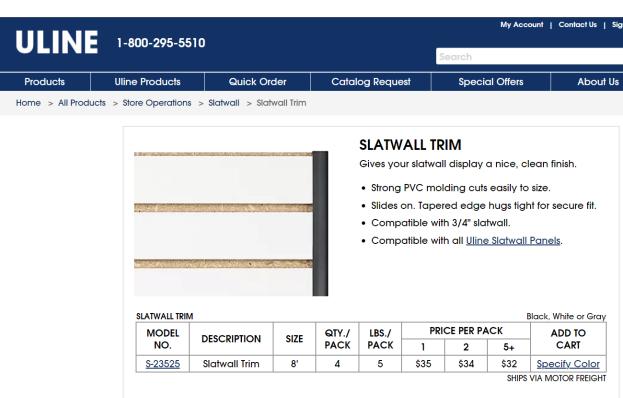
sub total\$6,480Discount for repeat customer\$580Your total for all the work\$5,900

Let us create some magic for you

#### Quote 2: Slatwall









#### SLATWALL INSERTS

Seniarge & Video

MODEL	DESCRIPTION	QTY./	LBS./	PRICE PI	R PACK	ADD TO CART	
NO.	DESCRIPTION	PACK	PACK	1	2+		
H-5064	4' Aluminum Inserts	16	12	\$140	\$135	1 ADD	
■ <u>H-4773</u>	8' Aluminum Inserts	16	25	250	220	1 ADD	

■ SHIPS VIA MOTOR FREIGHT

#### Quote 3: Signage



#### **Quote 4: Hearing Loops**

Window intercoms help people communicate during COVID!



Store Home Catalog Brown Audio Service LLC



#### **Contacta Portable Hearing** Loop

\$416.00

#### FREE SHIPPING ON THIS ITEM!

The Contacta portable induction hearing loop system answers the question, what if I want to take my hearing loop with me? Perfect for service counters or reception desks, it eases communication with hearing aid and implant users. It can also be used at meetings as a personal hearing loop.

The system consists of the main unit, stylishly constructed from robust ABS plastic, and a plug-in power adaptor for charging purposes. It has both a built in microphone, and a separate plug in table mic. The unit incorporates a rechargeable battery system to maintain performance at its peak. The battery will give a minimum of 8 hours use and is monitored at all times using standby mode, incorporating a two color display to show battery status.

The status LED display will flash with speech. The unit is fully operational at all times and may still be used when recharging becomes necessary. The portable loop system is easy to carry and can be simply set up for use in a matter of seconds.

Window intercoms help people communicate during COVID!



Store Home Catalog Brown Audio Service LLC



#### Contacta RX20 Loop Listener Receiver

\$135.00

#### FREE SHIPPING ON THIS ITEM!

The Contacta RX20 headset loop listener receiver enables users to hear in a hearing loop signal without T-coil equipped hearing aids. Comes with headphones, lanyard, and 2 AAA batteries. It features a hum filter to reduce electromagnetic interference. Easy to use one knob operation.



Electrical Proposal

March 1, 2023

PREPARED FOR



511 Division Street Mukwonago, WI 53149

Attn: Cathryn Kim Administrative Assistant - ckim@mukcom.lib.wi.us - (262) 363-6411 X4105

#### RE: Installation of Additional Power for Festival Season

Commercial Services-Electrical

Thank you for considering Roman Electric to service your electrical needs. We propose to furnish labor and material in first class workmanship according to our site visit and the following specifications:

- Provide and install raceway, wiring and terminations for the following components:
  - (1) 100A circuit breaker from existing Panel "D"
  - (1) weatherproof manual disconnecting safety switch on exterior of building
  - (1) weatherproof 50-amp receptacle for a quick connection to the outdoor power cabling for 0 festival
    - Provide (2) 50' Type SO Cable for portable power box ("turtle")
  - Provide (1) 50-amp turtle with (6) GFCI protected duplex outlets for outdoor use in weather
    - 14 Ga. Steel Construction endures for years of use
    - Heavy-duty, impact & flame-resistant enclosure
    - GFCI Protection includes open neutral, reverse phasing, & 240V shut-off with indicator light

    - GFCI meets UL 943 requirements with 4-6 milliamp trip level Rating: 50-Amp 125/250V 3 Pole 4 Wire, Power Inlet CS6375, Feed-Thru CS6369
    - cULus Listed, Type 3R Outdoor

For the above work, we quote the sum of ....

#### Exclusions:

- Sales tax if applicable
- Permit fees if required
- Premium time, including weekends and national holidays.
- Correction of pre-existing building and\or additional electrical code violations.
- \*\*No electrical work on energized circuits. Required temporary power interruption. Duration and time of outage shall be coordinated with Owners prior to commencement of work.

General Conditions:

The contractor shall not be liable for unforeseen corrections sited by the Authority Having Jurisdiction (AHJ).

WEST ALLIS /// 2222 S 114th Street - West Allis, WI 53227 - [414] 771-5400 PHS NE - (414) 471-8603 PAX

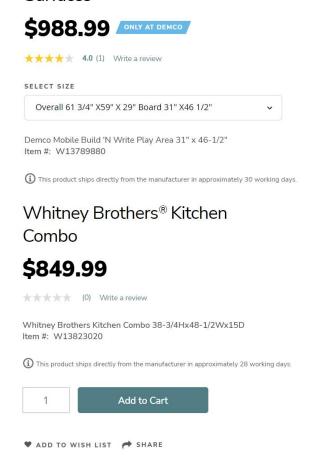
Mukwonago Community Library Costs for Improvements Around the Library Presented to Building & Grounds Committee March 9, 2023

#### **Options for Children's Area**





Demco® Mobile Build 'N' Write Board - Building Brick-Compatible And Markerboard Surfaces







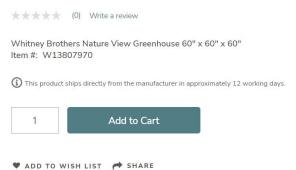
### Whitney Brothers® Nature Reading Haven With Floor Mat

\$1,241.99



## Whitney Brothers® Nature View Play Greenhouse

\$2,265.99



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 <u>slatwall</u> 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

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

Mukwonago Community Library

Requests for Small Improvements Around the Library

Presented to Building & Grounds Committee January 24, 2023

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 <u>portable hearing loops</u> and one more <u>hearing loop receiver</u>

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 <u>learn-n-play activity centers</u> 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.