

Menomonie Public Library Board of Trustees

Facilities and Capital Planning Committee Meeting Minutes

Date: Monday, April 14, 2025

Time: 4:00 PM

Location: Menomonie Public Library

Attendance: Jody Bird, Logan Mather, Brian Seguin, Joleen Sterk, Jim Tripp, Darrin Witucki

1. April 4, 2025 Outdoor Project Kick-Off Review

- Committee reviewed items such as the project timeline, construction zones, fencing layout, and the parking spaces required for contractor laydown.
- The proposed project timeline is efficient with a potential start date of April 21 and a targeted finish date of June 6, 2025.
- The northeast egress door was specifically addressed. Distinct signage measures will need to be taken during the project to maintain its emergency egress purpose while clearly identifying an active construction zone is on the other side. On specific days, the Library staff will need to sit at the door to prevent any accidental egress as heavy equipment or concrete pouring will be immediately on the other side of the door.

2. Outdoor Furniture Submittals

- The types of outdoor furniture and color selections were shown to the group. The waste receptacle order was a point of regret as it was not specified for dual stream (trash and recycling).

3. Communication Flow, Hierarchy, and Payment Schedule

- The committee was reminded of the importance of clear communication and roles moving forward.
- Payment schedule discussed briefly noting two payment milestones with a 5% final withholding until the punch list is complete and the project is closed out. The speed of the project timeline and payout schedule will prevent from any short or medium term investment of project funds.

4. Outdoor Programming and Project Coordination

- Upcoming outdoor programming, including children's events, yoga, and the "Music Over Menomin" series, was reviewed in the context of construction.

- It was noted that programming would shift as needed. Music performances will temporarily relocate to the Lakeside Park, and while less convenient, staff are prepared and informed.

5. Groundbreaking and/or Grand Opening Events

- A brief discussion on foregoing a ground breaking but there is interest in doing a ribbon cutting event, inviting City officials, County Board members, Mayo Clinic (donor), Vibrant Spaces Grant Official, Ray French, and family of Joan Polasky.
- A possible goal date of July 17th has been identified but cannot be confirmed until the project has hit key milestones.

6. Other Facility and Capital Projects

- The committee discussed the upcoming roof project as it has been targeted in the City's capital improvement plan (CIP). The City is finalizing their 2025 CIP borrowing and when that is complete, the Library roof project could take place in 2025. Committee members identified fall to late fall as an ideal timeline to do the project.
- Additional capital needs were discussed:
 - HVAC system upgrades
 - Ceiling grid and lighting
 - General building finishes including carpet
 - Ongoing assessment of doors and space usability

7. Future Agenda Planning

- Future CIP (Capital Improvement Plan) planning meeting scheduled for **Monday, May 19, 2025 at 4:00 PM**. The City is asking for CIP proposals by the end of June.
- The next meeting will most likely have dual agenda items of CIP planning and Outdoor Project updates, milestones, and decision making.

8. Adjournment

- Committee confirmed all key discussion points were covered and expressed intent to continue close coordination on programming and capital planning.
- Meeting concluded at 4:38pm.