



MEETING MINUTES

ISSUE DATE 3 December 2021

MEETING INFORMATION

MEETING DATE 9 November 2021 MEETING TIME 2-4:30PM

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 Aaron Davis

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DISTRIBUTION Attendees, Project Design Team

PURPOSE Review SPARK Session Design Options

DISCUSSION

1. Review SPARK Meeting Minutes

- There were no edits or comments about the notes.

2. Review Goals for Success

- The goals were reviewed, there were no revisions.

3. Sustainability - Solar Panel Efficiencies (Scott)

- The solar panel mounting depends on the slope of the roof and whether ballast-mounted panels would be feasible. Otherwise the panels would be mounted to the roof.



- b. The efficiency of solar panels continues to go up; a review of the cost versus efficiency should be conducted.
- c. There is an option for ground-mounted solar panels – potentially in outdoor programming space.
- d. Solar panels do not need to move with the sun; a fixed system is less maintenance.

4. Review SPARK Comments

- a. Comments were received by a patron regarding stormwater runoff and pervious pavers. This patron also requested a storm-resilient building (shelter) and would like to lose as little prairie as possible.
- b. There was a suggestion for educational programming related to sustainability. The dashboard could be leveraged from the website.
- c. There is concern that the staff area is not fully developed. It was also noted that the building program is not fully complete, which would provide additional detail on the development of the staff area.
- d. The bookstore and café are shown as separate spaces. It was questioned whether these could be co-located.
- e. There is a need for small meeting rooms to check out.
- f. There is a need for another conference room so there is less competition for large meeting rooms.

5. Review SPARK Concepts

- a. Multiple entries to the library were discussed. The atrium will serve to funnel people. It was questioned whether this should be extended to the east for people parking in the new lot.
- b. When considering patron flow into and out of the building, it is recommended to put borrowing on the east side of the entrance and returns on the west side of the main entry. This prevents people from crossing paths.
- c. It was suggested that maintaining the current Storytime room for something, since it was recently renovated, be considered.
- d. What was liked about options:
 - i. Option 1
 - 1. The maker's space connected to the media center.
 - 2. The flow of pre-school to teen in the Youth Services space.
 - 3. The computers near the service desk.
 - 4. Study rooms that create a barrier between teen and adult spaces.
 - 5. The story time room off the young kids' area.
 - ii. Option 2
 - 1. The strong axial connection is very intriguing.
 - 2. Liked how the entry had collections – make these merchandising displays.
 - 3. Liked the staff entrance being separate from the primary.
 - iii. Option 3
 - 1. Like the separate staff entrance from the primary entry.



2. Liked book drop and the 'stretching out' of the staff space.
3. The cluster of computers is liked.
4. The staff entrance, media center entrance, and book drop off were nice.
- iv. Option 4
 1. The info desk is angled to see down both the circulation corridors and is backed up to the staff space.
 2. Teens are near the café
 3. Liked that there is storage near the media center.
- v. Option 5
 1. Like the outdoor program space. It is preferred to have the outdoor space wrap around the east end of the building.
 2. Like the atrium and that the plan is interesting.
 3. The media center entrance off the atrium should work fine.
- e. What revise about options
 - i. Option 1
 1. Visibility of the computers
 2. No Adult Services 'island' of offices behind the service desk.
 3. This was discussed as a 'barebones concept'.
 4. Provide a door into the media center from the outdoors.
 5. Have more "library" visible when entering, rather than office functions – shift the staff space along the west wall to provide more books on the main aisle.
 - ii. Option 2
 1. Don't like the staff being all in one area in the building, they should be dispersed.
 2. Too little space designated for Youth Services.
 3. Don't want media right as you come in.
 4. The addition could be portrayed as being mostly for staff.
 5. Staff will be disconnected from the primary entrance. Many patrons want to come in and talk to staff, so they need to be more accessible.
 - iii. Option 3
 1. Don't like the location of the teen space because the teens are isolated. Could move the teens where the maker's space is located. The large meeting room could go by the eastern door and maker's space could be in the current meeting room.
 2. Computers are too far from the staff desk.
 - iv. Option 4
 1. Staff is located all the way on one end of the building and are not spread out.
 2. Would like to see windows between the café and maker's space.
 3. Consider study rooms between teen and adult spaces.
 - v. Option 5
 1. The flow of the children's space should be revised similar to option 1.



