

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL SD Meeting	<b>MEETING LOCATION</b>	Sun Prairie Public Library and Zoom
<b>MEETING DATE</b>	8 June 2023	<b>MEETING TIME</b>	12:00PM

**PROJECT NAME** Sun Prairie Public Library Remodel and Addition

**FEH PROJECT NUMBER** 2023402

**PROJECT ADDRESS** 1350 Linnerud Drive, Sun Prairie WI 53590

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<input checked="" type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Anders Dahlgren	Library Planning Associates	309.846.2836	libraryplanningassoc@gmail.com
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Brady Ludvik	FEH Design	262.968.2055	bradyl@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner's Rep	414.416.3377	kevinjohnson@hunzinger.com
<input 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"/> Sandy Xiong	City of Sun Prairie	608.825.0893	sxiong@cityofsunprairie.com
<input checked="" type="checkbox"/> Jeff Robbins	Sun Prairie Media Center		jrobbins@cityofsunprairie.com
<input checked="" type="checkbox"/> Terry McIlroy	City of Sun Prairie	608.354.8513	District1b@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com

### 1. Introductions

### 2. Goals for Success

- a. The goals were read aloud, no changes were made.

### 3. Program – Space Needs Summary

- a. Anders discussed the workbook version 1.2.
- b. Seeking recommendation from the Library Board to move forward with developing the plan.
  - i. The program is a set of instructions on how to shape the plan. This document:
    1. should be developed by a librarian.
    2. identifies resources, services, and spaces in an increasing level of detail.



3. is a work in progress. A variance between what the program says and what the plan says is expected.  
The program overstates the library space needs to make sure there is truly enough space.
  - a. The bottom shelf is not used in the current iteration.
- ii. The plan should capture the essence of the program.

#### **4. Timeline Update**

- a. Add groundbreaking should be added for the end of May 2024 and a proposed ribbon cutting should be added.
- b. The meeting shown the week of Thanksgiving will be as needed and may be online.

#### **5. Design Review**

- a. Adult Services
  - i. The staff area has been rearranged per comments after the last meeting.
  - ii. The existing IT closet has been shown by reference station.
  - iii. Nonfiction and adult fiction have been swapped.
  - iv. Large print is near reference station.
  - v. Reference documents are near computers.
  - vi. DVDs and music is near the main aisle.
  - vii. The Renk room has been reorganized with nesting tables.
    1. Local history shelves and a museum display cabinet are shown in the space.
    2. Periodicals and newspapers are below the windows on the outside of the Renk room.
    3. Reading club kits moved out of the Renk room since they took up a large amount of space.
  - viii. Graphic novels should be moved to shelving between audio books and science fiction.
  - ix. It was requested that a window be added from the staff area to the print release, potentially at the countertop.
  - x. A window wall should be added between Adult Services Office 1022 and Adult Staff 1023.
  - xi. The print release and copy center names should be swapped.
- b. Youth Services (Options)
  - i. The teen windows do not start until north of Library of Things.
    1. Library of Things size and shelving quantity still needs to be determined.
  - ii. Picture books shelving should be 42" tall (it is tagged incorrectly but the quantity is accurate).
  - iii. A hub of computers should be created between age groups.
  - iv. The existing teen furniture will need to be inventoried for reuse into the design of the addition.
  - v. The youth services offices and workroom options were reviewed.
    1. The second option (numbered 4 on the plan sheet A1.3) was preferred.
      - a. Supervisors need their own office, meaning they need 3 subsidiary rooms in this space – office, ready room, storage.
      - b. The Youth Services director's office should be in the southeast corner.
        - i. The two full-time employees need larger desks and dual monitors.
      - c. Each block of staff offices should have a ready room.
  - vi. The aquarium was shifted to have a larger gathering space in the entry to the youth area.
  - vii. Another reading "cubby" is to be added for a total of 2.
  - viii. The mechanical room door should be moved closer to the offices. That wall may be used for a mural or wall-mounted manipulatives.
  - ix. The board book layout should be less rigid and more organic (think baby playland)
    1. Typically, there is a large portion of the collection checked out.



