

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL SD Meeting	<b>MEETING LOCATION</b>	Sun Prairie Public Library Community Room and Zoom
<b>MEETING DATE</b>	06 July 2023	<b>MEETING TIME</b>	12:00PM
<b>PROJECT NAME</b>	Sun Prairie Public Library Remodel and Addition		
<b>FEH PROJECT NUMBER</b>	2023402		
<b>PROJECT ADDRESS</b>	1350 Linnerud Drive, Sun Prairie WI 53590		
<b>ATTENDEE NAME</b>	<b>ORGANIZATION</b>	<b>PHONE</b>	<b>EMAIL</b>
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<input type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Brady Ludvik	FEH Design	262.968.2055	bradyl@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner’s Rep	414.416.3377	kevinjohnson@hunzinger.com
<input checked="" type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
<input checked="" type="checkbox"/> Lynn Montague	Youth Services - SPPL	608.825.0903	lmontague@cityofsunprairie.com
<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
<input checked="" type="checkbox"/> Kate Hull	Tech Services - SPPL	608.825.0901	khull@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com

### 1. Goals for Success

### 2. Amphitheater

- A. It was asked if the existing sculpture by the road is moving to the front of the building. The site plan shows adding sidewalk where the sculpture is currently located. The intent is that the existing sculpture will get relocated to the front of the building and that will leave a spot for a new sculpture.
- B. Layout
  - i. The group agrees with the tree shading locations and overall layout.
  - ii. The current design does not show every level accessible, that is difficult to do with the grades and with turf.
- C. Stage Accommodations
  - i. Recently there was a program with 30 people, they could not all fit on the stage in the community room.
  - ii. The current stage in the community room is 8' x 18' and that is not large enough for active performers, such as acrobats and dancers.
  - iii. The acrobats would require a minimum stage size of 12-feet by 15-feet with a height of 15-feet. Larger would be better.
  - iv. The band shell at Whitmore is 28'x28' and is too small for the community band.
    - a. The community band would be the largest group to use the stage.



- v. Overflow strategy
    - a. The first row of seating can be used as overflow stage space if there are too many performers.
    - b. Depending on the type of performance, there could be seats for performers around the bandshell.
  - vi. There was a conversation about what size group the band shell should be designed to accommodate.
    - a. 15 individuals can currently fit on the stage.
    - b. It was suggested to ask members of the community band, or other groups planning on using the space, to consider a donation if they would like to construct a larger performing space. There is concern that the stage should not be too large that it would dwarf the smaller, more typical performances.
    - c. There was a reminder that \$250,000 has been pledged for the stage.
- D. Turf
- i. This material may not work well with sustainability goals, depending on which product is chosen.
    - a. It should be made from recycled materials.
    - b. It can get warmer than grass. There is an optional cooling layer to help with heat.
    - c. It must meet LEED criteria.
    - d. It has seams, so if a patch needs to be replaced it can be done without tearing up large portions of turf.Other options than grass and turf mentioned:
    - e. Crushed pink granite
    - f. Clover
    - g. Softer rubberized flooring
    - h. Kevin brought up two sites in Milwaukee
      - 1. Catalano Square is natural grass.
      - 2. Bayshore Town Center is turf.
  - ii. It was questioned what types of grass should be used.
    - a. Soft and not hot grasses
  - iii. The long-term cost comparisons were questioned between turf and grass.
    - a. FEH to look into this.
    - b. FEH to get samples.

### 3. Site Plan Review

- A. Overall Layout
  - i. It was suggested that the drive lane have a wider opening to the street and the existing parking lot. Two-way traffic will be retained on the west drive lane.
  - ii. It was asked how far away the new parking lot will be to the community garden, which is approximately 180 feet.

### 4. Design Review

- A. Overall Building Layout
  - i. The door on south side of building to access patio will be primarily exit doors. These should be locked and have access control.
- B. Dishwasher / ADA Staff Spaces
  - i. All countertops should be ADA accessible heights in staff spaces.
- C. Building Elevations
  - i. The new entrance shall look like original entrance, but it will be moved forward to accommodate new Atrium space. Pieces of the existing entrance may be salvaged and reused.
  - ii. The existing skylights shall be replaced and some will be added in the addition.
  - iii. FEH Design will check LEED to see if we need operable windows; non-operable windows are preferred.



