

MEETING MINUTES - DRAFT

ISSUE DATE 21 October 2021

MEETING INFORMATION

MEETING DATE 14 October 2021 MEETING TIME 2PM-4PM

MEETING NAME Next Chapter Team Meeting MEETING LOCATION Zoom

PROJECT NAME Sun Prairie Public Library (SPPL) Conceptual Design

FEH PROJECT NUMBER 2021411

MINUTES PREPARED BY Christy Monk

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
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DISTRIBUTION Attendees, Project Design Team

PURPOSE Review Sustainable Design Options and Prepare for SPARK

DISCUSSION

1. Review Goals for Success

- a. Goals for success were reviewed. The following modifications were made:
 - i. Goal 1 change to read, 'Ensure that we serve the community needs for the next 20 years'.
 - ii. Change the last goal to read, 'Provide broad collection access for the community'.



2. Overview of Preliminary Programming Findings

a. Service Summary and Space Needs Estimate

- i. The current space needs estimate was reviewed. The previous goal of 55,000SF has been expanded to 61,581SF. The current estimate has been informed by the 2020 census numbers, Dane County standards, and expanded services that evolved out of the pandemic.
- ii. The current space needs include a staff workstation at the drive-up window, a refreshment area, a makerspace, and enlarged meeting spaces.
- iii. The SPARK session will draw conceptual scenarios for the ideal footprint size; this can be dialed back, if needed, as part of future discussion.

3. Integrated Design Options

a. Scott Semroc gave a recap of sustainability items.

- i. The PSC OEI grant to conduct a feasibility study on the libraries capabilities as a community resiliency center was awarded. Kickoff will begin soon, and the performance period will end in June 2022.
- ii. Focus on Energy (Focus) confirmed the project was accepted into the Design Assistance Program, and will accept conceptual design and construction documents as they become available for further review.
- iii. WPPI Energy representatives are at the meeting, they work with new construction projects.
- iv. Focus and WPPI will work collaboratively so the project can participate in both programs.

b. WPPI (Erikka Byrge and Clint Cry) explained their services:

- i. Works closely with the construction team and Focus on Energy team.
- ii. Provides design services for technical assistance.
- iii. There are opportunities to receive incentives with multiple programs.

c. Focus on Energy (Lara Bakker) explained their services:

- i. Conducts an entire building analysis to determine energy-saving strategies that can be used in the project. They work with the design team to set the energy goal. In addition to whole building energy analysis, the program can model up to three different mechanical system designs.
- ii. They must be involved prior to design development for the project to be eligible for incentives.
- iii. Focus on Energy has a prescriptive renewable energy program, which would provide an additional avenue for incentives.

d. The design timeline was discussed, related to using the energy programs, with the potential for a construction start date of 1 January 2024 with 12-18 months for construction.

e. Sustainable Design Opportunities

- i. Sustainable opportunities the group would like to consider for the building were reviewed. Some ideas are:

1. A microgrid system that would include energy controls and energy storage components. The PSC OEI grant will study the feasibility, including costs, system sizing, and benefits of operation during normal and emergency situations.
2. International Energy Conservation Code (IECC) 2021 compliant over baseline existing commercial energy code.
3. Permeable concrete and/or permeable pavers
4. Consider an all-electric facility
5. Electric vehicle charging stations
6. Solar Photovoltaic
7. A net-zero ready or net-zero completed building
8. Stormwater management and mitigation
9. Required LED fixtures and lamps, and/or a minimum lighting power density (LPD).
11. A building and a makerspace that focuses on energy efficiency literacy
12. Consider the embodied carbon of materials.
13. Wind power (optional)

f. Building Systems Options



- ii. The library will need to work with WPPI and Focus on Energy on the energy model to quantify savings opportunities.
- iii. The existing library building has the ability to monitor gas and electric usage in 15-minute increments.

4. Media Center / makerspace Partnership

- a. The content of the proposed makerspace was reviewed. The following elements could be included in that space:
 - i. Repurposing of existing Media Center computers from their lab and other Media Center equipment.
 - 1. The media center currently has a kid's class that only needs their computer lab during certain, limited times of the day.
 - ii. Recording studio with podcasting equipment
 - iii. Small television studio with a painted green screen and video cameras
 - iv. iPads or mobile devices for use
 - v. Camcorders, TriCaster Minis, microphones
 - vi. Kitchen set / pampered chef
 - vii. Ipad station
 - viii. Non-technology items like a couple sewing machines.
 - ix. Permanently installed equipment for video and sound recording
- b. The goal is to make technology, and what the media center does, more accessible, especially off-hours
- c. Users would need to be trained on how to use the equipment before unrestricted use of the space.
- d. A dedicated makerspace would likely need a coordinator and staffing would need to be considered.
- e. Community engagement is necessary to determine the needs.
- f. Svetha is following up with the health department to determine requirements with a kitchen setup.
- g. It was questioned whether the makerspace would be large enough to accommodate demonstrations and programming for individuals or groups.
- h. Fond Du Lac has a good example of a maker's space.

5. Cafe

- a. The space would need to be approximately 350sf with no seating, and 500sf with seating
- b. An option of 500SF for a café with seating was preferred.
- c. This idea was popular with teens and the Youth and Family Commission.
- d. Having the cafe co-located or a part of the larger bookstore should be considered by the design team.

