

**KENOSHA PUBLIC LIBRARY BOARD OF TRUSTEES
BUILDINGS & GROUNDS COMMITTEE MEETING
Civic Center Building 812 56th Street
October 19, 2018
5:30 pm**

• Meeting Minutes •

Present: Jim Kennedy, George O'Malley, Dianna Hodges, Sandra Steeves

Excused: Deborah Ross-Corbett

Also Present: Barbara Brattin, Director
Dan Davis, Library Maintenance Superintendent
Merike Phillips

Mr. Kennedy, Committee Chair, convened the meeting at 5:30 p.m.

The meeting began with a motion to amend the the agenda to include Citizens Comments.

Upon Motion by Trustee O'Malley Seconded by Trustee Touhey, the committee voted unanimously to amend the agenda to include Citizens Comments to the agenda.

Citizens Comments: None

1. ***Welcome and Committee Introductions***

Mr. Kennedy welcomed the attendees and introductions were given.

2. ***Overview of Simmons Historic Structure Report Project***

Ms. Brattin and Maintenance Superintendent, Dan Davis presented an overview of the events leading up to the decision to request bids for a Simmons Historic Structure Report and the value of the report in future fundraising for conservation efforts.

3. ***RFP Comparison Discussion***

Comparisons of each proposal were discussed by those in attendance. Comparison matrices completed by George O'Malley, Barbara Brattin, and Mike Maki from the City Planning Department were provided to aid the discussion. The committee reviewed the processes and options of each proposal and their relative importance to the project goals.

4. ***Selection Criteria Definitions and Assignment of Weight***

Selection criteria provided in the library's Request for Proposal were reviewed with the committee. Discussion continued regarding comparisons of the vendor proposals and qualifications based on the

stated selection criteria. No weights were assigned. The committee agreed that two proposals rose to the top based on vendor experience, particularly with Burnham buildings; professional expertise of staff and consultants, including awards in historical preservation work and professional knowledge of the Library Park historical landscape; ability to meet the professional standards identified in the RFP; and thorough understanding of the Simmons project.

Upon motion by Trustee O'Malley, seconded by Trustee Steeves, the members of the KPL Board Buildings and Grounds Committee voted unanimously to recommend to the full board selection of Harboe Architects, Inc. as the committee's 1st choice and InSite Consulting Architects LLC as the committee's second choice. Brattin, Davis and Phillips did not vote.

5. **Homework Assignment**

No homework was assigned.

6. **Next Meeting**

The committee agreed that all members of the KPL Board Buildings and Grounds Committee felt confident in their decision at this first meeting and that subsequent meetings would not be necessary.

At 7:30 pm the meeting was adjourned.

Respectfully Submitted,

Barbara Brattin
Library Director