- iv. It was suggested to locate some of the solar panels in visible areas on the exterior, such as the south sloped roof.
- v. FEH Design will check with structural to determine if ballast roofs can be removed or if the ballast will need to remain at the existing structure.
- vi. Atrium elevation
  - a. Would most likely be aluminum storefront, not curtain wall.
  - b. Kawneer 451T or thermally broken 6" storefront to be used.
  - c. The wall below the storefront will be stone.

**5. Other items**

- A. Climate Champions program
  - i. The group is interested in pursuing this opportunity in April of 2024 since the project is out of the design phase.
- B. Sustainability and Focus on Energy
  - i. A July meeting has not yet been scheduled.
- C. Funding Source Requirements
- D. Community Room Rendering
  - i. The information about the rendering and timeline should be provided by FEH Design to Svetha.
- E. Collections
  - i. It was suggested that the bin sizes for neighborhoods be verified. There is concern that not enough space has been designated for 3,420 books.
- F. Improving infrastructure for comfort
  - i. It was questioned whether there are plans to manage humidity instead of just temperature with the AC system.
    - a. FEH and Mechanical team shall consider different mechanical options.
      - 1. Newer mechanical units are more sophisticated to handle both temperature and humidity.
    - b. It is recommended that once the new system is installed, to work with a separate company to maintain the system. Trane currently does scheduled maintenance.
- G. It was suggested that the coiling door / shutter into the atrium from the community room be considered a project alternate, for cost purposes.
- H. The storage room doors in the community room should provide larger than a 6'-0" wide opening (could go up to 8'-0").

**6. Next steps and assignments**

- A. Next Chapter Team Meeting July 20 @ 12PM

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**ACTION ITEMS**

- A. FEH Design
  - i. Update design drawings
  - ii. Get information on amphitheater surfacing (turf, etc)
  - iii. Verify collection count capacity in neighborhood bins.

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For meeting minutes, 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. No response will indicate acceptance by all parties.

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**WRITTEN BY** Brady L / Christy Monk

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**NEXT MEETING** July 20, 2023, at 12PM

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**ATTACHMENTS** Goals for Success, Site Plan, Floor Plans, Exterior Elevations