- x. Early readers should be 42" high.
- c. Media Center / Maker Space (Options)
  - i. Storage should be provided near the Media Center welcome desk for equipment checkout.
  - ii. The studio spaces in the makerspace were reviewed:
    - 1. Currently shown are (2) 300 SF studios.
      - a. Video studio can be 250 SF.
      - b. Audio studio can also be 250 SF.
    - 2. There was discussion about changing to one studio; it was determined to stay with the current configuration of two for the time being.
    - 3. The equipment for the studios is not currently in the construction budget. The media center is working on raising funds for equipment.
    - 4. The option with the studios in the northwest corner of the makerspace was preferred. If the space is reconfigured, the overall space will not be reduced.
    - 5. The Library of Things shelving quantity and type will need to be determined; these may need doors.
  - d. Staff (Options)
    - i. There was a preference for the option with an exterior window in the break room.
    - ii. It was recommended to swap Ready Room 1079 and Maintenance Office 1014.
    - iii. Automated book drops can slow things down at the drive-up book drop, so there is a preference for carts currently. Space should be provided for a small sorter in the book drop in the future.
    - iv. There is a preference to provide a configuration so the administrative workstation is not a walkthrough space and feels more private.
    - v. There was a preference for the layout shown in the main floor plan with minimal edits, no options.
    - vi. Bench space is needed for technology (maybe in the maintenance office or garage). This can also be movable or temporary.
  - e. Friends / Café
    - i. The shelving in front of Read Before Book Store has been revised to be 2 shelves high with spine-out and face-out orientation.
    - ii. This area will have a machine to dispense coffee drinks and prepackaged food items.

## 6. Other items

- a. Sustainability
  - i. FEH Design is working with the engineering team on information related to the microgrid grant.
  - ii. The initial Focus on Energy (FOE) meeting was last week. The next meeting will be at the end of July.
    - 1. Their engineer is working on different options/bundles.
      - a. Baseline – all electric with photovoltaic and microgrid.
      - b. Ask FOE to send the bundle options a minimum of 1 week before the meeting for everyone to review.
    - 2. FOE requested the anticipated hours of operation.
      - a. The existing library hours will be used.
      - b. The lobby space will have one extra hour at the beginning and end of each day.
    - 3. WPPI and SPU to be added to the FOE meeting group.
  - iii. A sustainability coordinator for the City is anticipated to start in August.
- b. Funding Source Requirements
  - i. Let FEH Design know of any new grants and what requirements they would be adding.

**7. Next steps and assignments**

- a. Library Board Meeting Tonight!
- b. Next Chapter Team Meeting June 22 @ 12PM
- c. Refine and look beyond floor plan
  - i. Amphitheater layout to be discussed – start meeting with this.
  - ii. Snyder & Associates will be providing the Civil Engineering and Landscape Architecture. They will be at the next meeting to be part of the amphitheater discussion.
- d. The Next Chapter Team endorses the program and recommends continued development of the plan into schematic design. The motion was unanimous and will be presented to the Library Board.

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**ACTION ITEMS**

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- 1. FEH Design
  - a. Update plans with comments
  - b. Invite Snyder and Associates to next meeting.
- 2. SPPL
  - a. Staff should provide comments to Svetha and she will send them to FEH Design.

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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.

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**WRITTEN BY** Brady L / Christy Monk

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**NEXT MEETING** June 22, 2023, at 12PM

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**ATTACHMENTS** Goals for Success, Timeline, Floor Plans

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# 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

