

Village of Mukwonago
**MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY BOARD'S
BUILDING AND GROUNDS COMMITTEE
Thursday, February 26, 2026**

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI,
53149 AND via Zoom**

1. Call to Order

Chairperson E. Brill called the meeting to order at 6:01 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

E. Brill

H. Pringle

L. Spielman

Via Zoom

E. Pautz

Also Present

A. Armour, Library Director

3. Approval of Minutes

H. Pringle/L. Spielman motioned to approve the Building & Grounds Committee Meeting Minutes from November 17, 2025. Unanimously carried.

4. Discussion/Action Items

Facility Updates

Director Armour provided facility updates on several topics. Beginning in March, the Library will transition to the Village's cleaning company for weekend cleaning. The Village has rescheduled the water tower rehabilitation project to 2027; as a result, the Library will temporarily lose its Village intranet failover connection but will retain its fiber optic connection. The PA system has been intermittently malfunctioning; the Village IT contractor submitted a quote for replacement equipment, but the Committee opted to explore other options first.

Capital Plan

Discussion and possible action on the Capital Plan.

No updates and no action was taken.

Renovation Plans

Discussion and possible action on the design development of the renovation plans.

The Committee discussed construction timelines. Discussion included the Village's debt cycle, the bidding process duration, the architect-provided timeline from September, the impact on natural library cycles, and the need to balance proactive staff planning (as the Library will remain open during construction) with fiscal responsibility, given that fundraising is still in early stages.

The Committee agreed on a tentative timeline: begin the construction document process in September or October 2026, go out to bid in early January 2027, and begin construction in early summer 2027. E. Brill will consult with the Village on the debt process and gather additional timeline information prior to the May Committee meeting.

Capital Campaign Donor Recognition

Discussion and possible action on donor recognition signage.

The Committee discussed the need to develop donor recognition signage, as some donors have already requested this information. Discussion included aligning all signage with the renovation design, ensuring the donor wall is adaptable over time, incorporating digital elements, and maintaining tasteful and cohesive naming rights recognition throughout the Library. Regarding timeline, the architects would address signage during the construction document phase in early fall; in the interim, the Committee could engage a signage company to develop rough drafts to later refine with the architects.

The Committee directed Director Armour to contact local signage companies to request rough drafts of a donor wall and naming rights signage for the Board to consider at the March 12 meeting, at which time the Board will determine which company to move forward with.

Hose Bib Leaks

Discussion and possible action on the leaking hose bibs.

Director Armour reported two leaking hose bibs on the east side of the building, each causing significant efflorescence on the bricks, with one also causing basement leakage. The cause may be as minor as the bibs needing rebuilding, or may require opening the staff breakroom wall to address a leaking pipe. Repairs will be scheduled once weather permits. The Committee directed Director Armour to work with the plumbers to complete necessary repairs.

JACE End-of-Life

Discussion and possible action on the JACE 8100 end-of-life notification.

The Committee resumed discussion on this item, referred from the previous meeting. Director Armour shared findings from her and Business Manager Cathryn Kim's prior consultation with the IKM-Emcor technician: the JACE unit remains in satisfactory condition, but upgrading the Delta controllers on each HVAC component (air handlers, VAVs, and boilers) is a priority in order to eliminate the translation required between the two programming systems, the need for a specialty PC for the

technician, and specially trained technicians. These controller replacements are already included in the renovation project's design development documents.

The Committee decided to take no action on replacing the JACE at this time, and will ensure the controller upgrades are clearly addressed during the construction document phase of the renovation.

South Rain Garden

Discussion and possible action on design of rain garden in south stormwater retention pond for implementation in 2027.

The Committee approved Director Armour's proposal to install a story walk and "exploration station" in the rain garden, and authorized her to coordinate installation with the Village's Director of Public Works.

5. Referral Items – none

6. Confirm Next Meeting Date – The next Building and Grounds Committee meeting is scheduled for Thursday, May 21, 2026 @ 6:00pm.

7. Adjourn

H. Pringle/E. Pautz motioned to adjourn. Unanimously carried. Chairperson Brill adjourned the meeting at 7:33 pm.

Minutes submitted by Abby Armour