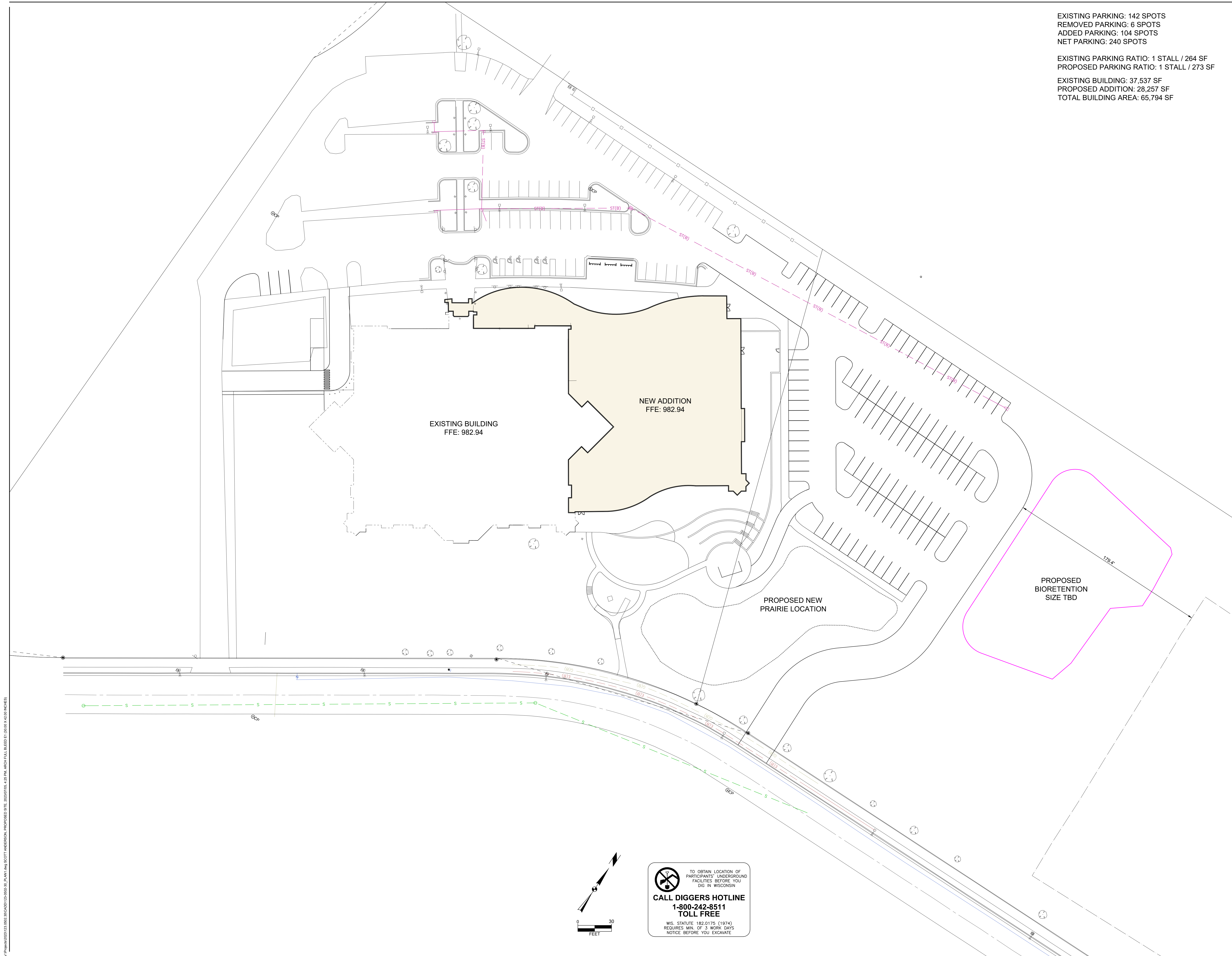
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# Sun Prairie Public Library

