

Minutes July 6, 2021  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Dan McKissack, Kathleen Olkowski, Patty Wallesverd.

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director), Josh Paetow, Brian Schubring, Tom Asbeck (last three departed at 5:05 PM)

Ann Asbeck called the meeting to order at 4:00 p.m.

**Agenda:**

Motion by Patty, seconded by Kathleen, to approve the agenda in any order. All ayes, motion carried.

**Report – status of library building roof:** Josh Paetow, current public works superintendent for the Town of three Lakes reported on the background and current situation of the library roof. In addition to the known issues with the ventilation, recently discovered there are at least three soft spots in the sheathing. Contractors Brian Shubring (Winchester Builders) and Paul DeLeers (DeLeers Construction) have provided options for remediation and a range of cost estimates.

Brian Schubring explained that the source of this issue is with likely quality of workmanship. Greenfire is a management company, not a construction contractor. During construction observation, it was noted that most of the work was done by temporary workers hired through temp agencies; a carpentry contractor was not hired for the project and this issue was raised with Greenfire at the time. The cause of the soft spots on the roof is likely plywood sheathing cut short and doesn't meet up with trusses. Prior to discovering these issues there was a known issue with ventilation because of overlaying the new roof over the existing roof on the old building. Among other possibilities, the old building does not have an "energy heel" and may be conflicting with the energy heel on the new building where the roof on the old and new line up. This would be an engineering concern to be addressed by Hoffman Planning, Design & Construction, the architect for the project. Shubring states these issues need to be fixed to preserve full shingle and roof life.

Per recommendation of Paul DeLeers, should have a "third party independent building envelope design consultant to evaluate and design the repair and provide proper data to the library for records."

Question: has as an attic inspection been done? Water is penetrating at the insulated duct that is reverse shingled. Haven't been able to see the leak in the roof ceiling due to the double layer of roofing.

Tom Asbeck made the following recommendations:

- Identify and quote documented discussion of these issues during the project life so as to identify an issue prior to end of warranties.
- A copy of the letter should be sent to Hoffman as the architect and design engineers.

Discussion of next steps:

1. Send letter to Greenfire (both Wausau and Milwaukee addresses), cc'ing Hoffman.

2. If no response from Greenfire, submit information to Greenfire's insurance (the company at the time of construction).
3. Look for and select consultant to address the questions regarding the building envelope design.

**Review/approve – updated letter to Greenfire Management:** Motion by Patty, seconded by Dan, to approve the letter as revised, with a carbon copy to Hoffman. All ayes, motion carried.

**Update – personnel exit interview process:** Ann provided a brief update on the current status of a review of the employees who have left the library in the last two months. A document was shared summarizing the process, including documents reviewed.

**Concerns and comments from trustees:**

Dianna requested any items the board would like to discuss or bring to the library foundation at their meeting 7/15/2021.

Jeff Boehm brought up the further concern of the drainage issue around the building that will need to be addressed along with the roofing issue.

**Future agenda items:**

**Comments from citizens:** None

**Next Meeting:** Regular meeting July 20, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:15 PM.

Respectfully submitted: Erica Brewster, Director