2. Don't like the maker's space as an island.
3. Move the café adjacent to the bookstore.
4. Eliminate the small blue space northwest of the maker's space.
5. Provide a makerspace entry off the atrium.
6. Expand the atrium to the east.
7. Provide outdoor space for everyone, wrap to the east.
8. There could be a concern with the children's proximity to an exit and 'runners'.
9. Provide a separate staff entrance.

6. Poll of top three options

- a. The first preference is Option 5.
- b. The second preference is Option 1.
- c. The third preferred is Option 3.

7. Library Board Option Recommendation

- a. Options 5, 1, and 3 will be refined with the comments above and presented to the library board for consideration.

8. Review Schedule and Timeline

- a. Review Timeline. The preferred options will be presented to the library board on Thursday.
- b. (3) Three concept renderings are being developed for the end of the month.

9. Maker's Space contents

- a. There was a discussion that a commercial kitchen would be too much for library staff to manage.
- b. A demonstration kitchen is an option. The demo kitchen at the Fond Du Lac library was not as well utilized as they had hoped.
- c. A mobile kitchen could be a good option because it does not take up as much permanent space
- d. The Sun Prairie team would like to take a few library field trips to see other makers' spaces.
- e. An additional reservable meeting space is needed. The makerspace allocation will be reduced to accommodate another conference room.

10. 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 Presentation

ARCHITECTURE / ENGINEERING / INTERIORS



FEH DESIGN

SUN PRAIRIE PUBLIC LIBRARY

NEXT CHAPTER TEAM MEETING
9 NOVEMBER 2021



SUN PRAIRIE
PUBLIC LIBRARY

01 / SPARK MEETING MINUTES

Any additional comments from the group about the SPARK meeting discussion?

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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MEETING MINUTES

ISSUE DATE 5 November 2021

MEETING INFORMATION
MEETING DATE 27 October 2021
MEETING TIME 5-7PM
MEETING NAME SPARK Session Meeting
MEETING LOCATION Zoom

PROJECT NAME Sun Prairie Public Library (SPPL) Conceptual Design
FEH PROJECT NUMBER 2021411

MINUTES PREPARED BY Christy Monk

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Svetla Hetzler			
Zoom Attendees			

DISTRIBUTION Attendees, Project Design Team
PURPOSE Review SPARK Session Design Options

DISCUSSION

1. Review Goals for Success
 - a. Goals for success were reviewed.
2. Overview of Previous and 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.
3. Overview of Design Concepts
 - a. The options can be viewed at the following website: FEHDesignSparks.com
4. SPARK Session
 - a. 5 Options to Review
 - i. Ultimately, three options will be generated for review by the Library Board.
 - ii. Each option considered a primary addition to the east with renovation to the existing building and layout.

Page 1 of 3

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b. Zoom Comments:

