

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL DD Meeting	<b>MEETING LOCATION</b>	Sun Prairie Public Library Conference Room and Zoom
<b>MEETING DATE</b>	28 September 2023	<b>MEETING TIME</b>	12:00PM
<b>PROJECT NAME</b>	Sun Prairie Public Library Remodel and Addition		
<b>FEH PROJECT NUMBER</b>	2023402		
<b>PROJECT ADDRESS</b>	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"/> 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"/> Sarah Jansen	FEH Design	262.968.2055	sarahjj@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 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"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input checked="" type="checkbox"/> Rose Daily - virtual	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com

### 1) Goals for Success

### 2) Review and Approval of Last Meeting Minutes

- a) Last meeting minutes were approved.

### 3) Timeline

- a) Updated!
  - i) A topics column has been added.
  - ii) The October 26 meeting conflicts with the WPL Conference and will be canceled.
  - iii) The Friends group should be invited to the November 9 noon meeting and to the site walk-through at 11:30AM that day to identify memorial trees (if any).
  - iv) The Next Chapter meeting will be on November 20 during the week of Thanksgiving.
  - v) The December 22 meeting has been removed due to the holiday.

#### 4) Design Development

##### a) Finishes

- i) 4 options were reviewed.
    - (1) Each color option is flexible and changeable.
    - (2) Each option uses a single manufacturer of carpet.
    - (3) The attainable LEED points are similar with each option.
  - ii) Hard flooring surfaces
    - (1) Carpet is more cost effective than terrazzo or tile.
    - (2) Hard surface flooring should be provided in the café space of the bookstore.
    - (3) Hard surface flooring should be provided at the south entrance at the patio.
    - (4) The sun burst flooring pattern was liked in the atrium.
  - iii) Colors within the space
    - (1) Colors should be provided for wayfinding.
    - (2) Color should be provided as an accent in the adult area and more of a primary focus in the children's area. The group does not want to overdo the colors in the children's area either.
    - (3) There have been issues, specifically in yellows, greens, and orange tones, with carpet staining in the youth area.
    - (4) The group liked the idea of a path that takes patrons through the library.
    - (5) Accent paint colors could be provided in the study rooms.
    - (6) A color plan can be created for the space.
    - (7) A lighter color carpet was discussed in the staff spaces.
    - (8) A third, darker espresso wood tone could be added to the mix.
  - iv) Terrazzo should be used in the atrium and colored cork within the library as a main walking path from the entry to the exit by teens.
    - (a) There is concern about durability and the warranty associated with cork.
  - v) There is concern about sound in the atrium.
  - vi) The existing, renovated bathrooms are well liked and can be used as a basis-of-design for new bathrooms.
  - vii) It was questioned whether acoustic baffles could have text added to them (for naming purposes).
- b) The brown, jewel toned color palette was preferred. Options 1 and 4 should be pursued. Additional color in the adult areas was requested.
- c) Moss as a finish was briefly reviewed. The group would be open to a living wall element.
- d) Casework Discussion
- i) The casework information was distributed to the group for review as homework.

#### 5) Site Items

- a) Stone at the Amphitheater
  - i) This will be at the seats only and potentially at the bandshell columns.
  - ii) It was questioned whether the roof of the bandshell could have a solar panel roof. This is not currently in the budget, but is a viable option.
- b) Turf Review
  - i) Turf is planned for behind the stone at each amphitheater tier.

#### 6) Other items

- a) Aquarium
  - i) The aquarium will be funded by the foundation / fundraised dollars.
  - ii) The intent is to utilize the library's current aquarium specialist for this element.
  - iii) The aquarium cost should be a separate line item in the budget.
- b) Focus on Energy to be updated to a Geothermal System
- c) Field Trips
  - i) Milwaukee is in the works!

- d) Contact at Sun Prairie Utilities (SPU) for our MEP to contact about how the microgrid should tie into the utility.
  - i) Rose Daily to provide contact information for Andy, Rick, or Clint
- e) Site
  - i) Placement of the BESS (Battery Energy Storage System) between the story walk and the parking lot was approved by the group.

**7) Additional staff suggestions**

- a) There was a request to minimize light pollution in the parking lot.
- b) There was a question regarding the media center’s entrance during construction.
  - i) This needs to be evaluated and determined.
- c) The teen self-check should be located within the teen space, not outside the entrance in the youth space.

