

Demmer Library Design and Construction Committee – Committee Charter

March 2017

Ad Hoc Committee. The Demmer Library Design and Construction Committee (DCC) is an ad hoc committee created by and answerable to the Demmer Library Board of Trustees. It shall operate until the completion of the renovations and expansion of the Demmer Library, or until terminated by a vote of the Board of Trustees.

Membership. The DCC shall comprise 7 voting members, which shall include: the library director, one representative each from the library staff, the Board of Trustees, the Three Lakes Public Library Foundation, and three at-large members appointed by the Board of Trustees. The chair of the DCC shall be appointed from among the voting members by the Demmer Board of Trustees. A quorum for purposes of voting shall require a minimum of 4 members present and voting. Goal of decision-making is discussion leading to consensus; a formal vote should be taken with a simple majority of those present required for approval.

Committee resources. The DCC may seek information and advice from outside consultants who need not be members of the committee.

Meetings. All meetings of the DCC shall have minutes recorded by a non-voting recording secretary, to be contracted by the Demmer Library. The record of the minutes and decisions of the DCC shall be approved by the chair of the DCC prior to submitting to the Board of Trustees. Approved meeting notes will be archived at the Demmer Library. The recording secretary shall be further charged with maintaining an informational website of approved committee work.

Scope of Responsibilities. The DCC shall advise the Demmer Board of Trustees on all matters relating to the \$2 million budget for the Demmer Library renovation and expansion project. All decisions made involving the final renovation and expansion design, contracts, and substantial monetary expenses are to be forwarded to the Board of Trustees for approval and recommendation to the Town Board as required by law. If the Board of Trustees should choose not to approve a decision as presented, then the issue shall be returned to the DCC for further discussion/study. The DCC will then re-submit to the Board of Trustees for final approval.

Project Goal. It is the goal of the Board of Trustees to complete the renovation and expansion of the Demmer Library successfully, within approved budgets, in full compliance with all applicable laws. With this overall goal, there are three specific objectives of the DCC:

Objective 1: Confirm that the Demmer Library Needs Assessment remains an appropriate guide. (If it needs alteration, submit suggestions to the Board.)

Objective 2: Throughout the process, identify and recommend qualified providers of professional services.

Objective 3: Monitor the process of design and construction. Be the point of contact for architects, engineers, contractors, etc. Within the limitations imposed in this document, make decisions as requested by professional providers. In the event of uncertainty as to whether a decision falls within the authority of the committee, the representative of the Board may rule on the question, ask the Board president to rule, or await a Board meeting.

Duties. The DCC shall:

1. Become familiar with the Demmer Library Needs Assessment and Feasibility Study, including the report of the former Demmer Library Building Committee and have a familiarity with the background work that has been performed since the completion of this study.
2. Develop and understanding of the financial resources available for the project and the limitations and opportunities they present.
3. Advise the Board of Trustees in the selection of an architectural design and construction firm.
4. Select a DCC member to serve as the Library’s liaison with the design consultants and the person or firm that monitors the construction.
5. Advise the Board of Trustees through the process of developing contracts for conceptual design services, schematic and engineered design services, permitting requirements necessary for the project, bidding and construction contracts, and final completion reporting.
6. Solicit any decisions of the Board of Trustees as mandated by the Scope of Responsibilities.
7. Provide a written report about the physical and financial status of the project for the monthly meetings of the Board of Trustees, and at other times as requested.

Modification of Committee Charter. Any time after the formation, the DCC may propose to the Board of Trustees a modification of its Charter believed necessary to enhance the ability to achieve the above-stated project goal. The Board of Trustees may accept, modify, or reject proposed changes.

Approved members of the Demmer Design and Construction Committee, March 7, 2017:

Board of Trustees	Catherine Marshall	tlclassicdj@gmail.com
Three Lakes Public Library Foundation	Vicki Reuling	vickireuling@msn.com
Library Director	Erica Brewster	director@demmerlibrary.org
Library Staff	Janet Dixon	jdixon@demmerlibrary.org
At large	Tom Asbeck	tasbeck@gmail.com
At large	Mary Sowinski	mary.sowinski@gmail.com
At large	Rosie Obukowicz	morololo2@aol.com