- i. Option #1 –
 1. Is there separate access to the Media Center? Afterhours access could be off the main lobby, or an exterior entrance could be added.
- ii. General Comments –
 1. Are the correct number of toilets shown? FEH will need calculate the number of toilets required. Each option will have the code-required quantity.
 2. Will EV charging stations be included in the parking lot? They are being considered.
 3. Do the designs maintain the existing porches on the east and west? All 5 options remove the east porch. If desired, the west porch could remain on all options except Option 3.
 4. Will the Maker Space be large enough for a demonstration kitchen? Yes, as currently sized.
 5. Is outdoor space included in each design? Yes
 6. Are 2 entrances necessary? With the increased square footage, the occupancy load requires 2 with multiple emergency exits.
 7. Comments were made about the entrance on the north being cold and windy, so an entrance on the east would be nice.
 8. Security would be easier to monitor at only 1 entrance.
 9. Is there a delivery entrance shown on each plan? Deliveries will be made near the drive-up book drop and near technical services.
- iii. Option #3 –
 1. It's nice the driveway doesn't cross the employee entrance, and the distance between the drive-up window and the holds shelving has been reduced.
 2. If the west driveway is changed to exit only it seems counterintuitive for the drive-up book drop to remain on the west side. Patrons often drop off their returns before entering the library.
 3. Options #2 and #4 have the book drop relocated to the east side of the building.
 4. Is the teen area separated from the adjacent areas with walls? The teen area should be separated from the adult areas, but it can have a closer connection to the children's area.
 5. Flexibility for the future is important.
 6. Center circulation areas are more open than the existing library.
 7. Flexibility can be increased in the addition with the use of a raised floor system.
 8. The shelving in the Rank Room can be mobile so that the room can serve multiple uses
- iv. Review of each option:
 - i. Option #5 –
 1. New look for the library. If we are going to do something "Go Big"
 2. Like the outdoor space
 3. Leah is a teacher and explained her experiences with active shooter training. She feels it is important to have a primary, secure entrance. There are many patrons who may be hypersensitive to security and safety. Maybe the atrium can have 2 entrances with only one entrance to the library.
 4. Lynn asked if the Maker Space could be shifted and anchored to a wall. They did the islands they currently have. This would create a primary entrance to the child area. She likes the way the children's area flows. It's logical to flow from pre-school grade school to teen. She likes the Atrium.
 5. Jan likes the outdoor space and atrium.
 6. Sharon likes the control desk locations and sight lines.

c. Review of each option:

Page 2 of 3

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7. Sammie would like to see more discussion rooms and a laundry space.
8. Local history/genealogy is an active group. Potentially they could be in a room, but it could be a meeting room or study room (not just dedicated to history).
9. Quiet areas are nice. The existing towers tend to be quiet, yet they are not enclosed.
10. The Rank Room could house the history/genealogy collection.
11. Shift the maker space, add study rooms to teen and sensory room in Children's. Genealogy in the Rank Room.

- ii. Option #4 –
 1. Can an outside entrance be added to the Media Center? They occasionally have late night radio shows. Yes, an entrance can be added.
 2. Jan – are two means of egress required out of the Media Center? FEH to review.
- iii. Option #3 –
 1. Lynn isn't sure about the placement of the teen area. Could the Media Center and Teen area be swapped? Yes
 2. Like the washer/dryer, round discovery areas, and book-drop location away from the staff entry.
 3. Sammie – could we take the youth services flow of #5 and over lay it onto #3? This could be considered.
 4. Svetla mentioned that during the focus groups, they learned that teens are excited about the café.
 5. Lynn – teens don't want to be next to the adults. They are connected more to the children's area, at least in Sun Prairie.
 6. Jan – can the teen area and adult area be separated by study rooms the way they are shown on option #1? Yes
 7. Leah – could there be a wall between teen and adult? Yes, there is a glass wall shown as a divider. This could be as open or as closed as wanted.
- iv. Option #2 –
 1. Jan likes how this option creates a shielded entrance for staff.
 2. Teen is close to the Media Center, and this is preferred.
 3. Anders commented that this option "highlights the addition as separate but keeps the axial" configuration. He likes the unique design. Although he will have to think more about the shelving layout.
 4. Several people mentioned they have a concern about the staff area being so far away from the adult collection, and it looks like the teen area is undersized.
- v. Option #1 –
 1. Lynn likes this option. It flows well. There are good sight lines across the department and to other staff areas.
 2. Sammie noted the computer locations along the circulation area.
 3. A concern was mentioned about the computer locations along the circulation area.
 4. A comment was made that they like this option, but they don't care for the staff area behind the info desk. Maybe it could move to the corner of the staff area shown in light purple.