**8) Next steps and assignments**

- a) Next Chapter Team Meeting October 12 at 12PM

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**ACTION ITEMS**

- 1. FEH Design
  - a. Update Finish options per the comments.
- 2. SPPL
  - a. Field Trips to libraries and makerspaces

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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** Christy Monk

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**NEXT MEETING** 12 October 2023, at 12PM

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**ATTACHMENTS** Updated Timeline, Finish Options

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# SPPL PROJECT TIMELINE



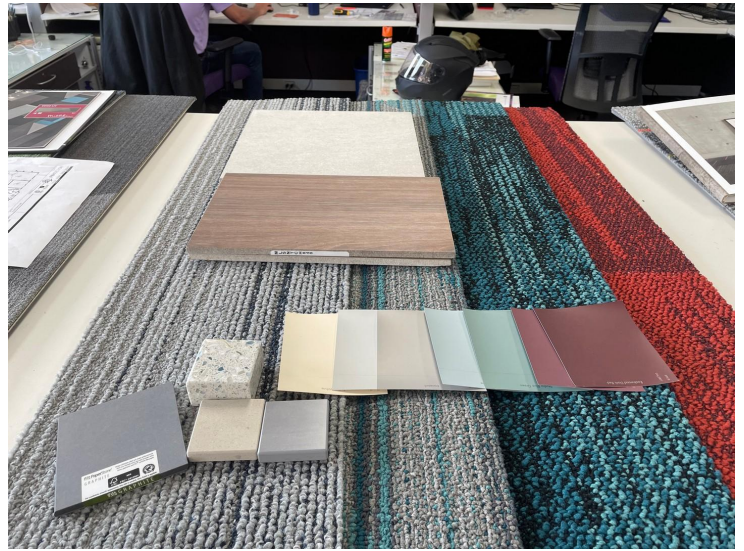
Board meetings second Thursday of the month

ACTIVITY	START	NOTES	Topics
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 Amphitheater Layout	
Core Planning Meeting	7/6/2023	12-2PM	
Core Planning Meeting	7/20/2023	12-2PM	
Staff Meeting	7/24/2023	1PM	
Staff Meeting	7/27/2023	9AM	
Core Planning Meeting	8/3/2023	12-2PM VIRTUAL	
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>	
Core Planning Meeting to Reduce Costs	8/17/2023	12-2PM	
Core Planning Meeting	8/31/2023	12-2PM	
<b>Special Library Board Meeting - SDs</b>	<b>8/31/2023</b>	<b>6PM</b>	
Special Committee of the Whole Meeting	9/12/2023	5:30PM	SD Approval
Design Development Start	9/13/2023		
Core Planning Meeting	9/14/2023	12-2PM	
Sustainability Committee Meeting	9/21/2023	6PM	
Staff In-Service	9/22/2023	10:30AM-Noon	
Core Planning Meeting	9/28/2023	12-2PM	Finishes, Casework
Core Planning Meeting	10/12/2023	12-2PM	MEP Infrastructure
Core Planning Meeting	11/2/2023	12-2PM	Building Network Infrastructure, SCLS and City of SP IT
Core Planning Meeting	11/9/2023	12-2PM	Site and Landacape, Friends
Technical Review Committee Meeting	11/13/2023	Send Items on Monday, TRC the following week on Wednesday	Site Design Review
Core Planning Meeting	11/20/2023	12-2PM	Finishes
Core Planning Meeting	12/7/2023	12-2PM	
<b>Design Development Complete</b>	<b>12/14/2023</b>	<b>Library Board Meeting @ 6PM</b>	

ACTIVITY	START	NOTES	Topics
Contract Documents Start	12/15/2023		
Core Planning Meeting	1/4/2024	12-2PM	
Core Planning Meeting	1/18/2024	12-2PM	Legal and Finance
Core Planning Meeting	1/25/2024	12-2PM VIRTUAL	
Internal Quality Review	1/25/2024		
Core Planning Meeting	2/8/2024	12-2PM	
Core Planning Meeting	2/22/2024	12-2PM	
<b>Contract Documents Complete</b>	<b>3/14/2024</b>	<b>Library Board Meeting @ 6PM</b>	
Library Board Approval to Issue Drawings	3/14/2024		
City Council Approval to Issue Drawings	3/19/2024		
<b>Issue drawings to Bid</b>	<b>3/22/2024</b>		
Receive Bids	4/18/2024		
<b>Recommendation to Award</b>	<b>4/25/2024</b>	<b>Special Library Board Meeting @ 6PM</b>	
City Council Approval of Award	5/7/2024		
Start Construction process (13 months)	5/28/2024		
Groundbreaking Ceremony	Early June 2024	Align with Children's Programming	
Ongoing Bi-Weekly Progress Meetings			
Substantial Completion	6/13/2025		
Furniture Installation	6 weeks		
Final Completion Date	7/25/2025		
Technology Installation	4 weeks		
Move	August 2025		
Grand Opening and Dedication	September 2025		



Option 1



Option 2



Option 3



Option 4

Sun Prairie Public Library  
Finish Palettes  
28 September 2023