

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SD Kickoff Meeting	MEETING LOCATION	Sun Prairie Library
MEETING DATE	25 May 2023	MEETING TIME	12:00pm-2:00pm
PROJECT NAME	Sun Prairie Library Remodel and Addition		
FEH PROJECT NUMBER	2023402		
PROJECT ADDRESS	1350 Linnerud Dr Sun Prairie, WI 53590		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Brady Ludvik	FEH Design		bradyl@fehdesign.com
<input type="checkbox"/> Anders Dahlgren	Library Planning Associates	309.846.2836	libraryplanningassoc@gmail.com
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Kevin Johnson	Hunzinger – Owner's Rep	262.432.9166	kevinjohnson@hunzinger.com
<input checked="" type="checkbox"/> Theresa Stevens	SPPL Foundation Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input type="checkbox"/> Jeff Robbins	Sun Prairie Media Center		jrobbins@cityofsunprairie.com
<input checked="" type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
<input checked="" type="checkbox"/> Lynn Montague	Youth Services - SPPL	608.825.0903	lmontague@cityofsunprairie.com
<input checked="" type="checkbox"/> Jan Holmes	Tech coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
<input checked="" type="checkbox"/> Kate Hull	Tech services - SPPL	608.825.0901	khull@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com

DISCUSSION

1. Goals for Success

- Kate read though the Goals, no changes were made.
- Christy stated that the goals will be read at each meeting to guide the design process.

2. Timeline

- June 8th is a library board meeting, there will be an action item to approve the program.
- Planning meetings will be every other Thursday from 12:00 pm – 2:00 pm.
- The amphitheater design meeting will be 6/22/2023.
- Schematic Design is to be complete on 8/10/2023.
- The internal quality review meetings are internal and there will NOT be an owner meeting.
- Design Development is to be completed 11/9/2023.
- Contract Documents are to be completed 2/8/2024.
 - The documents will need to go to City Council for approval on Feb 20.



- ii. The bid documents could be issued a few days later.

3. Program – Space Needs Summary

4. Design review

- a. The plan was reviewed.
- b. Adult Services
 - i. It was requested to swap the fiction and nonfiction collections.
 - ii. Large Print should be near the reference desk.
 - iii. The Library of Things has not been located on the plan yet.
 - 1. This could be placed along the west side of the Teen area, where the wall opening was removed.
 - iv. It was determined that there should not be an opening from Teen into the Adult collection to the west.
 - v. The group liked that the break room was more accessible to the Media Center staff but did not like the lack of windows or the restroom door locations. The break room will need acoustic-rated walls.
 - 1. Skylights would be an option for natural light into the breakroom.
 - vi. More seating is needed in the Renk Room. The type of seating (lounge or upright) is to be determined.
 - vii. The Renk room needs more tables for up to 15 people to meet. Tables could be pushed together to create larger surfaces.
 - viii. Book club kits could be housed in the Renk Room.
 - ix. Periodicals could be on low shelving outside of the Renk Room.
- c. Youth Services
 - i. The mechanical room was moved to the exterior of the building, as required for the building systems.
 - ii. There will be battery storage outside as part of the microgrid system. It was preferred to be outside of the fence if possible.
 - iii. If the mechanical room, as shown, is not sized sufficiently, equipment will need to be added to the roof in a penthouse.
 - iv. The mechanical room will need to be sound proofed.
 - v. The teen staff person does not need an office.
 - vi. It was confirmed that 8 staff need workspaces in the youth workroom.
 - vii. Transitional chapter books should be in grade school.
 - viii. Multifunction printing should be provided in youth services.
 - ix. Parenting books should be located in the children's hub.
 - x. A care cabinet needs to be added into the teen space. It is currently a wardrobe unit.
 - xi. One 6-person study room and one 3-person study room are shown in Youth Services.
 - xii. Small toilets for children should be provided in bathrooms in youth services.
 - xiii. In Teen, non-fiction and graphic novels should be swapped.
 - xiv. The Teen area will have full-height walls that have partial height glass for supervision and acoustics.
 - xv. Story Time should have an operable partition as the interior wall, to open the space for overflow. The exterior door should be a standard double door.



- d. Media Center / Maker Space
 - i. It is important for staff to be able to view the maker spaces from the youth services space.
 - 1. Since the current layout makes this difficult, FEH Design should develop additional options for the room layout, including mirroring the location of the studio spaces or separating them.
 - ii. Glass on north and south maker space walls to allows passersby to see the activity going on.
 - iii. Equipment in studio spaces still needs to be determined.
 - iv. The intent is to have separate low-tech and high-tech areas in the makerspace.
 - e. Staff
 - i. More natural light was requested for the staff area.
 - ii. The Circulation staff doesn't need lateral files at the workstations.
 - 1. 4 desks should be provided including – 1 at the pickup window.
 - iii. The door to the existing mechanical room should remain for access.
 - iv. A door to Friends from the staff space should be provided.
 - v. 3 bins should be provided in the book drop.
 - vi. The dimensions of the existing sorter should be verified to show it properly on the plans.
 - vii. The location of the break room was discussed. Options of the staff area should be created to review at the next meeting.
 - f. Friends / Café
 - i. Space is needed outside of the store to display books, something that will take up less space than the existing table. Options will be provided at the next meeting.
 - g. Other
 - i. The atrium is full of hard surfaces, so acoustical materials may need to be suspended from the ceiling or other strategies.
- 5. Other items**
- a. Sustainability
 - b. Funding Source Requirements
- 6. Next steps and assignments**
- a. Focus on Energy Meeting Wednesday, May 31 at 10AM

ACTION ITEMS

- 1. FEH Design
 - a. Create options for the maker space and staff areas.
 - b. Verify the existing sorter dimensions and configuration.
 - c. Update plans based on comments.
- 2. SPPL
 - a. Provide comments to Svetha, who will send them to FEH Design prior to the next meeting.

For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

WRITTEN BY Christy Monk

NEXT MEETING June 8th, 2023, at 12PM

ATTACHMENTS Goals for Success, Floor Plans

Sun Prairie Public Library

GOALS FOR SUCCESS

Updated April 2023

- Ensure that we serve the community needs for the next 20 years
- Grow with Sun Prairie socio- economic needs
- Improve infrastructure for comfort, aesthetics, safety, and security
- Tie core values to physical space to reflect culture
- Provide adequate space to support collections and programs
- Consider flexible indoor spaces
- Include outdoor spaces
- Include collaborative Makerspace with the Sun Prairie Media Center
- Include space for Foundation Executive Director
- Include storage space
- Remove barriers to serve all members of our community
- Provide more flexible and equitable access
- Enhance the drive up window to serve patrons
- Be good stewards of financial, environmental, and cultural sustainability
- Ensure the Library is an essential destination
- Promote and foster life-long learning and creativity
- Create an environment that continues to be comfortable
- Maintain current integrity of our “GEM” inside and outside
- Create opportunities for exposure to local and national art
- Facilitate communication using technology
- Provide broad and diverse collection access for the community

