

APPROVED MINUTES

Fitchburg Public Library

Wednesday, October 21, 2015, 5:30 pm

Present: Pauli Nikolay Eric Vincent Swami Swaminathan
Ben Mueller Stephen H. Arnold

Also present: Wendy Rawson Kate Liu Sarah Wyatt Kevin Richmond
Pat Marsh Erika Kluetmeier

Absent: Dan Carpenter Zulma Franco

1. **Call to Order – 5:30 pm** by Nikolay
2. **Public Appearances** – Non-Agenda Items

Mueller moved and Vincent seconded to move new business 6a to now. This passed by voice vote.

6. **New Business**

a. Solar presentation

Introductions made. Kluetmeier gave a presentation on the specifics of this solar project and the overall benefits of solar. Fitchburg is modeling on Monona which just went through this process, including the financing model. Fitchburg has a solar team consisting of the mayor, Rawson, Horton, Richmond, Eilertson, and Kluetmeier. Fitchburg is part of the Green Tier Legacy Communities, a group working to pledge to make a commitment to implement sustainable initiatives. Solar was not installed during construction of the library due to financing issues: at the time, the investment would have been \$800,000 with very little energy payback. Since that time, the cost of panels has gone down by half.

Kluetmeier covered the financing model which is a third party model. There is a desire to do this now to take advantage of federal tax credits which expire in 2015 - credits which cover 30% of cost, but not to municipalities, so we need to partner with someone else. There are lots of projects going on with third party finance in the state. Kluetmeier explained how the finance process works: the city hires a solar developer to find a finance partner and an installer. The cost of the solar developer is rolled into the cost of the whole project. Monona had no cash outlay and leased roof space. It will be different for us because there are bonds still out on the library building, so we must remain revenue neutral under those terms. The library will not be responsible for the costs as this is under Facilities / Public Works with the city. The solar developer will be like a general contractor for the process – this person will work with roof warranty and MGE. The system will be designed and sized and the roof inspected before and after installation. The finance partner is the full owner. The city can buy back the system after 5-7 years at a discount. The finance partner makes money by us sharing our energy savings with them. In Monona, they did 80% back to the finance partner, this is negotiable.

Staff time for the whole project at Monona was approximately 80 hours. This work in Fitchburg might be done by our solar team.

Kluetmeier covered library energy use and estimated savings. The library is solar ready, oriented to take advantage of solar energy and has conduit in place on the roof. The library's average energy use is 712,769 kwh at a cost of approximately \$88,000. A 65kw system saves \$13,000K, an 80kw system saves \$16,000, and a 100kw saves about \$20,000. The calculations were made with longitude taken into consideration. The exact size has not been determined yet. With the \$13,000 savings example, in Monona, they would be giving \$10,400 (80%) of it to their finance partner.

Kluetmeier covered the benefits of this solar energy proposal: this is the lowest cost way to get solar. However it is structured, it will give us some energy savings. There is no energy loss in transmission. This helps the city meet its pledge of working towards energy independence. This system is expected to live for 25 years. The question was raised about the presence of the system altering our insurance profile; Kluetmeier will look into this. The installation helps meet environmental goals. The panels actually protect the roof from hail, UV, and rain. There is an educational benefit to library, as the system provides a kiosk for real-time information on what the system is doing. Monona has a kiosk and it is very popular as an exhibit. There is also an online component of the kiosk for more information.

The actual installation will consist of ballast-style racks that are not physically attached to the building. The panels are placed on a second layer of membrane as padding on the roof. The roof material was selected to go with a solar installation, and the shape and construction of the roof designed with solar in mind.

The roof warranty and protections were discussed in depth. The warranty would not be automatically invalidated by putting in the panels. Roof companies are ready for this change and willing to re-negotiate warranties. The installer would be responsible for any roof damage. Annual inspections will occur in addition to day before and day after. The terms will be spelled out in a continuance letter. Vincent asked about what percent of projects have had installation problems, Kluetmeier will look into this. Who is liable if something goes wrong down the road? Marsh said that insurance would cover damage to materials inside the library.

An agreement will be negotiated for the possibility of post tax-credit purchase. Using the example of Monona, they will be able to purchase their system at 50% of its original cost, or renew the agreement, or they can terminate. At the end of the term, if the city decides not to buy or continue the agreement, the owner of the material has to remove it and have roof inspected, being responsible for any damage during this process. The life of the equipment is 25 years, as is the warranty. A buyout would be financed by city public works, not library. After buyout, operating and maintenance would be done by Facilities / Public Works budget.

