

## MEETING MINUTES

ISSUE DATE 06/21/2018

### MEETING INFORMATION

MEETING DATE 06/19/2018 MEETING TIME 6:30 PM

MEETING NAME Advisory Task Force #2 MEETING LOCATION Sun Prairie Library

PROJECT NAME Sun Prairie Architectural Analysis

FEH PROJECT NUMBER 2018304

MINUTES PREPARED BY Miranda Seals

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"/> Christy Monk	FEH	563-583-4900	christym@fehdesign.com
<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 Informational meeting and input sessions for the Advisory Task Force members and general public

### DISCUSSION

- 1) Introduction of team members
- 2) Review Agenda
- 3) Advisory Task Force Role
- 4) Timeline and Agendas
  - a) July 24<sup>th</sup> and 25<sup>th</sup> Charrette/ATF Meeting #3 and #4 at the Library
  - b) August 15 Task Force meeting #5 - Recommendation
- 5) Review Goals for Success
  - a) Review Communication Goal
    - i) Should the Library be a place for information or a space for technology? Or should the communication goal market the Library?
    - ii) There are concerns for better security. The term "security" will be added to Goal 3.
    - iii) The Library should reach out to and serve less fortunate families, minorities, and those who need the library but do not necessarily believe it can serve their needs.
    - iv) There are some issues with the schools encouraging the students to use the school library rather than the public library but this is cannot be stated as a goal.
    - v) The Library should provide the community with access to academic collections and materials. An additional goal will be added to reflect this.
- 6) Design Workshop Volunteer Sign-up
  - a) Volunteer responsibilities will include directing visitors to the work produced and help them to understand what they are looking at so they are able to provide Pros and Cons for each of the concepts developed.
- 7) Quick summary of facility condition assessment and space needs program
  - a) Lighting. The public would like to improve light levels where functions have changed in the library. This will be considered but it is important to note that changing the light levels may affect the aesthetic of the building.
- 8) What would you like the architects to study?
  - a) Renovation of the Library
    - i) Changing tables are needed in all restrooms.
    - ii) Enable the porches to be usable year-round rather than just seasonal.
    - iii) The cedar porches could be used for regular library functions.



- iv) Expanding the Library's service hours. This will be considered in the operational cost.
- b) Expansion to the South
- c) Expansion to the West
- d) Expansion to the East
  - i) This option is favorable to allow the Library to operate as normal during construction and avoid the cost of temporary relocation.
  - ii) There is concern about how an expansion to the East would impact the Media Center.
- e) Expansion to the North
- f) Expansion vertically
  - i) This option is favorable to save room for a parking expansion and maintain the prairie and surrounding green space.
  - ii) Expanding vertically requires temporary relocation during construction and may require additional staff.
  - iii) It was discussed that the second level could hold all non-essential library functions, such as storage, meeting rooms, offices, and staff while the lower level houses the collection.
  - iv) A partial second level was also discussed, with the idea of a catwalk for the staff to be able to monitor the library from above.
- g) Parking
  - i) With an expansion on the current site, there would need to be a significant increase in the amount of parking.
  - ii) The parking lot should be evaluated to provide better flow, another potential entrance, and replacement of the rocks in the medians
- h) Others, branch, micro branch, express facility
  - i) Communicate with the City Planner to determine where the city is growing and use the information to determine the best location of a branch facility.
  - ii) Environmental friendliness should be a heavy influence on the design. Solar and geothermal strategies should be studied.
  - iii) The Library should provide voltage meters for the public to check out to study the environmental impact of the appliances their own homes.
  - iv) All expansions/additions should preserve the architecture and aesthetic of the existing building.
  - v) Storage is a high priority.
  - vi) A branch location and a partnership with a community program(s)
    - (1) Potential partnerships include the school, the Boys and Girls club, the senior center, West Side Community Center, YMCA, Parks and Recreation, and Sunshine Place
  - vii) A "Bookmobile" was discussed.
  - viii) Add drop locations throughout the community but maintain the program functions at the main location.
  - ix) A branch location that only houses the Children's and Teen spaces.
  - x) Various specific program elements were discussed.
    - (1) Children's theater
    - (2) Visual arts creative space
    - (3) An A/V studio
    - (4) Makerspace
    - (5) Programming to keep older adults and seniors active
    - (6) A circulation drive-thru and a drive-up book drop.
- 9) Identify Decision Making Criteria
  - a) Criteria were discussed and developed. They will be listed on a chart.
  - b) Weight criteria was not done at this meeting and will be done at ATF #3 on July 24<sup>th</sup>.
- 10) Opportunity for general input on the process
- 11) Next meeting date & time - July 24<sup>th</sup> and 25<sup>th</sup>, 6:00PM

*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, Criteria Chart



ATTENDANCE:

Present:

Sharyn Alden  
Carysine Branch  
Sally Campbell  
Jay Chatterjee  
Christine Congdon  
John DeBacher  
Mona Deming  
Analiese Eicher  
Ti Gauger  
Deborah Greiveldinger  
Bryn Horton  
Bob Host  
Mark Ibach  
Marcie Johnson  
Michelle Jones  
Jo Kiesow  
Sue Ann Klein  
Jon Landsverk  
Sue Ann Larson  
Joy Mathews  
Terry McIlroy  
Nan Olson  
Emilie Rabbitt  
Melody Riedel  
Jenny Ruark  
Julie Schwellenbach  
Ann Semmann  
Sarah Smith  
Benita Thomas  
Martha Van Pelt  
Brian Willison  
Pat Zastrow  
Sharon Zinsars

Absent:

Ginger Maier  
Mary Bell  
Tina Bohling  
Joe Chase  
Maureen Crombie  
Stacy Darga  
Bill Eisinger  
Paul Esser  
Dr. Angelika Gulbis  
Mary Ellen Havel-Lang  
Tracy Herold  
Don Hooser  
Emily Lindsey  
Barbra Loftus  
Jacki Martindale  
Aaron Oppenheimer  
Christina Outlay  
Mary Polenske  
Jake Robbins  
Glenn Schmidt  
Neil Stechsulte  
Theresa Stevens  
Steve Stocker  
Kristine Zadrazil