

MEETING MINUTES

ISSUE DATE 13 December 2021

MEETING INFORMATION

MEETING DATE 3 December 2021 MEETING TIME 12-1:30PM

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 Christy Monk

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DISTRIBUTION Attendees, Project Design Team

PURPOSE Review Computer-Generated Conceptual Model and Discuss Rendering

DISCUSSION

1. Review Goals for Success

- a. The goals were reviewed, there was a suggestion to revise the last goal to read: “Provide broad and diverse collection access for the community.”

2. Review Floor Plan (see attached)

- a. A staff sidewalk is needed as a buffer from patron cars; a crosswalk should also be added.



- b. With returns using the Automated Materials Handling system (AMH), it was questioned whether the exterior return would be too slow.
 - c. In technical services, a length of shelving is needed for the pages, similar to the current shelving quantity.
 - d. It was suggested to show the book carts at each tech services workstation.
 - e. It was questioned how receiving would enter the building - through the garage for larger deliveries. This will likely need fine-tuning.
 - f. The Foundation Director space looks adequate. A door should be added between the foundation and the library director offices.
 - g. Some additional labeling of the administrative workstations is needed.
 - h. A door should be added to adult services between the office and the workroom.
 - i. It was questioned whether the art walls would encompass an eventual library art collection.
 - j. The aquarium should be labeled in youth services near the staff space.
 - k. It was suggested to add a door into the adult services workspace from the reference station.
 - l. In the teen space, two study rooms are needed to accommodate 4-6 individuals each.
 - m. The media center space should not significantly change from its current configuration. Two studio spaces and two radio spaces are necessary. Only the computers in the smaller studio should be relocated into the makerspace.
 - n. The existing kitchen off the large meeting room should remain. Access from this space to the media center should remain. Access from the kitchen space to storage to the south should be provided.
 - o. The large meeting room must have table and chair storage.
 - p. The bookstore should be located off the main library entrance (not the lobby / atrium). The bookstore and café spaces should replace the boardroom in the current layout. The space shown as the bookstore and café should become a toilet room and a conference room.
 - q. Youth services should have a sink and casework in the Storytime room.
 - r. The sensory and study room in youth services should be swapped to provide more privacy for the sensory room.
 - s. In the preschool space, book swill be provided in bins instead of shelves. These should be shown to match the shelving program numbers.
 - t. Some HVAC considerations (from Scott Semroc) are to plan for climate change in Wisconsin. This would typically mean smaller heating load and larger cooling load, which can have a cost impact (since cooling load is larger and can drive the sizing of the overall system).
- 3. Review 3D View Options** (see attached)
- a. Providing exterior trees and prairie into the rendering will be important. If possible, picnic space should be shown.
 - b. Renderings to consider include a slightly elevated view looking at the new east lobby/atrium entrance (NE view). Also, a view from the outdoor amphitheater (SE view).
 - c. The exterior renderings under development will contain color and more detail than those reviewed today.



4. Review Enhanced Rendering Options

- a. A proposal for enhanced renderings including a building fly-through was reviewed.
- b. This deliverable would take 4-5 weeks from approval.
- c. Depending on the software used, the people could be selected. Often the software limits the available people to place in a video.

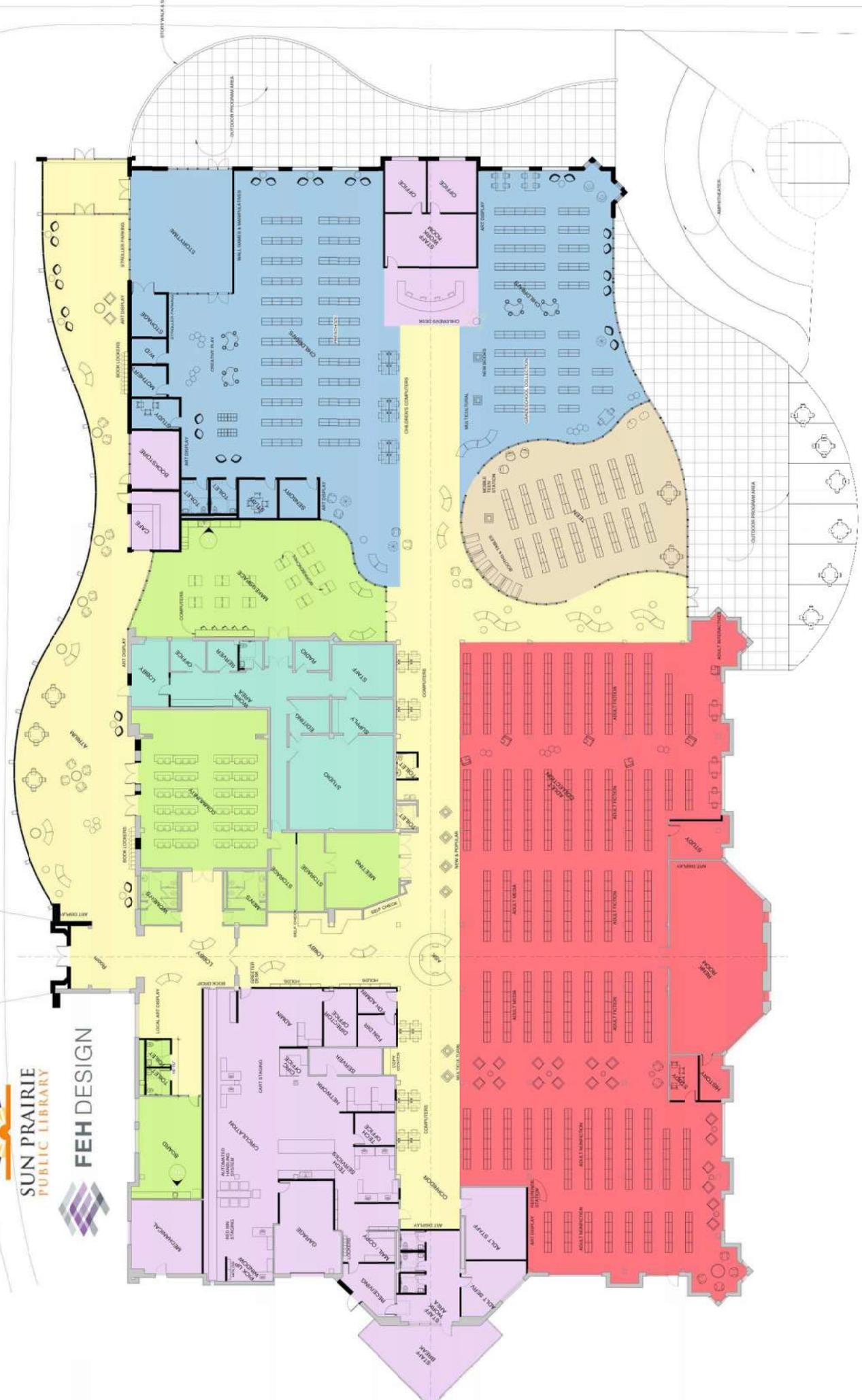
5. Review Schedule and Timeline

- a. Review Timeline
 - i. The conceptual plan view and 2 exterior renderings will be presented to the Library Board. These deliverables will also be presented to the City of Sun Prairie Committee of the Whole.

6. 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 Conceptual Plan, Basic Exterior Renderings







 FEH DESIGN