

## **Rosemary Garfoot Public Library Board Meeting**

**Tuesday, March 18, 2008**

**5:00 p.m.**

**2107 Julius Street, Cross Plains, WI 53528**

**Present:** Denise Baylis, Mike Schutz, Beth Hamilton, Jane Cummings Carlson, Sue Stumpf

**Also Present:** Pam Bosben

**I. Call to Order:** Jane called the meeting to order at 5:00 p.m.

**II. Changes/Additions to Agenda:** None

**III. Public Comment: Members of the public may address the Library Board on items not on the printed agenda. Please note time limit of 3 minutes.**

### **IV. Building Project**

- a. **BSA Teleconference:** At 5:20 pm the Board held a teleconference with Ian Griffith and Joe Detlaff of BSA. Jane opened the meeting with a statement praising the wonderful facility BSA designed. Jane then outlined the goals for the meeting which included discussion about major close-out issues, terms and final payment. Joe and Ian agreed with the goals. The October 25, 2007 letter pertaining to the circulation desk surface was reviewed by Jane. She reiterated that the Board was disappointed in the result of the end product but would make do with the current recycled product. The Board is ready to move on.
- b. **Overflowing gutters:** This was first noted in August and September of 2006, just after landscaping installation in July right around the time of the open house. Ian noted that no gooseneck had been installed yet resulting in the loss of about \$5000 of plants. Mike thought the downspouts funneling into smaller pipes might be the cause of frequent flooding. Pam checked routinely during the summer of 2007 and noted that on the east side of the building, water was flooding the grassy areas and the goose neck on the north end of the rain garden was not funneling water. She did point out that the gooseneck on the west side of the rain garden appeared to be functioning properly. It was unknown if anyone had checked to verify that the pipe was not plugged with construction debris. Grade shots done by Jerry Gray, indicated that the grade was pretty minimal. Prairie Plumbing did lower one of the goose necks, not sure which one. During the meeting, Pam faxed BSA documents of the grade shots which apparently had not been forwarded by JCI. BSA thought dropping the goosenecks down any lower would possibly result in ice buildup during winter months. Ian commented that flooding might have occurred due to forced wood chips from the landscaping blocking the u-joint. Suggested high pressure hose from fire department to flush them out. East side one seems to be blocked. That gooseneck is higher. Prairie should have

lowered both goose necks. BSA will get back to us about alternatives to fixing the problem. Asked for photograph of gooseneck with measuring tape next to the base. Pam said she would also send photos showing last summer's flooding. BSA agreed that they were partially responsible for the problem and had some obligation. Mike asked if the 6 inch pipe was adequate. Ian said they had checked this previously but will recheck. BSA said they were never informed by JCI about this problem with flooding. Joe asked the Board to set a dollar amount they felt was fair in terms of BSA's part in the issue. The Board will ask the Fire Department to clear possible stoppage from wood chips. Pam inquired if this ought to be part of routine maintenance. Ian said ordinarily not, however, there is the possibility kids are putting debris down the pipes so the library may want to make this routine. BSA will cross check diameter of the pipe.

- c. **Relocation of sprinkler pipe:** When pipe was being installed at entrance, Pam a received call from Goldie who said there were placement concerns with functionality and aesthetics. JCI assessed that BSA was responsible for this. A change order was executed. RFI 206, Pam cannot find our copy and BSA did not receive it. Ian noted that 191 is as far as their records go. Pam brought in the master log. Index: 5/30/2006, EGI initiator, response BSA, need cb to fix. BSA said, "Let's stop wasting time and call it a day and we will pay for it." Board offered settlement of \$1250 or 25% of landscaping losses and BSA agreed. Invoice of 1/10/2007 totals \$17,000. Library will pay this amount minus \$1250 and also subtract \$1033 for the sprinkler. BSA will send us a new invoice to reflect agreed upon number. Will send BSA invitation to LEED celebration. Call ended 6:20 pm.
- d. **LEED Celebration:** April 22 at 6:30 pm, Earth Day. Symbolic ground breaking for student project. The plants will arrive May 3 or 4, and they aim to plant the weekend of May 10. Mike will ask Wayne Esser to speak, talk to Jackie and Lee Swanson re: bench memorial plaque. Scheduling conflict arose and the date was tentatively set to 4/23. The general plan is to combine the LEED celebration with the presentation of the memorial bench. Do a bulk mailing to residents and personal invitations to donors. Pam will talk to Catherine about designing the invitation and posters. Pam will ask the Friends to plan the refreshments but Library will pay for event with building funds. Mike suggested letting the papers know (Ron Seely at WSJ and local papers), Denise will do that. Suitable poem to be read in conjunction with the bench presentation. Beth will look for one. Jane will ask Moe Hirsch to play piano.
- e. **Highway Signs:** Pam suggested advertising Cross Plains as the "home of Wisconsin's first LEED library." The Board liked this idea and will discuss at a later date.

**V. Treasurer's Report:** Checking = 28,488.37 Savings = 2379.17

**VI. Approval of Bills:** Motion Mike, second, Beth, to approve bills. Motion passed.

**VII. Approval of Minutes from the Feb 22, 2008 Meeting:** Motion, Jane, second, Sue, to approve minutes. Motion passed.

**VIII. Old Business**

**IX. New Business**

- a. **Commemorative Plaque in Honor of Rosemary Garfoot:** Pam asked the Board to consider supporting the implementation of a commemorative plaque in honor of Rosemary. Pam said many people stopping in ask who Rosemary was and thought it would be wonderful to have a face to put with the name of this incredible person. Motion Mike, second, Beth, to pursue creation of a commemorative plaque in honor of Rosemary Garfoot. Plaque should include a photo. Motion passed. Will ask family for preferred photograph.
- b. **Action Item - Credit Card Changes:** Motion, Beth, second, Denise, to remove Sue Freedman from the list of library employees holding credit cards and to add Kate Murphy in her place. Credit line will be \$1000. Motion passed.

**X. Next Meeting:** April 15, 2008

**XI. Adjournment:** Motion, Beth, second, Mike, to adjourn meeting. Motion passed.