## GOALS FOR SUCCESS

Updated April 2023

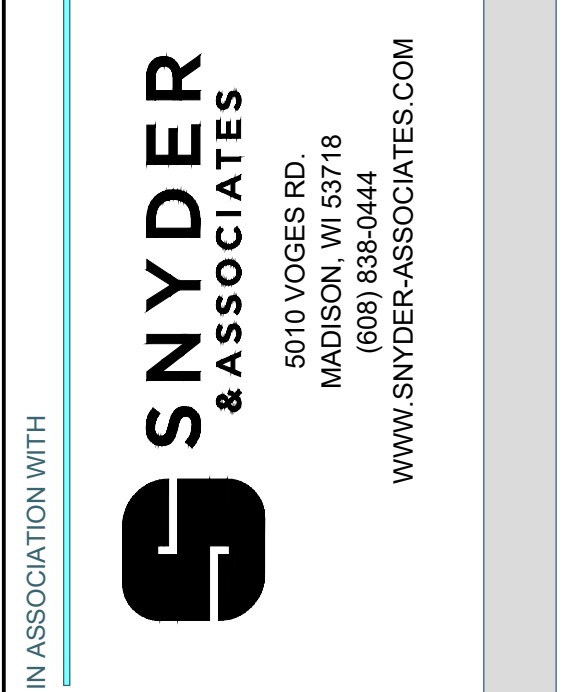
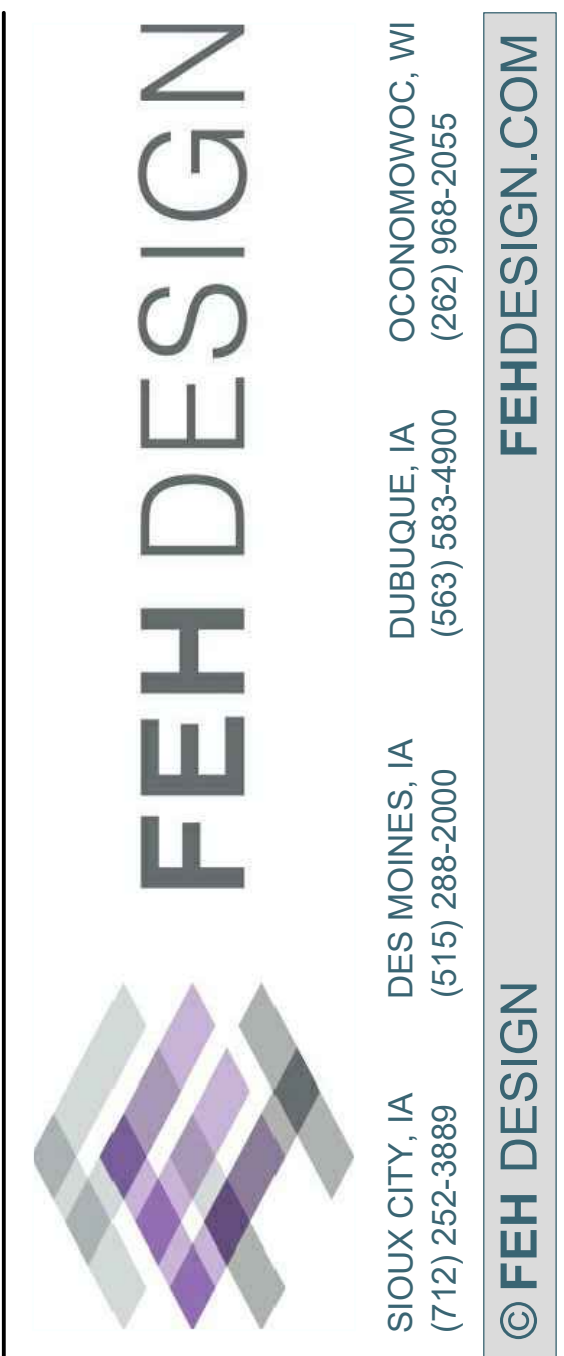
- Ensure that we serve the community needs for the next 20 years
- Grow with Sun Prairie socio- economic needs
- Improve infrastructure for comfort, aesthetics, safety, and security
- Tie core values to physical space to reflect culture
- Provide adequate space to support collections and programs
- Consider flexible indoor spaces
- Include outdoor spaces
- Include collaborative Makerspace with the Sun Prairie Media Center
- Include space for Foundation Executive Director
- Include storage space
- Remove barriers to serve all members of our community
- Provide more flexible and equitable access
- Enhance the drive up window to serve patrons
- Be good stewards of financial, environmental, and cultural sustainability
- Ensure the Library is 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
- Create opportunities for exposure to local and national art
- Facilitate communication using technology
- Provide broad and diverse collection access for the community