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 Presentation, 5 Design Options

Page 3 of 3

ARCHITECTURE / ENGINEERING / INTERIORS

02/ GOALS FOR SUCCESS

- 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

03 / SUSTAINABILITY

Sustainable features:

1. Solar panels (update) – Concern about efficiencies
2. Wind (new if we decide to add this)
3. Geothermal horizontal test well
4. HVAC (update)
5. HVAC controls (not sure if this is included in the HVAC equipment line)
6. Lighting (update)
7. All-electric facility (new line, if we decide to add this)
8. Permeable concrete (new line, if we decide to add this)
9. Water reclamation (new line, if we decide to add this)
10. LEED certification (update)
11. Hybrid technology for meeting rooms (Quote for our current spaces (community room, storytime room & conference room) from AVI: \$192,711, new line, if we decide to add this)
12. Microgrid (study will provide cost, June 2022, new line, if we decide to add this)
13. E-vehicle charging stations (new line, if we decide to add this)
14. Stormwater management & mitigation (update)

04/ SPARK COMMENTS - STAFF

1. Design must generate enthusiasm
2. Wayfinding should be easy. Feels like too much of a walk before you find staff?
3. Any new restrooms should be single user, no gender assigned, and room for an adult and caregiver.
4. Should have another meeting space for public to reserve - can we reduce the size of the maker space to accommodate this and accommodate office space for technology staff?
5. Can we have two outdoor spaces - front and side (just off the YS program space and off the front (as in #3&5)
6. Staff spaces need to be more fleshed out. YS is more fleshed out than other departments. YS and AS staff spaces adjacent to service desks and collection. TS near delivery. Circ near drive up window, ask desk, and sorter. Admin near Board Room. Sorter noise is a concern.
7. RBBS/Cafe/Art Gallery should be co-located
8. I like the computers closer near the ask desk, closer to the front/nosier area, but should not disrupt sight lines
9. Design should allow for merchandising and displays as patrons enter and throughout the library
10. Teen space should be near YS but distinct
11. Can we keep existing driveway as is and make it one-way?
12. Need a safe separate staff entrance
13. Garage, book return and drive-up window location should be clearly defined.
14. What can we access via the atrium? delivery lockers, can entrance to cafe, bookstore, community room, maker space and SPMC. Or separate outdoor entrance to SPMC. (Will this be 24/7? Operational question)
15. Local history and genealogy in Renk Room works well. Can the Renk Room also be reserved as a meeting space? (Not really a design question, more operational)
16. Sound proofing for makerspace
17. Can we keep one enclosed porch space?
18. Concerned RBBS is oversized. Can café occupy some of this space?

04/ SPARK COMMENTS- ANDERS

1. Two-entry options and also the idea of expanding the atrium so that all entries funnel into the atrium (the two-entry is on the list but not with the idea that all visitors connect to one main entrance, like the atrium)
2. Staff blocks (I think this is already on the list)
3. Flow - clean & effective flow for wayfinding (this is on the list)
4. Teen space (on the list)
5. Flow of returns and check-out - balance of self-service and human contact

