

South Central Library System Board of Trustees Minutes
10/27/2022, 12:15 p.m.
Chester Room
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Meeting held via BlueJeans & in person

Action Items:

Approved to add addendum to AIA Document A201-2017 General Conditions of the Contract for Construction; AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager as Constructor and AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect with Keller

Present: N. Brien, J. Chrisler, B. Clendenning, P. Cox, S. Feith, N. Foth, M. Furgal, E. Galanter, J. Honl, M. Nelson, G. Poulson, L. Ross, T. Walske, K. Williams, J. Wright

Absent: T. Teelin, S. Elwell

Recorder: H. Moe

SCLS Staff Present: M. Van Pelt, K. Goeden, C. Baumann

Guests: Devin Flanigan, Keller, Inc.

Call to Order: 12:27 p.m. G. Poulson, President

- a. Introduction of guests/visitors: None.
- b. Requests to address the Board: None.

Approval of previous meeting minutes: 9/22/2022

- a. Motion: N. Foth moved approval of the 9/22/2022 minutes. M. Furgal seconded.
- b. Changes or corrections: K. Williams noted G. Poulson asked her to serve as chair on the nomination committee at the September meeting and she agreed to do so (she did not initially volunteer to serve as the minutes indicated). M. Furgal, M. Nelson, and N. Foth are also serving on the committee.
- c. Vote: Motion carried.

Financial Statements: K. Goeden provided an overview of the financial statements. S. Feith inquired about recording legal expenses that pertain to the new building separately from other legal expenses. K. Goeden noted that SCLS does not segregate legal expenses by department. All legal expenses are recorded as an administrative expense because the DPI requires legal expenses to be recorded as administrative expenses on the annual report. Legally, we must follow those standards for annual reporting. N. Foth suggested K. Goeden contact DPI to determine a ruling on where building-related legal expenses should be recorded. K. Goeden will follow up with DPI.

Bills for Payments: The payment amount is \$400,724.73

- a. Motion: M. Furgal, with the assistance of K. Williams, reviewed the bills for payment. M. Furgal moved approval of the bills for payment. K. Williams seconded.
- b. Discussion: None
- c. Vote: Motion carried.

Committee Reports

- a. Advocacy: S. Elwell resigned from the board. She was the Vice President and Chair of the Advocacy Committee. G. Poulson asked for someone to volunteer to fill the position as Vice President for the next 3 months.
- b. Personnel: Reminder that the committee needs to meet for system director's 2022 evaluation and

creation of 2023 goals before the year's end. The personnel committee members confirmed they can meet November 18th at 11 a.m. to conduct the system director's evaluation.

c. Building Needs Assessment Work Group:

i. Discussion of proposal to amend the oversight structure of the new SCLS facility.

M. Van Pelt provided an update of the new building deadlines, which included contracts and bids. K. Goeden also provided an update, which included the new building timeline for drafting the construction documents, going out to bid and starting construction. K. Goeden also outlined the timeline and process for closing on the purchase of the building and the assignment of the ground lease for the Pankratz property. The Dane County Board will submit the ground lease assignment resolution through all of its appropriate committees and will give final approval at the Dane County Board meeting on November 18, 2022. It will take up to 2 weeks to obtain all necessary signatures from Dane County, therefore the closing date will be as early as November 18, 2022, but no later than December 2, 2022. Closing and lease assignment documents will be signed by Gary Poulson, SCLS Board President, on behalf of SCLS. The majority of the closing process can be handled virtually now. SCLS and the Corben Lakeland Group will sign all closing documents ahead of time. Once the Dane County Board signatures are obtained on the ground lease assignment, SCLS will complete the closing on the purchase of the Pankratz property.

Staff is working on providing Keller all required information by October 31, 2022 so Keller can start working on the construction documents. The headquarters lease ends May 31, 2023. Staff are prepared to install the data center into the new building Memorial Day weekend.

K. Williams shared her thoughts about moving forward with the building project and feels every county on the board should have representation on the committee. The board members discussed this until the request was withdrawn. No action was therefore taken to change the current structure of the BNAW.

Presentation:

- a. Public Library System Redesign Delivery – C. Baumann shared a PowerPoint presentation which may be viewed in the documents online.

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- a. Add addendum to AIA Document A201-2017 General Conditions of the Contract for Construction; AIA Document A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor and AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect with Keller
 - i. Motion: M. Nelson moved approval to add an addendum to AIA Document A201-2017 General Conditions of the Contract for Construction; AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager as Constructor and AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect with Keller. N. Foth seconded.
 - ii. Discussion: M. Van Pelt noted the changes to the contract include the Pankratz address, the timeline, and the change of payment to Keller, Inc. for services. K. Williams inquired how the construction management fees were determined. D. Flanigan noted it is dependent on the cost of the construction.

iii. Roll call Vote: Nan Brien – absent/left early; Joel Chrisler – yes; Bill Clendenning – absent/left early; Phil Cox –yes; Susan Feith – no; Nancy Foth – yes; Mike Furgal – yes; Eve Galanter – yes; Joan Honl – yes; Mary Nelson – yes; Linda Ross – yes; Theresa Walske – yes; Kristi Williams – no; Jacob Wright – yes; Gary Poulson – yes
Motion carried: 11 yes, 2 no

- b. Proposal to amend the oversight structure of the new SCLS facility – withdrawn by K. Williams

SCLS Foundation Report: M. Van Pelt noted N. Studnicka and K. Williams resigned from the SCLS Foundation Board. N. Studnicka’s seat will be filled by a SCLS library director. The seat held by K. Williams needs to be filled by a SCLS Board member in time for the January 26, 2023 meeting.

System Director's Report: You may view the System Director report online. The new Spring Green Library Director started today. The new building website had been updated with a photo, building renderings and information. The Arrowhead and Lakeshores Library Systems are merging effective 1/1/2023. The newly merged system will be named Prairie Lakes Library System and will serve the counties of Rock, Racine and Walworth.

Discussion: None

Administrative Council (AC) Report: Met 10/20/2022. You may view the minutes online.

Other Business: Next meeting will be Friday November 18th.

P. Cox noted there are several Dane County vacancies on the board.

Information sharing:

Adjournment: 2:18 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt
BOT/Minutes/10/27/2022