

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 21st Century Library
 - i. The 21st 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 19th- Advisory Task Force #2
 - ii. July 24th & 25th- Design Workshop and Advisory Task Force #3, #4
 - iii. August 15th- 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
Analiase 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