

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL DD Meeting	MEETING LOCATION	SPPL Conference Room and Zoom
MEETING DATE	4 January 2024	MEETING TIME	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"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Ema Kuhlmann	FEH Design	563.583.4900	emak@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Sarah Jansen	FEH Design	262.962.2055	sarahjj@fehdesign.com
<input checked="" type="checkbox"/> Brad Biddick	Design Engineers	608.424.8815	brad.biddick@designengineers.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 type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input type="checkbox"/> New Lor	Sun Prairie Facilities Supervisor	608.825.0858	nlor@cityofsunprairie.com
<input type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input checked="" type="checkbox"/> Sandy Xiong	Sun Prairie Media Center	608.825.0893	sxiong@cityofsunprairie.com
<input checked="" type="checkbox"/> Pete Smyth	Friends Treasurer		
<input checked="" type="checkbox"/> Ken Matthews	Gold Star Coffee		
<input checked="" type="checkbox"/> Jeff Gauger	Beans and Cream		
<input checked="" type="checkbox"/> Teresa Kim	Friends President		
<input checked="" type="checkbox"/> Etta Heizman	Co-Manager Bookstore		

1) Introductions

- a) Introductions were made.
- b) FEH reviewed the Agenda and Goals for Success.

2) Review and Approval of Last Meeting Minutes

- a) No changes were requested to be made to the last meeting minutes.

3) Construction Documents

- a) RBBS Café Layout
 - i) The plans show 3 tables with 2 chairs each. It was noted that high tables are not used as often, so all tables should be low / traditional height.
 - ii) The café space will have linoleum flooring for easy cleaning and transition to carpet at the shelving area.
 - iii) The type of coffee machine was discussed. Usage of a single cup machine with multiple brew options (including espresso) was discussed. The bookstore staff/volunteers would be responsible for filling and emptying the machine. The vendor would service the machine every 30 days. The throughput varies depending on the type of machine. All supplies and coffee purchased through the vendor count toward the throughput.
 - iv) A water connection to the coffee machine is needed through the countertop. This connection will have a filter at the coffee machine.
 - v) Standard 120-volt power with dedicated breaker is also needed.
 - vi) Bakery case – front open approximately 24w x 24d x 36h.
 - vii) A tackboard is preferred above the countertop with the potential for a floating shelf.
 - viii) There will be a tall beverage cooler west of the counter.
 - ix) The cabinets are to have locks.
 - x) Candy and chips will be by the point of sale desk.
 - xi) The desk will be a piece of furniture, it will need to accommodate the cash register and be flexible for future, digital point of sale equipment.
 - xii) Trash and recycling will be next to the countertop.
 - xiii) It was determined that there should not be an awning. There will be some type of signage and/or special lighting.

4) Timeline

- a) See the attached timeline with updated topics and dates.
 - i) A data meeting will be held 1/11/24.
 - ii) Door hardware, security, legal and finance will be held on Wednesday 1/24/24 from 11:00 am – 2:00pm.
 - iii) The page turn / review of the drawing set will be on 2/29/24 from 11:00 am -5:00pm.
 - iv) At the legal and finance meeting, it will need to be confirmed if City Council approval is required at the March 19th meeting for the project to go out to bid.
 - v) The Pre-bid conference will be at the library on 4/3/24 from 1:30 – 3:00pm.

5) Design Items

- a) The group is to review power and data locations of their areas.
- b) The Meeting Room (change name to conference) is to have a TV on the north wall.
- c) Discuss and Study rooms are to have no speakers in the ceiling.
 - i) The Meeting room, Community Room, and Youth Program room are to have ceiling speakers.
 - ii) The intent is for the discussion rooms to have hybrid meeting arrangements.
 - iii) The study rooms are anticipated to be low-tech.
- d) The Huddle Room and Wellness Room in the staff area are to switch locations to work better with the existing column in the space.
- e) Donor Signage will be reviewed at the signage meeting on 1/18/24.

ACTION ITEMS

- 1) FEH will update and send out the timeline with the changes made during the meeting.
- 2) SPPL to invite the required parties to the meetings.

- 3) FEH to provide SPPL 2-3 color schemes for the staff breakroom flooring that staff will vote on.
- 4) FEH to provide SPPL a sample of the oyster bar paint color.

