

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL CD Meeting	MEETING LOCATION	SPPL Conference Room and Zoom
MEETING DATE	18 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
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<input checked="" type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Ema Kuhlmann	FEH Design	563.583.4900	emak@fehdesign.com
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<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 checked="" type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
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<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
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<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
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<input checked="" type="checkbox"/> Aaron Springer	Design Engineers		aaron.springer@designengineers.com
<input type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
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1) Goals for Success

2) Timeline

- a) The Sun Prairie Finance Department is concerned about the potential for higher bidding costs with April bids. There was a request that the project timeline be expedited.
- b) The Owner's Representative commented that this may not necessarily be the case, based on the size of the project. If the design process is rushed, the project could have more change orders, which would increase expenses.
- c) FEH will bring up this concern at the next meeting.

3) Meeting Minutes

- a) A note from last the meeting's minutes (regarding the discussion and study rooms are to have no speakers in the ceiling) should be revisited and revised to provide more clarity. Paging speakers will likely be provided in the ceiling. The minutes will be updated.

4) Construction Documents – Audio Visual

a) Meeting Space AV Functionality and Equipment

i) Community Room

- (1) Overhead speakers and microphones.
- (2) Fixed projector.
- (3) Motorized projection screen on south wall.
- (4) Hybrid capability (camera and microphone).
- (5) Speakers in atrium to provide crisp sound, so overflow can hear the program.
- (6) Large TV monitor in the atrium so overflow can see the program.
- (7) Design systems be compatible with Teams and Zoom meetings.
- (8) Wireless input capabilities for different devices.
- (9) Live music portable equipment usage.
- (10) Retain and update the current floor outlets.
- (11) Add outlets should be on the walls, as needed for functionality.
- (12) Wired data.
- (13) Multiple physical AV inputs for different devices.
- (14) Assisted listening capabilities.

ii) Sun Prairie Media Center

- (1) Provide a single TV monitor over the greeter desk with multiple feeds. This will need power and data.
- (2) Provide an exterior sign at the new entrance from the atrium.
- (3) Provide vinyl signage on the doors into the makerspace.

iii) Makerspace

- (1) Display TV monitor on west wall.
- (2) Portable TV monitor power and data.
- (3) Sound bar at television for limited sound.
- (4) AV input for guests.
- (5) Wireless input capabilities.
- (6) Studios
 - (a) One studio will be set up for audio recording and the other studio for video recording.
 - (b) Video studio (south) will leave the north, south and west walls free of devices to work well as a camera backdrop.
 - (c) Audio Studio (north) will leave the west and south walls free of devices to facilitate video recording.
 - (d) The HVAC system should be designed to drop the air versus blow it into the space for sound.
 - (e) Portable lighting will be provided in space for video recording.

iv) Discussion Room (typical)

- (1) Wall mounted TV monitor with sound.
- (2) PC computer placed in corner of the room that does not have glass.
- (3) Webcam on TV monitor.
- (4) Control panel on wall for source input.
- (5) Port on wall for HDMI input.
- (6) Outlets on the floor to connect to tabletop plugins and outlets.
- (7) In Discussion Room #1028 the television monitor will be located on the west wall with an articulating arm mount.

v) Board Room (#1010)

- (1) Overhead speakers and microphones.
- (2) Fixed projector.
- (3) Motorized screen on north wall.
- (4) Hybrid capability (camera and microphone) compatible with Teams and Zoom.
- (5) Wireless input capabilities for different devices.
- (6) Any added outlets should be on the walls.
- (7) Wired data.