# SPPL PROJECT TIMELINE

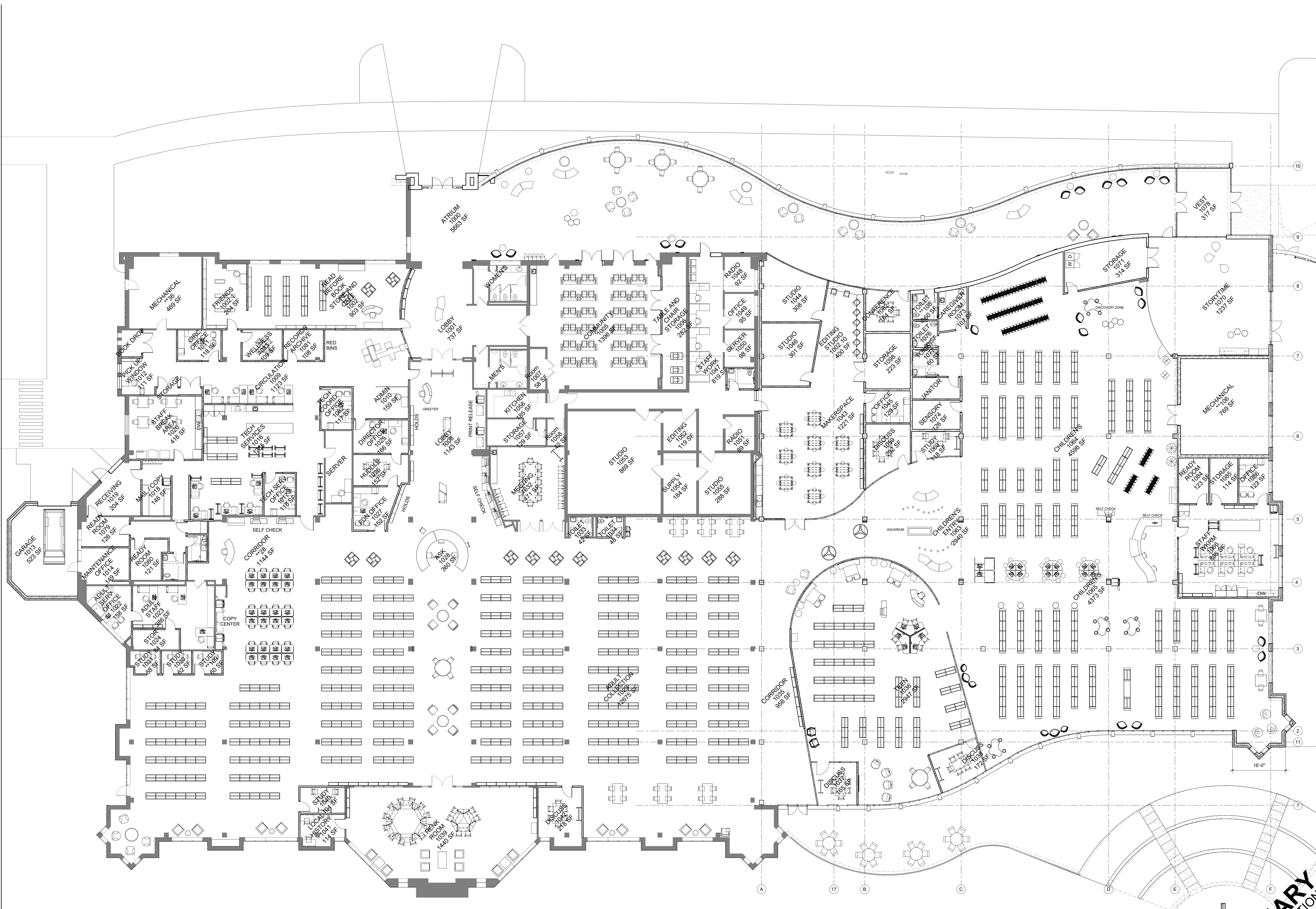


ENTER START DATE:

