

# MEETING MINUTES

**ISSUE DATE** 05/29/2018

**MEETING INFORMATION**

**MEETING DATE** 05/29/2018 **MEETING TIME** 6:30 PM

**MEETING NAME** Advisory Task Force #1 **MEETING LOCATION** Sun Prairie Library

**PROJECT NAME** Sun Prairie Architectural Analysis

**FEH PROJECT NUMBER** 2018304

**MINUTES PREPARED BY** Miranda Seals/Gregg Baum

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
<input checked="" type="checkbox"/> Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
<input checked="" type="checkbox"/> Anders Dahlgron	LPA		
<input checked="" type="checkbox"/> Svetha Hetzler	Library Director	608-825-0900	shetzler@sunlib.org
<input checked="" type="checkbox"/> Advisory Task Force Members	See List Below		

**DISTRIBUTION** Owner, Design Team, and Attendees

**PURPOSE** Kick off process with the Advisory Task Force

**DISCUSSION**

1. Introductions
2. Review agenda and today's goals
  - a. Make Agenda and other meeting materials available before the meeting
3. Advisory Task Force Role
  - i. Participate in the process and make a recommendation to the Library Board on how the library can best serve the needs of the community for the next 20 years.
4. Review Goals for Success
  - a. Add a goal for communication as it is the main reason for a library.
  - b. Add a goal for technology. Possibly combine with the communication goal to read "Facilitate communication using technology"
  - c. Add "safety" to Goal #3
5. Review Project Approach
  - a. Facility assessment
    1. Overall the library is in good condition for a 20 year old building. The building was designed for adding a second floor but lateral bracing and the elevator shaft need to be upgraded for this to occur. Specific areas in need of attention include; the roof, wood porches, plumbing equipment, lighting, and HVAC units. ADA concerns include; door clearances, grab bars, book return and aisle widths.
  - b. Space Needs and Program update



- i. Incorporate a lending system for tools and other resources. Examples given are cake pans, tools, sewing kits.
      - ii. Makerspace for content creation for all
      - iii. Incorporate better outdoor spaces and add to sculpture garden
    - c. Advisory Task Force input on what we should study.
      - i. What are we doing now that we can do less of?
      - ii. Are there community partnerships we could incorporate in the library experience?
      - iii. Flexibility of library space is key
      - iv. Update the kitchen area and increase the size of toilet rooms
      - v. Rework the parking lot
    - d. Determine & weigh decision making criteria. This will be discussed at the next AFT meeting. All AFT members will be asked to come to the meeting with criteria they think we should use to evaluate concepts developed at the design workshop.
    - e. Design Workshop/ July 24 and 25. Stop in the library anytime during the two days and share your ideas and what you like and dislike about the concepts developed.
  - 6. Relevance of the 21<sup>st</sup> Century Library
    - i. The 21<sup>st</sup> Century library is user-centric, welcoming, bustling, collaborative, innovative, production creation, multi-use space which emphasizes the quality of user spaces and emphasizes connections, not collections.
  - 7. Review Schedule
    - a. Dates and Location for future meetings and workshops
      - i. June 19<sup>th</sup>- Advisory Task Force #2
      - ii. July 24<sup>th</sup> & 25<sup>th</sup>- Design Workshop and Advisory Task Force #3, #4
      - iii. August 15<sup>th</sup>- Advisory Task Force #5
  - 8. Next Meeting Assignments
    - a. Think about Needs, Criteria, and bringing others.

*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.*

**ATTACHMENTS**

Attendance List



ATTENDANCE:

Present:

Sharyn Alden  
Ginger Baier  
Tina Bohling  
Sally Campbell  
Joe Chase  
Jay Chatterjee  
Christine Congdon  
Maureen Crombie  
John DeBacher  
Mona Deming  
Analiese Eicher  
Bill Eisinger  
Paul Esser  
Ti Gauger  
Deborah Greiveldinger  
Dr. Angela Gulbis  
Mary Ellen Havel-Lang  
Don Hooser  
Bob Host  
Mark Ibach  
Marcie Johnson  
Michelle Jones  
Jo Kiesow  
Sue Ann Klein  
Sue Ann Larson  
Branch Caryscine  
Barbra Loftus  
Jacki Martindale  
Joy Mathews  
Terry McIlroy  
Aaron Oppenheimer  
Christina Outlay  
Jake Robbins  
Jenny Ruark  
Glenn Schmidt  
Sarah Smith  
Neil Stechschulte  
Theresa Stevens  
Benita Thomas  
Kristine Zadrazil  
Pat Zastrow  
Sharon Zindars  
Emily Lindsey  
Ann Semman  
May Bell

Absent:

Stacy Darga  
Bryn Horton  
Jon Landsverk  
Nan Olson  
Mary Polenske  
Emilie Rabbitt  
Julie Schwellenbach  
Steve Stocker  
Martha Van Pelt  
Brian Willison