- (8) Assisted listening capabilities.
- (9) AV input from the front of the room and from the table.
- vi) Youth Program room
 - (1) Motorized projection screen.
 - (2) Projector on motorized lift.
 - (3) Ceiling microphones and speakers. Integration with microphone on headset.
 - (4) Camera (fixed, aimed at reader in the front of the room) for remote story time.
 - (5) Device input to play video from various devices, including iPad.
 - (6) Hybrid capability (future) compatible with Teams and Zoom.
 - (7) Wireless input capabilities for different devices.
 - (8) Wireless system controls and content controls.
 - (9) AV equipment rack in storage room with control in room.
 - (10) Assisted listening capabilities.
 - (11) This room should not have suspended light fixtures.
- vii) Small two-person study rooms
 - (1) Have a PC with a PC monitor. No infrastructure for AV speakers or monitor
- viii) Larger study rooms (#1060 & #1030)
 - (1) Outfitted with infrastructure so the space could be converted to a discussion room in the future.
- ix) Ready Rooms
 - (1) Outfit with infrastructure for conversion into offices in the future.
- x) Huddle Rooms
 - (1) A portable monitor screen will be used.
 - (2) Outfit with infrastructure for conversion into offices in the future.
- xi) Amphitheater
 - (1) Using portable sound equipment only.
- b) Wayfinding and Digital Signage
 - i) Digital signage monitors should be located:
 - (1) Digital signage with city feed just inside the library entrance (in the area shared with the west men's room wall).
 - (2) Teen area
 - (a) Also provide tackboard/flyer stand and color-coded library map.
 - (3) Youth services desk
 - (a) Also provide tackboard/flyer stand and color-coded library map.
 - (4) Adult reference desk
 - (a) Also provide tackboard/flyer stand and color-coded library map.
 - ii) Room Scheduler display screens to be outside of the following rooms:
 - (1) Board Room
 - (2) Community Room
 - (3) Youth Program Room
 - (4) Atrium Conference Room
 - iii) Paper signage display (similar to what is currently in the lobby) of programming events should be provided in the southeast corner of the lobby, next to the double doors exiting / entering the library proper.
- c) Paging System, Zones, Interface
 - i) Entirely new paging system and speakers.
 - ii) Volunteers in the café need a system to be able to alert staff and request help.
 - iii) Provide assistance buttons at each help desk.
 - iv) Provide an all-call zone option minus the quiet spaces.
 - v) The city will look into providing a phone sidecar option preprogrammed with selected paging zones.

5) Construction Documents - Signage

- a) Panel Signage
 - i) Single use restrooms will be labeled as “restroom” only and will not include a gender.
 - ii) Smaller study type rooms will be numbered (1, 2, 3...).
 - iii) Office signs will include braille and a paper insert to display office details.
 - iv) Consider re-anchoring or removing the large letters above the community room entry.
 - v) Revise Discuss Room #1100 to be called ‘Conference Room’.
- b) Wayfinding Signage
 - i) Provide a color-coded map of the library at the entry, on ‘Main Street’, and north of the entry to the youth area. This could be provided on a freestanding pedestal.
 - ii) Overhead panel signage should be provided for the main departments – Youth, Teen, Computers, Print Areas. The print area signs should be easily changeable.
 - iii) A wall mounted emergency exit graphic will be needed.
 - iv) Collection signage will be provided on the shelving end panels and use paper inserts, so the collection signage can be easily changed.
- c) Donor Signage
 - i) A separate virtual meeting was scheduled with those involved with donor signage to discuss this topic on Friday, January 19.
- d) Exterior Sign (Alternate)
 - (1) An exterior library sign alternate should provide an internally lit new sign with the library and media center listed.
- e) SPMC Signage
 - i) Sign outside of media center in the atrium
 - (1) Prefer digital signage if budget allows, but not necessary. This could be backlit on the stone.

6) Other items

- a) EIGP Microgrid/Solar Panel/BESS item – January 22 Meeting Upcoming
- b) Conditional Use Permit Application – Planning Meeting Recap
 - i) Linnerud access was suggested by Planning but not required.
 - ii) The parking count will be updated to include the existing parking at Sheehan Park. The building occupancy load will also be refined.
 - iii) An opening will be provided at the screening fence to the north. This will be more welcoming than a gate for pedestrian traffic. Many kids access the library this way.
- c) LEED Progress Update
- d) Geothermal Test Bore Results are pending.

ACTION ITEMS

1. FEH will add the topic of the bidding schedule to the next meeting agenda.
2. FEH will amend the meeting minutes from 1/11/24.
3. The door hardware and security items to be reviewed at the upcoming meeting will be provided for review prior to the 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	Ema Kuhlmann
NEXT MEETING	Wednesday January 24, 2024 at 11:00AM
ATTACHMENTS	AV Markup Drawing