EXISTING PARKING: 142 SPOTS  
 REMOVED PARKING: 6 SPOTS  
 ADDED PARKING: 104 SPOTS  
 NET PARKING: 240 SPOTS

EXISTING PARKING RATIO: 1 STALL / 264 SF  
 PROPOSED PARKING RATIO: 1 STALL / 273 SF

EXISTING BUILDING: 37,537 SF  
 PROPOSED ADDITION: 28,257 SF  
 TOTAL BUILDING AREA: 65,794 SF



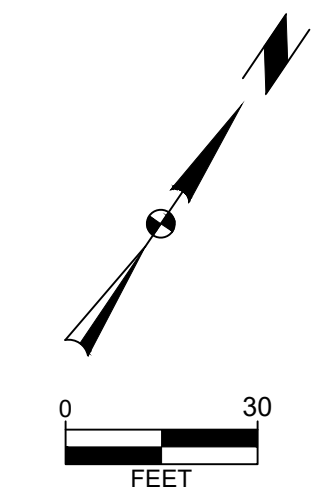
PROPOSED SITE

**SUN PRAIRIE LIBRARY**  
 SUN PRAIRIE, DANE COUNTY, WISCONSIN  
 08N 11E 07

DATE ISSUED  
 JULY 5, 2023

PROJECT NUMBER  
 123.0502.30

SHEET  
 C 300

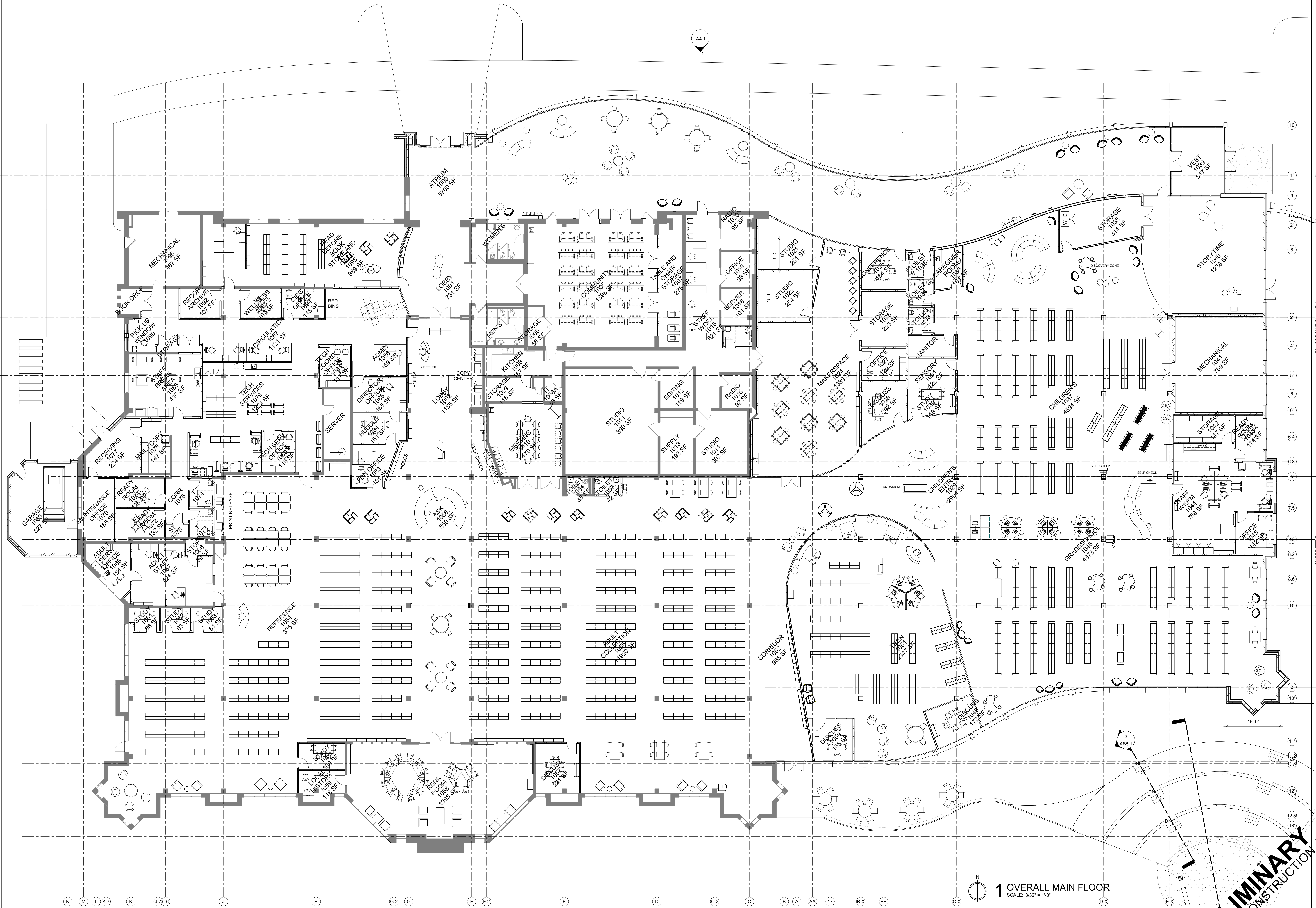


TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN  
**CALL DIGGERS HOTLINE**  
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V:\p\12305230\12305230\CADD\12305230\_PLAN.dwg SCOTT ANDERSON, PROPOSED SITE, 2307015, 2:05 PM, ARCH FULL BLEED (1) (100, X 42 IN INCHES)