Nikolay asked if this is doable given the timeframe left. Is it possible to have to have a system up and running by end of 2016? All materials are readily available, and it doesn't take long to install. The process took 6 months with Monona, even including some wrangling with MGE over terms.

The design specifications must be approved by the Fitchburg Center. We will be able to see renderings of what the installation will look like. Concerns were raised about companies going under, and getting stuck with a "lemon." To prevent this, it was suggested by MGE to go with German or Japanese companies that have been in business for a long time – however, the city does not get to make this choice, the financial partner does.

Vincent asked Marsh to name what he felt were the good and bad points of his experience in going through this process at Monona. Marsh responded that the good was realizing more energy savings than originally projected. The bad, which he would not want to see happen here, was the political process and wrangling. The panels sat for 4 months before the switch could be turned on; lots of political fighting. Swaminathan asked if Monona was happy with it overall; Marsh responded that they were. Marsh admitted that he was critical of the process there at first, but was proven wrong. Swaminathan asked what happens if the library board votes no. Ultimately, the council gets the final say after seeing what all the committees say about it. They will weigh everything that we said before making final say. The public works board has passed this resolution, it will go to the finance committee next. Swaminathan was concerned about all of the financial ramifications; he did not feel there was enough information to make an informed decision. The solar team did not want to come to present to the library until they had enough information to make a full presentation. Vincent asked about staff time used by Monona, Marsh responded that there was minimal time. Rawson inquired about the roofs

at Monona, Marsh responded that they were fine after installation. Vincent expressed disappointment with the energy savings possible.

It was noted that the resolution language is unclear about the percentages; Kluetmeier assured that this will be fixed.

A question was raised about the functioning and status of the panels currently on the city hall roof, but this question was not answered.

Rawson shared Carpenter's statements, as he was unable to attend this meeting. He expressed concern about the roof, and financing by allowing a third party to make money on our property. He would not vote for the proposal as it is. Rawson is very concerned about roof because of previous experience. Arnold asked about hidden costs with future storm damages and changes to insurance with the installation being present.

Richmond was asked to weigh in. Richmond stated he was less concerned about the roof after touring other sites. He was concerned about long term unknowns with maintenance. Rawson inquired how the library board could be assured that the promise that the library is not financially responsible are followed through on. Marsh assured that this would be spelled out. A comment was made that it is hard to see without firm numbers whether this is worth it. The numbers presented are all hypothetical, and the technology changes so fast. Though it is the right thing to do from a sustainability perspective, the financial picture is not as clear. Rawson noted that if we were voting to put solar on poles in parking lot, we would not hesitate; but because it involves the building it is not as clear.

Nikolay called for a motion and a second. Swaminathan moved approval of resolution, with Mueller second. The vote came out as a tie, with 2 yes, 2 no, 1 abstention.

Kluetmeier, Marsh, and Richmond left at this time (6:34 pm)

3. **Approval of Minutes**

a. September 16, 2015

Vincent moved and Arnold seconded to approve the minutes as written. No revisions were made. This passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Rawson noted that Bibliotheca and SCLS have been negotiating about sorter service. Bibliotheca has been poor in their responsiveness to calls for service, and SCLS has stepped up to provide the first line of service. We have paid part of the service contract, and will pay more of it later on. Bibliotheca just bought 3M's Library Service division which was their only major competitor. 3M was known for very good service, hopefully their service will carry over into this merger.

The miscellaneous revenue account is high because of extra Friends donations due to their end of year giving campaign.

Swaminathan asked about fund balance, and if it included the \$50,000 for payment we don't have to make, and Rawson responded that the listed \$305,000 is accurate. We will need to look to see if that number is accurate after bumping up the pay plan.

Swaminathan moved and Arnold seconded to approve the August 2015 treasurer's report, this passed by voice vote.

c. 2016 budget

Rawson noted that amendments were due Monday the 19th, and the library budget got 2 amendments. The first was to decrease the outreach position to .75 from full time, and Rawson responded to the

issues with this, namely the need for schedule flexibility and a better candidate pool. If we hire at less than full time, it can be hard to change to full time once a person is in it – what if they don't want to change? The expectations are huge for this position, and it really needs to be full time.

The second amendment was to start the position in July. This would cause the position to need less funding in its first year. The library would like to have this person hired before the start of summer reading signups. Arnold asked how long this position would need to recruit? Rawson responded that this will be a nationwide search and will take 8 weeks minimum, as someone may relocate to take this position.