6. Local History

- a. Genealogy resources are of interest. This group is unsure what, exactly Sun Prairie residents are looking for regarding local history offerings.
- b. Genealogy and local history could be in the same area.
- c. 1-2 computers for genealogy use with shelving for family histories was discussed.
- d. There have been discussions about eliminating the microfilm reader, but some people still use it. It could be located in the local history area.
- e. Creating a local history space for group sessions of 15-20 people would be ideal. A separate space may not be feasible. A couple of tables for quiet use by patrons within the space may meet needs.
- f. The library currently houses the following items:
 - i. Local history and genealogy
 - ii. Yearbooks and associated items
 - iii. Microfilm reader for back issues of the newspaper



- iv. Bound newspaper volumes
- v. Display cabinet for use by museum
- vi. The library is working to be an affiliate for familysearch.org and would need a dedicated terminal for that use.

7. SPARK Session

- a. 3 Options to Study
 - i. A few concept addition options were reviewed – one sided, two sided, and one side with front.
 - ii. The group determined that, to retain as much prairie as possible, a single-sided addition to the east was preferred.
 - iii. The plans will be more detailed than developed with the previous design, so the content will look different to the public. An emphasis should be put on showing the public that progress is being made and get people excited to provide input.
 - iv. The angled plan with the one side addition was not preferred. The preferred option would be to add the addition off the east, in line with the existing building. Parking with an option to extend the drive around the entire building was preferred.
 - v. The Renk room should not be disturbed nor the prairie in front of the building.
 - vi. The number of building entrances should be considered as part of the SPARK.
 - vii. Maintaining the natural light level (through skylights and exterior windows) is important.
 - viii. There is no expectation that the addition will look exactly like the existing building.
 - ix. The media center location in the existing building should be maintained.
 - x. The group is more interested in the interior and the department arrangement.
- b. Viability of Site for Proposed Expansion
 - i. Adding a civil engineer to the SPARK session was proposed and well-received.
- c. Monitoring of Zoom
 - i. SPARK session from 9AM-5PM will be on zoom and in person.
 - ii. The zoom link is already posted on the website
 - iii. Someone from SPPL will monitor the zoom link. An FEH Design team member will be monitoring for guests.
 - iv. The 5-7PM timeslot will be recorded and aired on TV.

8. Review Schedule and Timeline

- a. SPARK Session 27 October 2021
- b. Review Timeline

9. Assignments and Other Items

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 Goals for Success (edited), Timeline

Sun Prairie Public Library

GOALS FOR SUCCESS

15 October 2021

- Ensure that we serve the community needs for the next 20 years
- Grow with Sun Prairie socio- economic needs
- Improve infrastructure for comfort, aesthetics, safety, and security
- Core Values tied to physical space to reflect culture
- Provide adequate space to support collections and programs
 - Consideration for flexible space and outdoor spaces including a Maker Space
 - Space for Foundation Executive Director and Storage
- Remove barriers to serve all members of our community
- Provide more flexible access
 - Consideration to maintain and enhance the drive up window to serve patrons
- Be an example by being good stewards - financially, environmentally and culturally sustainable
- Library as an essential destination
- Promote and foster life-long learning and creativity
- Create an environment that continues to be comfortable...maintain current integrity of our "GEM" inside and outside
- Exposure to Art - local and national
- Facilitate communication using technology
- Provide broad collection access for the community

10 September 2021

Sun Prairie Library Conceptual Design Timeline

Sun Prairie, Wisconsin

Kick-off meeting with the Next Chapter Team Review goals for success, review timeline	12:30-2PM	22 July 2021
Library Board Meeting Send Report to Svetha August 4 (no in-person attendance)	5:30 PM	12 August 2021
Review Building Issues with Staff and Facility Manager	12-5PM	16 August 2021
Management Team Meeting Findings from the updated peer comparative analysis Review service goals from the original needs assessment study	2-5PM	26 August 2021
Staff In-Session Presentation	12-2PM	27 August 2021
Library Board Meeting Send Report to Svetha September 1 (no in-person attendance)	5:30 PM	9 September 2021
Management Team Meeting Review updated resource and service inventory (completed through the preceding virtual engagements) Present an initial review of the library's updated space needs, the departmental level space analysis Preliminary discussions that will ultimately produce a shelving tally	2-5PM	29 September 2021
Sun Prairie Youth and Family Commission Focus Group	5PM	7 October 2021
Sustainability Committee Focus Group		TBD
Diversity, Equity, and Inclusion Advisory Committee to the Library Board Focus Group		TBD
Next Chapter Team Meeting Integrated Design Meeting, Review LEED Scorecard Determine 3 Options to Study at SPARK	3:00 PM	14 October 2021
Library Board meeting (VIRTUAL) Present Preliminary Space Needs Assessment and Service Program	5:30 PM	14 October 2021
SPARK Session Explore Options with Community Noon and Evening Presentations Develop Project Budgets	9:00 AM – 7:00 PM Community Room	27 October 2021
Next Chapter Team Meeting Review Renderings Review Color and Material Selection	2PM	9 November 2021
Library Board meeting (VIRTUAL) Discuss and Determine direction for Next Month of Activity	5:30 PM	11 November 2021
Design team to complete report & recommendations Communicate with management team via email, ongoing		November 2021
Library Board meeting (VIRTUAL) Review Library Board direction Present DRAFT Renderings	5:30 PM	9 December 2021