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7/6/2023 9:25:41 AM



N M L K J H G F E D C B A AA 17 B.X BB C.X 1 OVERALL MAIN FLOOR  
SCALE: 3/32" = 1'-0"

**PRELIMINARY**  
NOT FOR CONSTRUCTION

PROJECT TITLE CITY OF SUN PRAIRIE  
**SUN PRAIRIE PUBLIC LIBRARY**

DATE ISSUED 07/06/2023  
REV. NO. DATE

PROJECT NUMBER  
**2023402**

SHEET

**A1.1**

1350 LINNERUD DR.,  
SUN PRAIRIE, WI

SHEET TITLE  
FLOOR PLANS

ASSOCIATION WITH

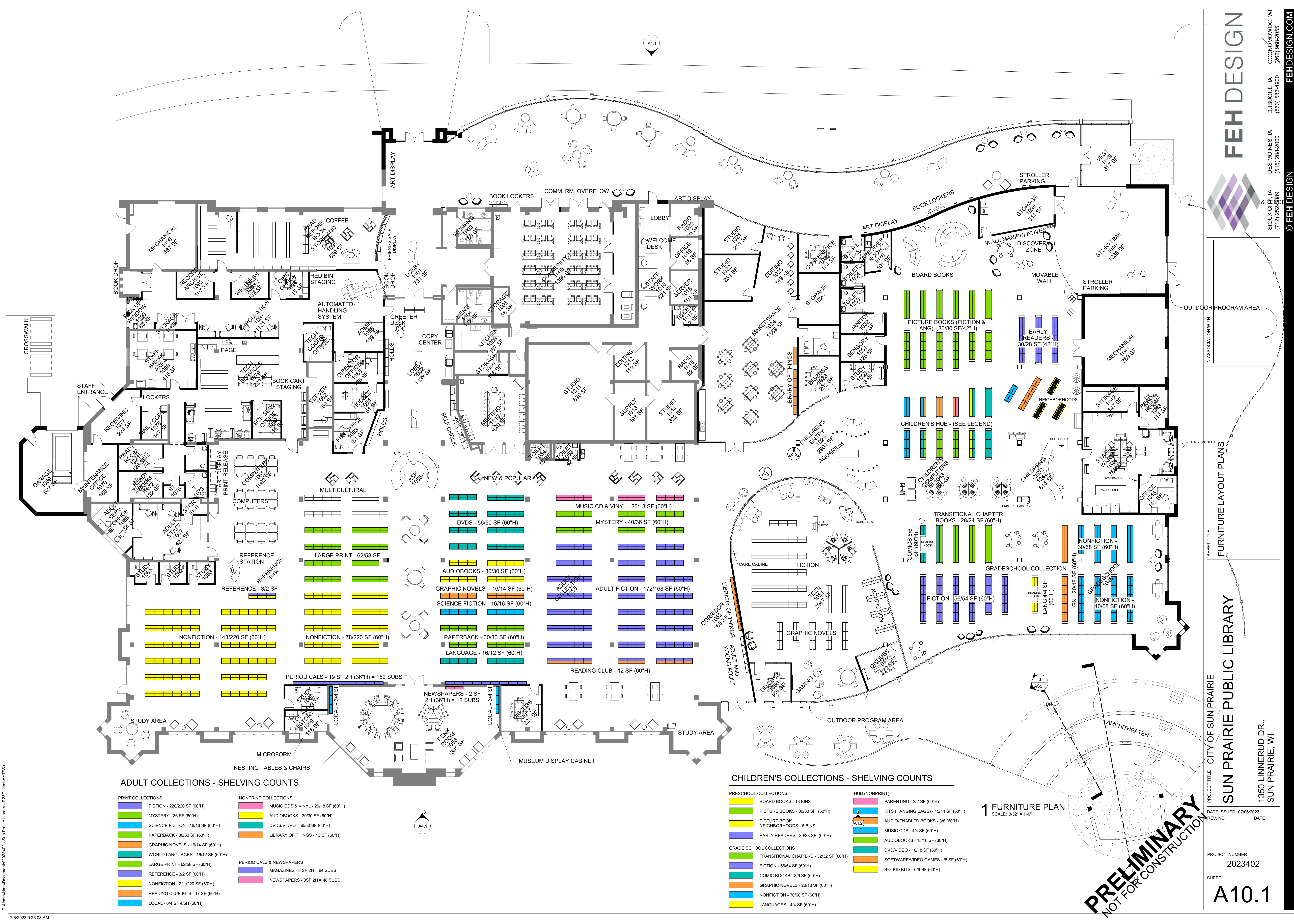


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**ADULT COLLECTIONS - SHELVING COUNTS**

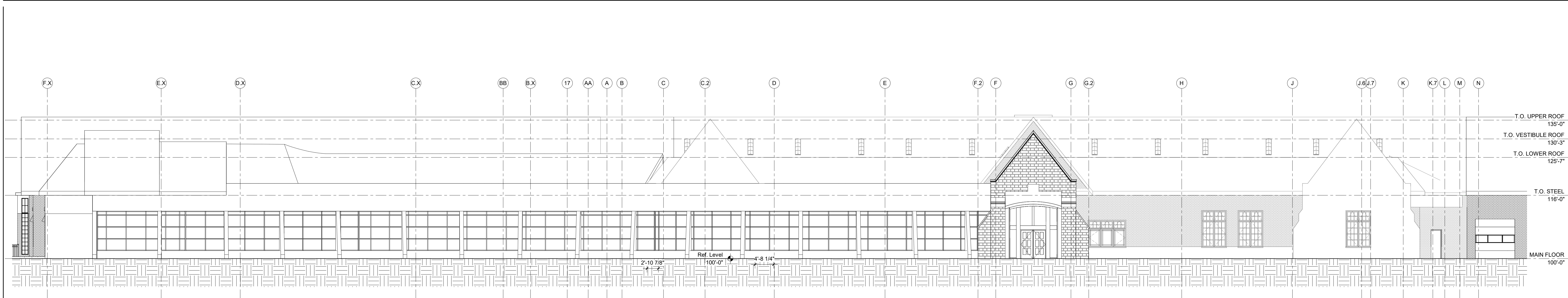
- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>PRINT COLLECTIONS</b>          | <b>NONPRINT COLLECTIONS</b>         |
| FICTION - 220/220 SF (60"H)       | MUSIC CDS & VINYL - 20/18 SF (60"H) |
| MYSTERY - 36 SF (60"H)            | AUDIOBOOKS - 30/30 SF (60"H)        |
| SCIENCE FICTION - 16/16 SF (60"H) | DVDS/VIDEO - 56/50 SF (60"H)        |
| PAPERBACK - 30/30 SF (60"H)       | LIBRARY OF THINGS - 13 SF (60"H)    |
| GRAPHIC NOVELS - 16/14 SF (60"H)  |                                     |
| WORLD LANGUAGES - 16/12 SF (60"H) | <b>PERIODICALS &amp; NEWSPAPERS</b> |
| LARGE PRINT - 62/58 SF (60"H)     | MAGAZINES - 8 SF 2H = 64 SUBS       |
| REFERENCE - 3/2 SF (60"H)         | NEWSPAPERS - 8SF 2H = 48 SUBS       |
| NONFICTION - 221/220 SF (60"H)    |                                     |
| READING CLUB KITS - 17 SF (60"H)  |                                     |
| LOCAL - 6/4 SF 4/5H (60"H)        |                                     |