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 Kim Bellmann

NEXT MEETING 11 January 2024, at 12PM

ATTACHMENTS Timeline, Proposed RBBS and Cafe Layout

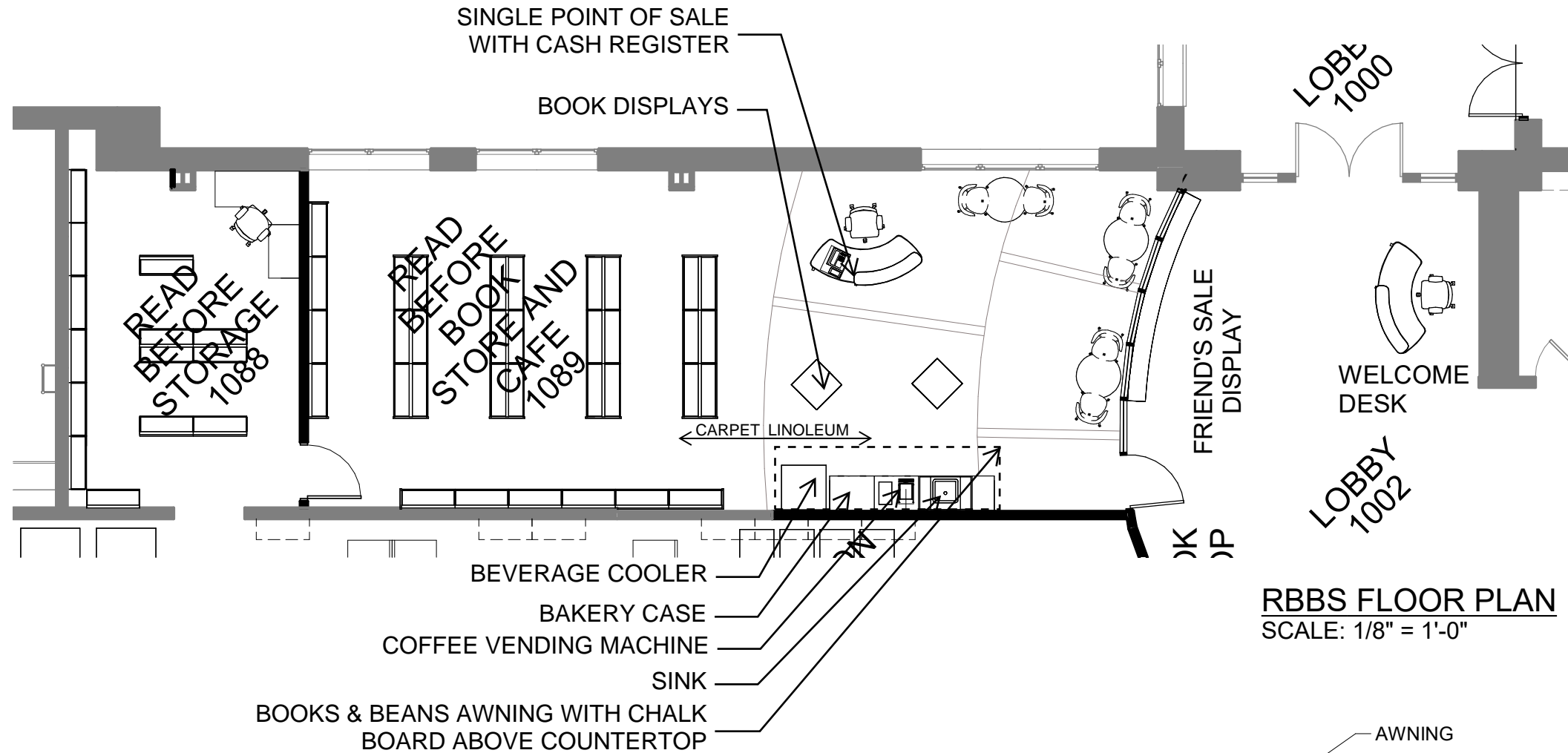
SPPL PROJECT TIMELINE



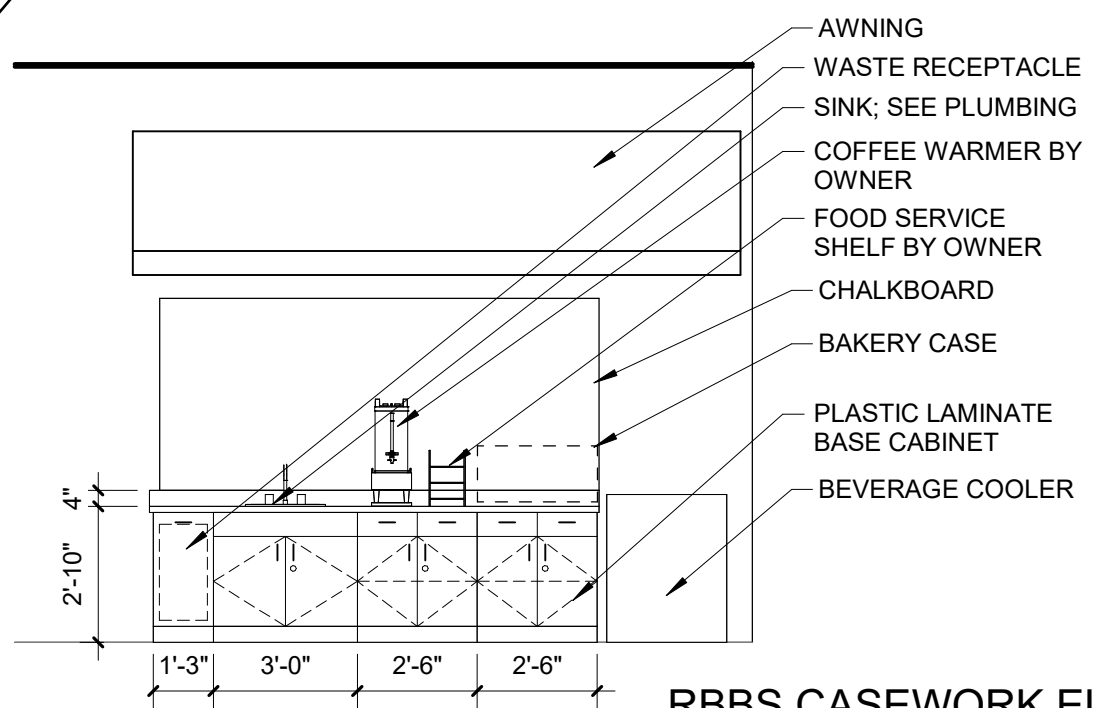
Board meetings second Thursday of the month

ACTIVITY	START	NOTES	Topics
Client Project Kickoff Meeting Start	4/12/2023		
Schematic Design (3 months)	5/16/2023		
Schematic Design Complete	8/10/2023	Amphitheater and Maker's space layout for fundraising / Library Board Meeting @ 6PM	
Special Library Board Meeting - SDs	8/31/2023	6PM	
Special Committee of the Whole Meeting	9/12/2023	5:30PM	SD Approval
Design Development (3 months)	9/13/2023		
Design Development Complete	12/14/2023	Library Board Meeting @ 6PM	
Contract Documents Start	12/15/2023		
Core Planning Meeting	1/4/2024	12-2PM	Friends and Café
Core Planning Meeting	1/11/2024	12-2PM	Data
Core Planning Meeting	1/18/2024	12-2PM	Audio Visual, Signage
Core Planning Meeting	1/24/2024	11-2PM	Legal & Finance, Door Hardware, Security