The question was raised as to how support can be shown for this full-time position. Rawson suggested contacting the alders to encourage them to support a full-time, early in the year start. Carpenter will be a strong supporter within the council. There is no real venue for public input at the upcoming COW which will review the amendments, but they may ask people if they have questions. Nikolay reiterated that our goal is to get it at full time and start at the beginning of the year, but that, at a minimum, these amendments are at least friendly and not cutting position out. However, the overall city budget as currently written is slated for almost a 10% increase, how does our new position fit into the whole picture? The position could still be cut at the council level, or the amendments could be defeated. Arnold suggested targeting an April 1st start – though our finance director has stated that this would be just a structural debt issue, the council might see it favorably. The vote on the budget will be November 10th.

The rest of the budget has not changed much since board last saw it. Rawson noted that questions were raised about travel and training; why were we sending 3 staff to an out-of-state meeting (Public Library Association in Colorado)? Rawson responded that PLA is more targeted and of higher quality than ALA. In terms of sending staff, if we send the director and one male manger, they obviously can not share a hotel room, so it makes sense to send the other male manager as well. We have funding from the Friends specifically for professional development, so we can't put this money towards other things.

Swaminathan moved and Arnold seconded to accept the in-process budget as presented, this passed by voice vote.

5. **Old Business**

none.

6. **New Business**

a. Solar presentation – see above.

b. Director's presentation and policy review

The library director is in charge of the administrative assistant, all of the library managers, and the custodial staff. Administration is in charge of finance, facilities, supporting staff with supplies and events, and special projects. The library director has roles as advocate for library with the city and the council, and with SCLS and DCLS. The director creates budget and sees that we stick to it. She directly supervises 4 managers and the administrative assistant, and indirectly supervises 12.75 other staff for a total of 32 people. The library director also oversees the strategic plan and implementing it. Rawson shared the mission, vision, and tagline, which are our guiding principles. The director has to look at the big picture, how the library fits into the Fitchburg community, Dane county and South Central, as well as the Wisconsin and national library communities. The director also sometimes has to be person who says no to things that don't fit into mission.

i. Exhibit and display policy. No changes were made suggested. This policy does not cover the community bulletin board, which has its own policy; this policy is for the gallery only. Vincent moved approval as presented, Swaminathan seconded, and this passed by voice vote.

c. Approving early and holiday closures, and inservice day closure. Rawson noted that since the city re-did the personnel manual and included our holiday and early closures in it, we do not need to do this part. We do need to approve the full day closure for the first Wednesday in December (December 2nd this year) for our staff inservice. Most of the time will be spent on a presentation by SCLS on dealing with difficult patrons. In the remaining hour, there will be some strategic planning, a fire/tornado drill, and a team building activity. Vincent moved and Arnold seconded to close on that day for staff inservice; this passed by voice vote.

7. **President Report**

Nikolay mentioned that the Friends just had their fall book sale, which made \$2200. 440 buyers came which was a record. The volunteer recognition event went well for volunteers and board members and was attended by the mayor as well. The event was very well run and will likely become an annual event.

8. **Library Director Report** – Rawson

The Halloween Hunt coming on Saturday the 24th at 6pm. We expect about 400-600 people to attend.

Rawson addressed the carpet issue. Some of the library carpet needs re-gluing. Squares in the quiet reading room and the conference room are peeling up. Miliken will come to re-glue, or will replace at 50% off, but if we were to get replacement carpet, will we run into the same issues? We are trying to schedule them to come in on the staff inservice day. We will need to remove big heavy conference table. The teen room was recently re-glued, by a different company, but so far has held up well. Moisture in the floor was measured and determined to not be a problem – the problem is in the carpet or the installation. We will be back with prices if re-gluing does not work.

9. **Committee Reports**

a. Strategic Planning - Nikolay: strategic planning is working on questions for managers to evaluate the process and to present to staff at the inservice.

b. Facilities – Rawson noted that the facilities committee met, and their next move is to meet with the city finance director and administrator to talk about the CIP. This has been put off a bit because of the budget process.

c. Personnel – Vincent noted that the personnel committee is working on the half-year review discussion with the director. They will also look at any possible revisions to the director's position description. This review will hopefully take place in the first 2 weeks November. The city is also making changes to the review process which may need to be incorporated into our processes. Vincent encouraged board members to come to the open lunch during staff inservice day, as it is a good way to meet staff.

10. **Announcements**

a. Next Board Meeting: Wednesday, November 18, 2015, at 5:30 p.m. Vincent stated that he will not be here at the next meeting.

11. **Adjournment at 7:22 pm.** Swaminathan moved, Mueller seconded, this passed by voice vote.