5/31/2023

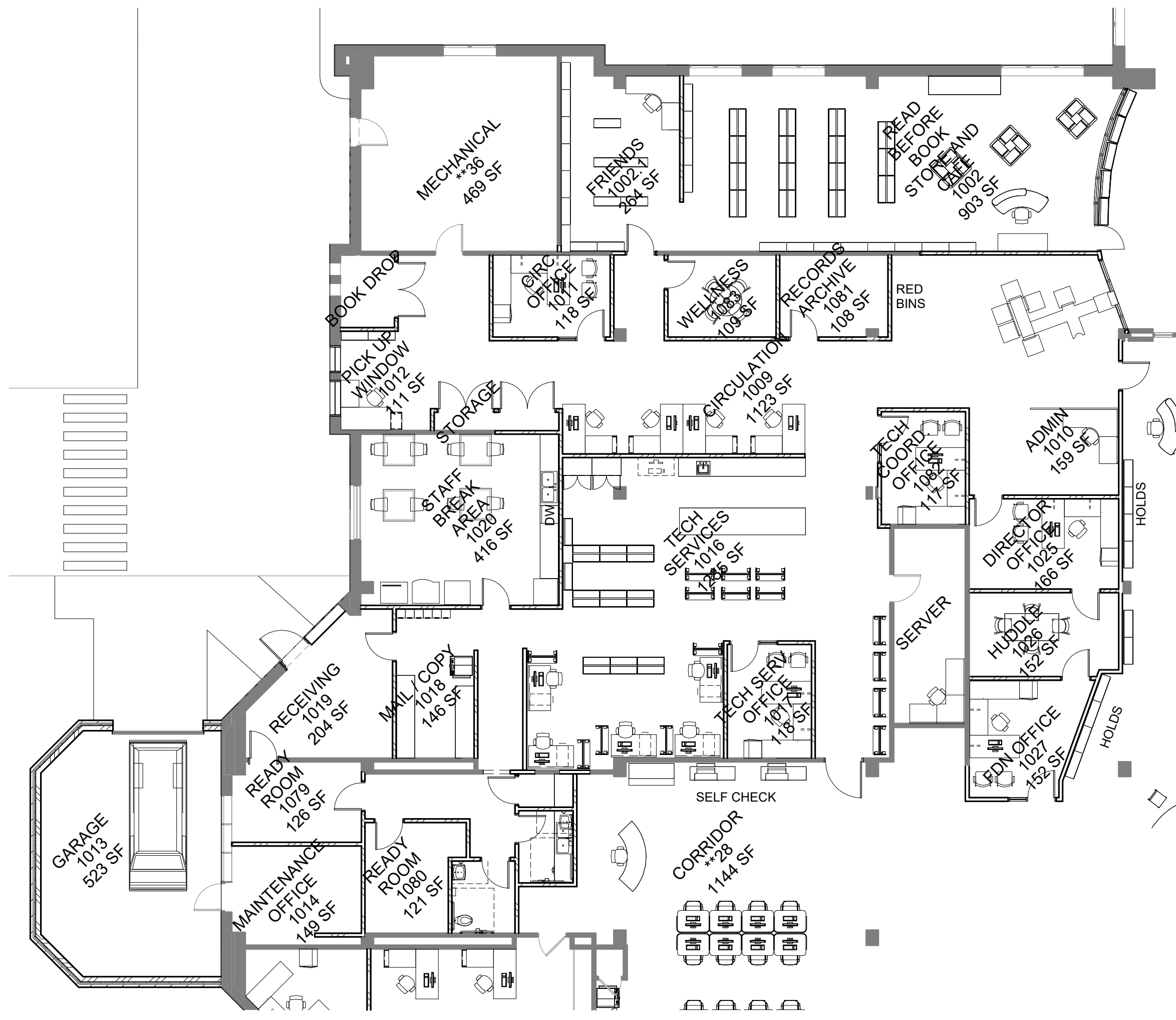
Board meetings second Thursday of the month

ACTIVITY	START	NOTES
Client Project Kickoff Meeting Start	4/12/2023	
Program meeting	4/26/2023	9am
Program meeting	5/8/2023	9am
<b>Schematic Design (3 months)</b>	<b>5/16/2023</b>	
Core Planning Meeting	5/25/2023	12-2PM
<b>Finalize programming/space planning</b>	<b>6/8/2023</b>	<b>Library Board Meeting @ 6PM</b>
Core Planning Meeting	6/8/2023	12-2PM
Core Planning Meeting	6/22/2023	12-2PM - Review Ampitheater Layout
Core Planning Meeting	7/6/2023	12-2PM
Core Planning Meeting	7/20/2023	12-2PM
Internal Quality Review	8/3/2023	
<b>Schematic Design Complete</b>	<b>8/10/2023</b>	<b>Amphitheater and Maker's space layout for fundraising / Library Board Meeting @ 6PM</b>
Design Development Start	8/10/2023	
Core Planning Meeting	8/17/2023	12-2PM
Core Planning Meeting	8/31/2023	12-2PM
Core Planning Meeting	9/14/2023	12-2PM
Core Planning Meeting	9/28/2023	12-2PM
Core Planning Meeting	10/12/2023	12-2PM
Core Planning Meeting	10/26/2023	12-2 PM
Internal Quality Review	11/1/2023	
<b>Design Development Complete</b>	<b>11/9/2023</b>	<b>Library Board Meeting @ 6PM</b>
Contract Documents Start	11/9/2023	12-2PM
Core Planning Meeting - As Needed	11/22/2023	12-2PM
Core Planning Meeting	12/7/2023	12-2PM
Core Planning Meeting	12/21/2023	12-2PM
Core Planning Meeting	1/4/2024	12-2PM
Core Planning Meeting	1/18/2024	12-2PM
Internal Quality Review	1/25/2024	
<b>Contract Documents Complete</b>	<b>2/8/2024</b>	<b>Library Board Meeting @ 6PM</b>
Library Board Approval to Issue Drawings	2/8/2024	
City Council Approval to Issue Drawings	2/20/2024	
<b>Issue drawings to Bid</b>	<b>2/22/2024</b>	
Receive Bids	3/18/2024	
<b>Recommendation to Award</b>	<b>4/11/2024</b>	<b>Library Board Meeting @ 6PM</b>
City Council to approve to award	4/16/2024	(If Needed)
Construction process (13 months)	5/11/2025	