05/ SPARK CONCEPT 1

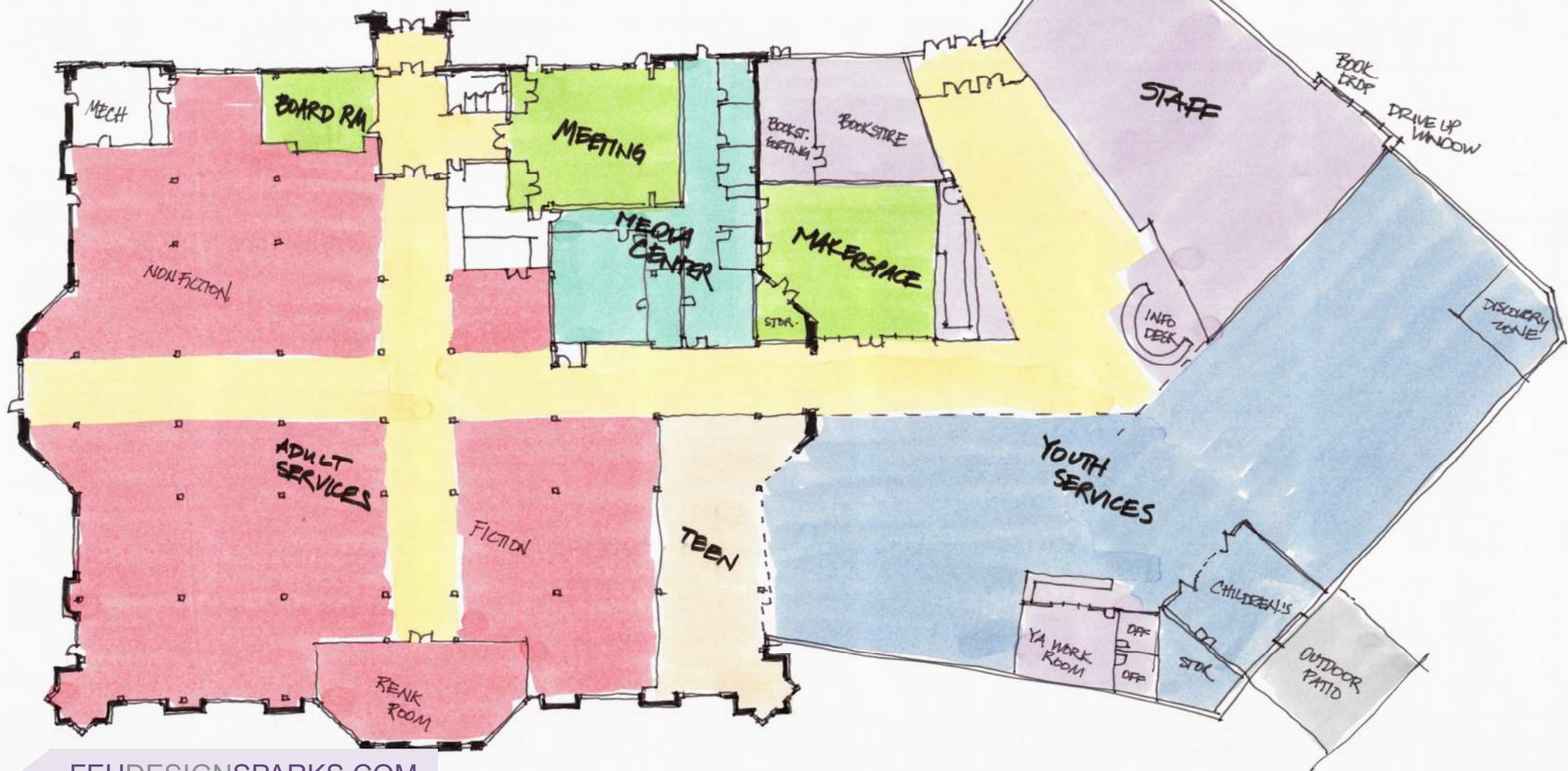


05/ SPARK CONCEPT 2



05/ SPARK CONCEPT 3

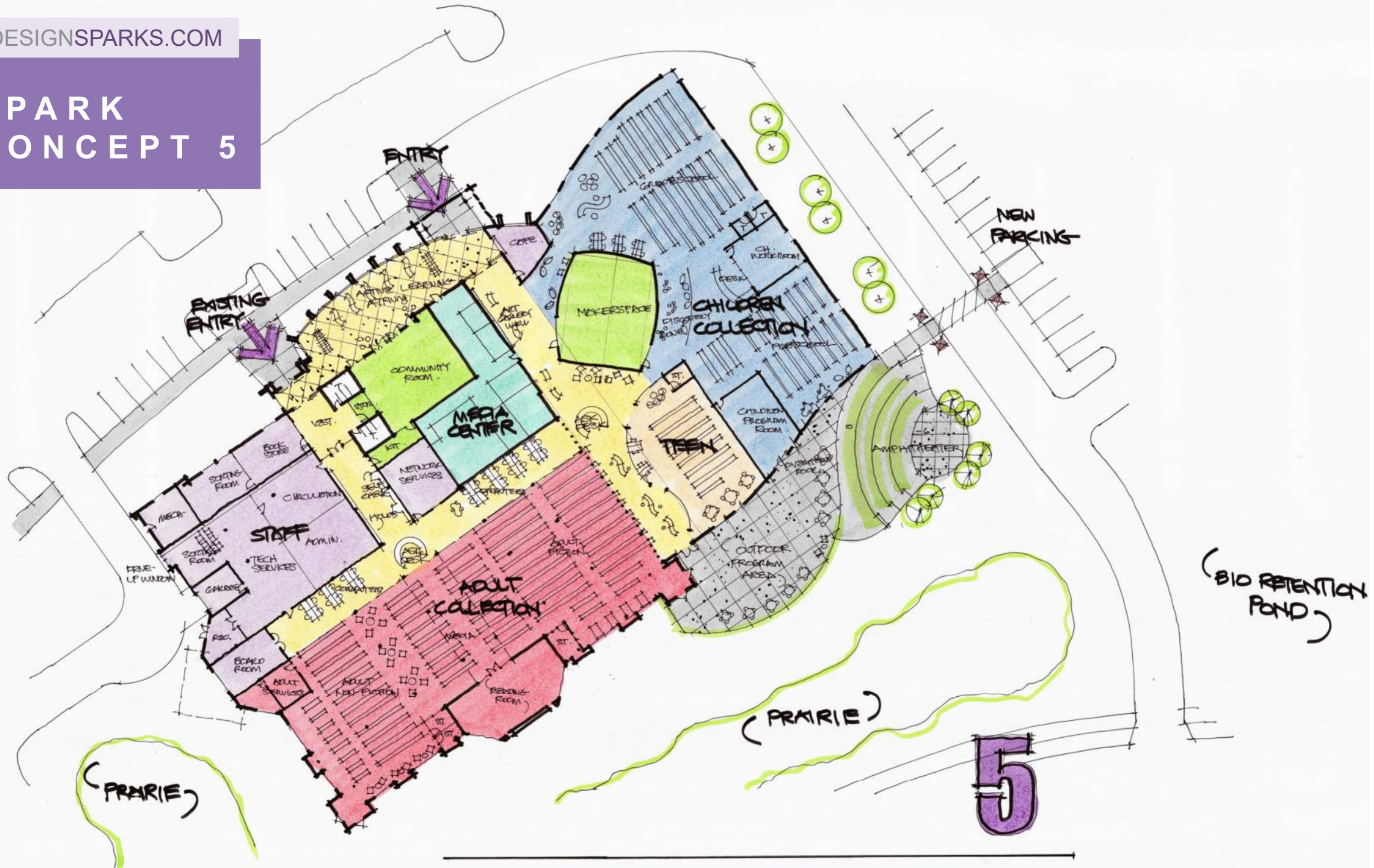