Core Planning Meeting	2/1/2024	12-2PM	Toilet Accessories, Plumbing Fixtures
Core Planning Meeting	2/8/2024	12-2PM	Casework (by Dept)
Core Planning Meeting	2/15/2024	12-2PM	Finishes, Site
Internal Quality Review	2/22/2024		
Core Planning Meeting	2/29/2024	11-5PM	Page Turn
Staff In Service	3/1/2024		
Documents to Library for Board Meeting	3/8/2024		
Contract Documents Complete	3/14/2024	Library Board Meeting @ 6PM	
Library Board Approval to Issue Drawings	3/14/2024		
City Council Approval to Issue Drawings	3/19/2024	(Pending input from Legal & Finance)	
Issue drawings to Bid - Building Construction	3/22/2024		
Issue drawings to Bid - PV/Microgrid/BESS	TBD		
Building Construction Prebid Meeting	4/3/2024	1:30-3PM	
Receive Bids	4/18/2024	3PM	At Library
Recommendation to Award	4/25/2024	Special Library Board Meeting @ 6PM	
City Council Approval of Award, If Needed	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		

SUN PRAIRIE PUBLIC LIBRARY
 READ BEFORE BOOK STORE
 2024-01-04



RBBS FLOOR PLAN
 SCALE: 1/8" = 1'-0"



RBBS CASEWORK ELEVATION
 SCALE: 1/4" = 1'-0"