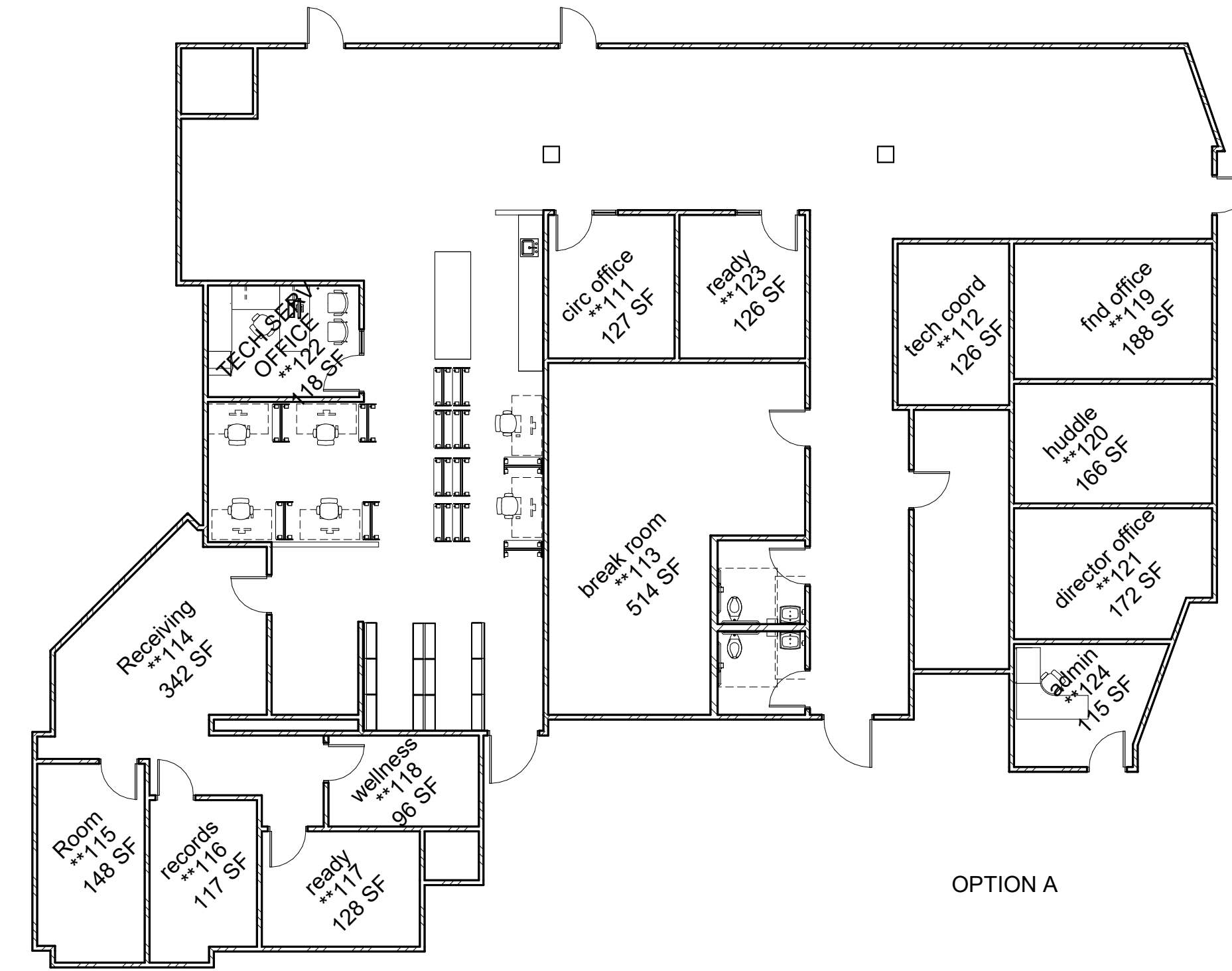


1 OVERALL MAIN FLOOR  
 SCALE: 3/32" = 1'-0"

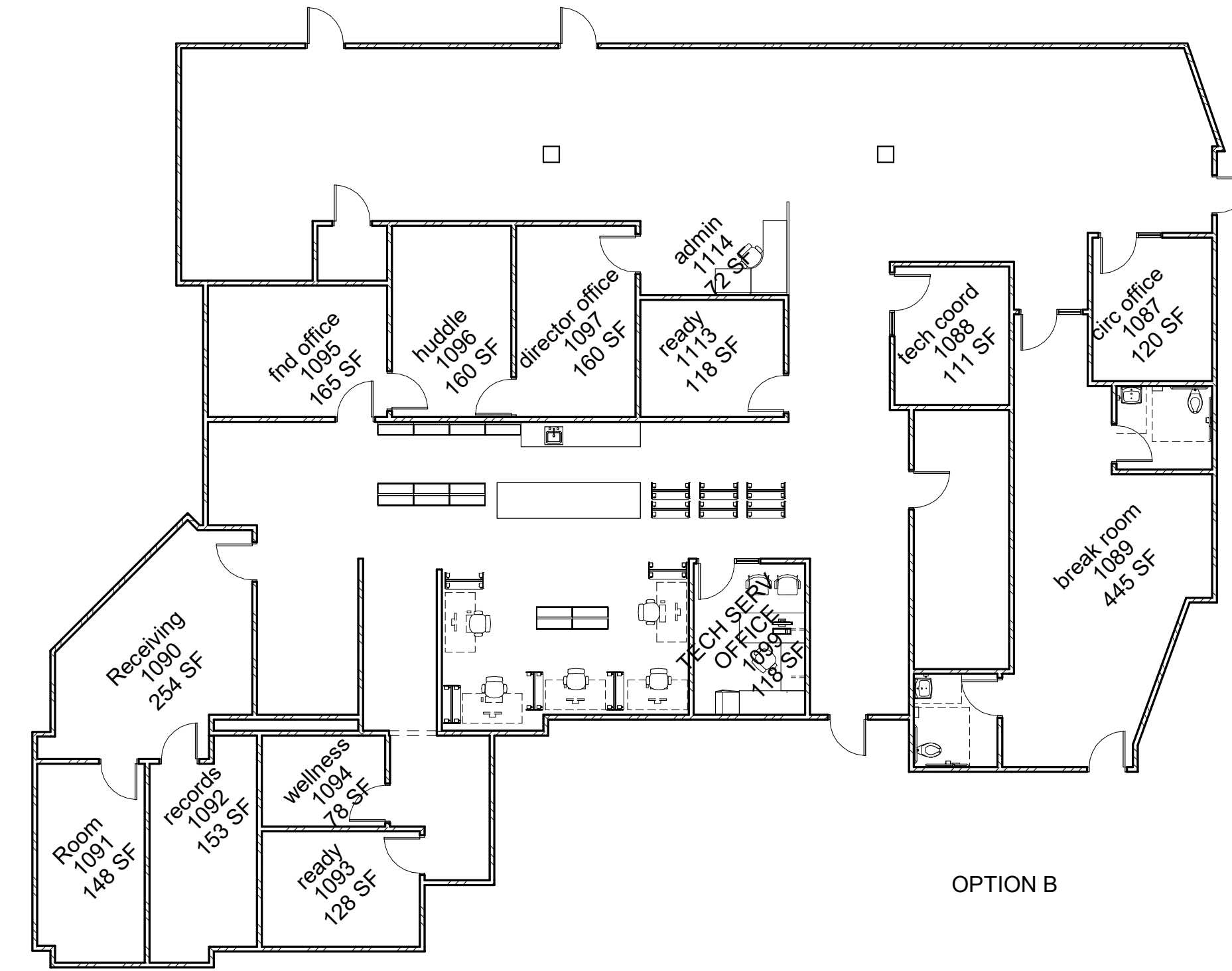
**PRELIMINARY**  
 NOT FOR CONSTRUCTION



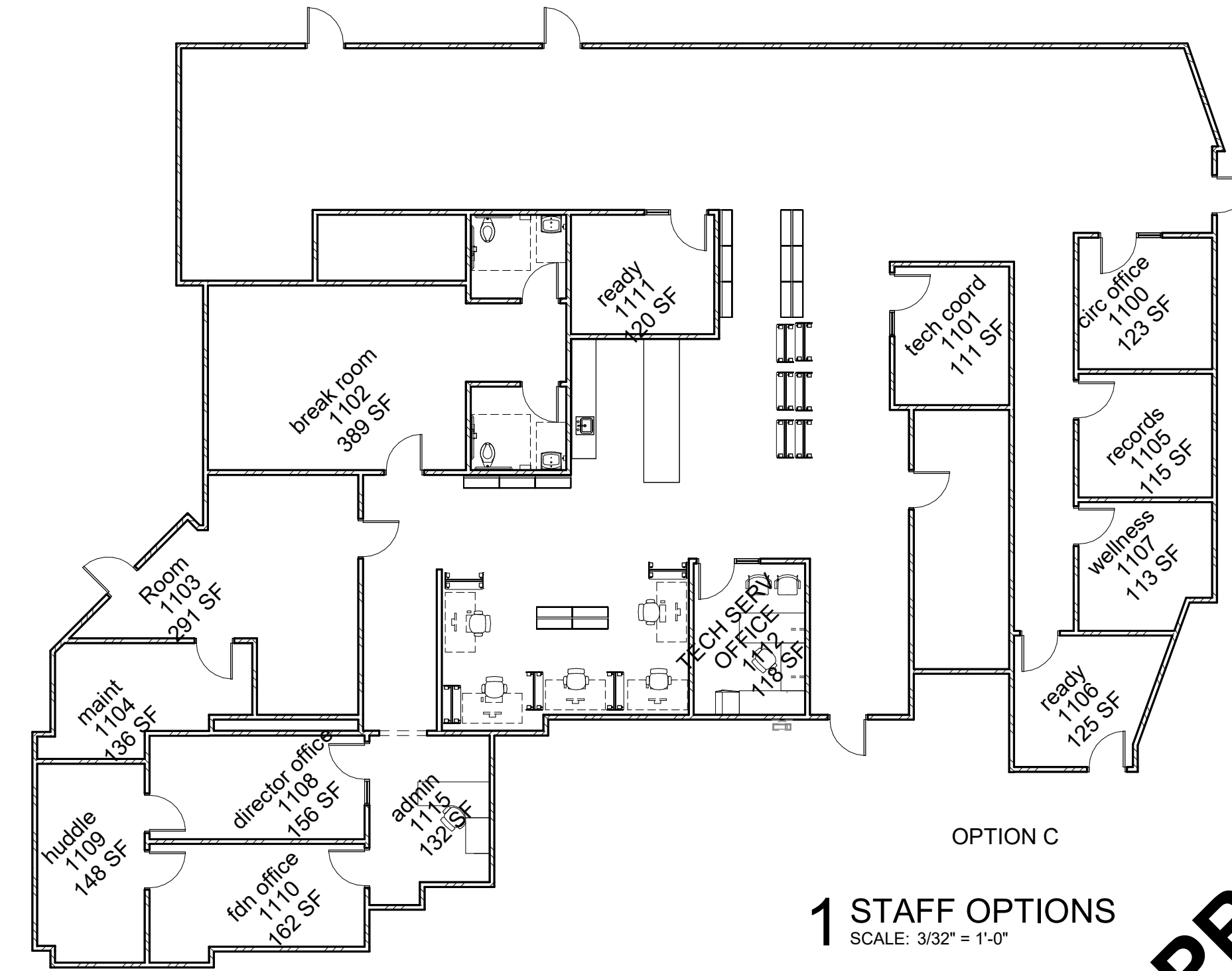
5 OVERALL MAIN FLOOR - STAFF OPTION  
SCALE: 3/32" = 1'-0"



OPTION A



OPTION B



OPTION C

1 STAFF OPTIONS  
SCALE: 3/32" = 1'-0"

**PRELIMINARY**  
NOT FOR CONSTRUCTION

ASSOCIATION WITH

SHEET TITLE  
FLOOR PLAN OPTIONS - STAFF

PROJECT TITLE  
CITY OF SUN PRAIRIE  
SUN PRAIRIE PUBLIC LIBRARY  
1350 LINNERUD DR.,  
SUN PRAIRIE, WI

DATE ISSUED 06/07/2023  
REV. NO. DATE  
PROJECT NUMBER  
2023402  
SHEET  
A1.2