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SCALE 1:20



06/POLL

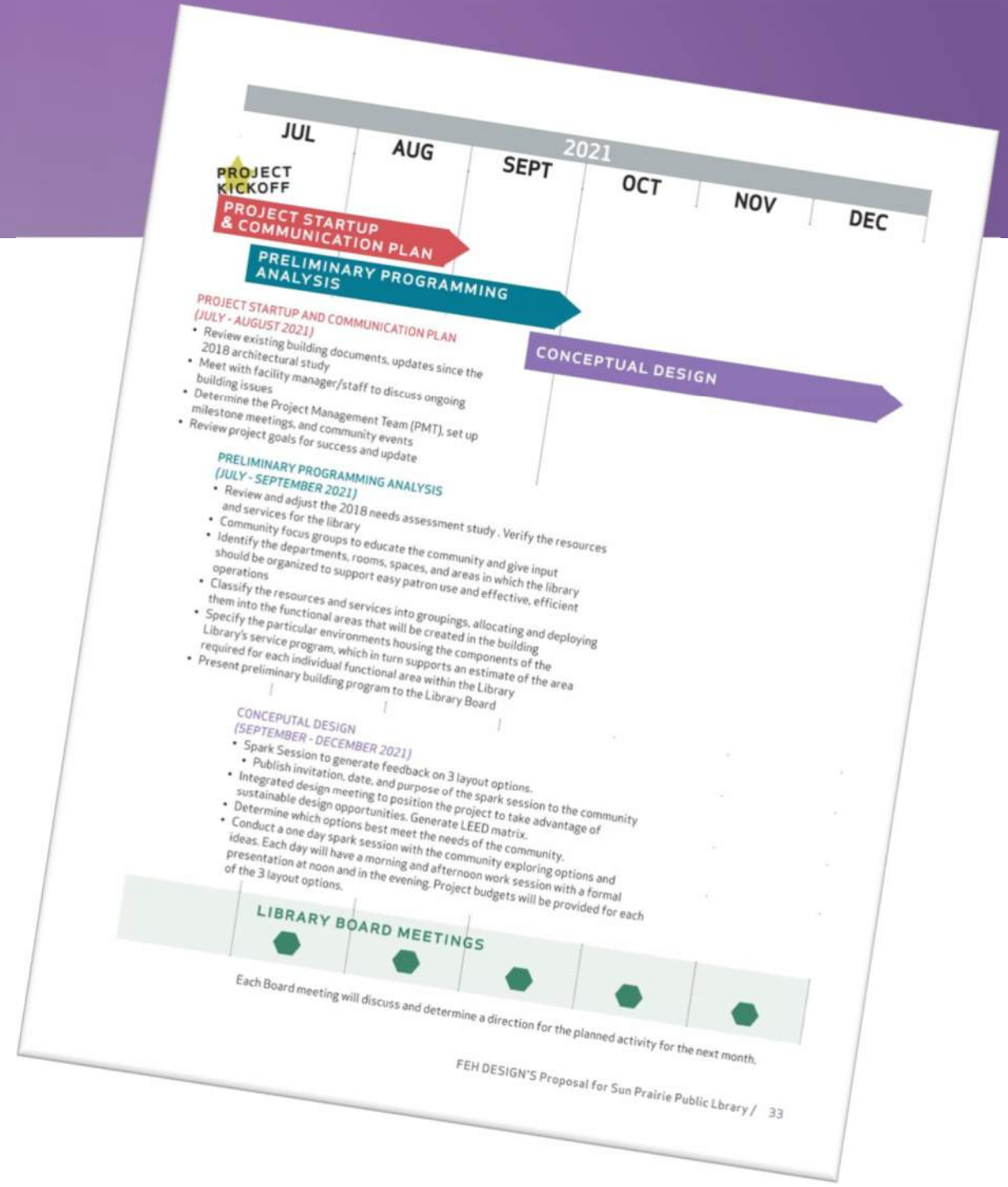
Which options are your favorite?!
Use the poll to select your first three



08 / TIMELINE

SCHEDULE

- Conceptual design computer model generation
- Basic color and material selections
- 3 sets of renderings
- Construction cost estimate





Questions?



THANKS!