**CHILDREN'S COLLECTIONS - SHELVING COUNTS**

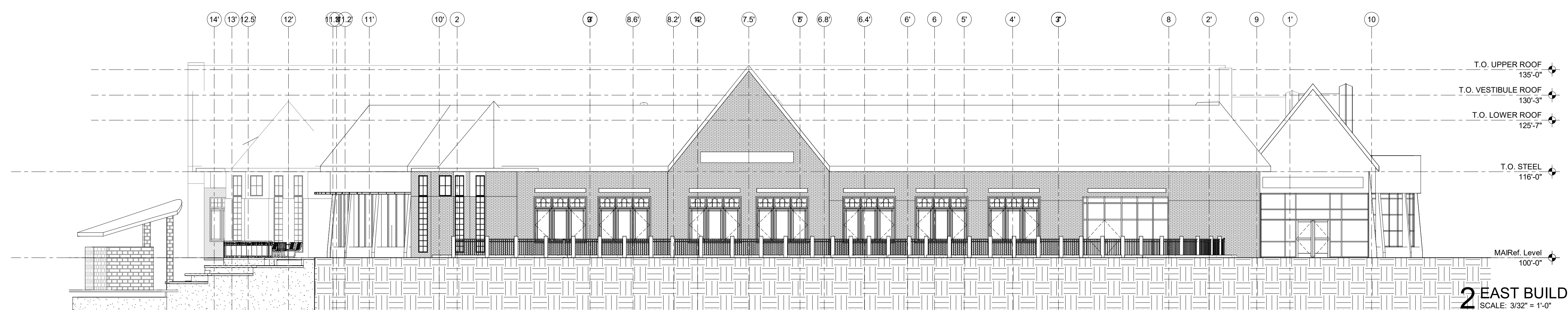
- |   |                                       |
|---|---------------------------------------|
| <b>PRESCHOOL COLLECTIONS</b>            | <b>HUB (NONPRINT)</b>                 |
| BOARD BOOKS - 18 BINS                   | PARENTING - 2/2 SF (60"H)             |
| PICTURE BOOKS - 80/80 SF (60"H)         | KITS (HANGING BAGS) - 15/14 SF (60"H) |
| PICTURE BOOK NEIGHBORHOODS - 6 BINS     | AUDIO-ENABLED BOOKS - 8/8 (60"H)      |
| EARLY READERS - 30/28 SF (60"H)         | MUSIC CDS - 4/4 SF (60"H)             |
| <b>GRADE SCHOOL COLLECTIONS</b>         | AUDIOBOOKS - 15/16 SF (60"H)          |
| TRANSITIONAL CHAP BKS - 32/32 SF (60"H) | DVD/VIDEO - 18/18 SF (60"H)           |
| FICTION - 56/54 SF (60"H)               | SOFTWARE/VIDEO GAMES - /8 SF (60"H)   |
| COMIC BOOKS - 8/6 SF (60"H)             | BIG KID KITS - 6/6 SF (60"H)          |
| GRAPHIC NOVELS - 20/18 SF (60"H)        |                                       |
| NONFICTION - 70/68 SF (60"H)            |                                       |
| LANGUAGES - 4/4 SF (60"H)               |                                       |

**1 FURNITURE PLAN**  
SCALE: 3/32" = 1'-0"

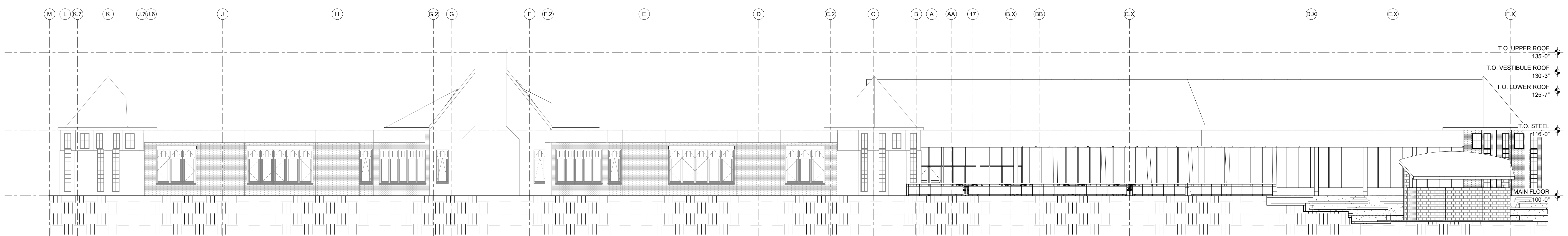
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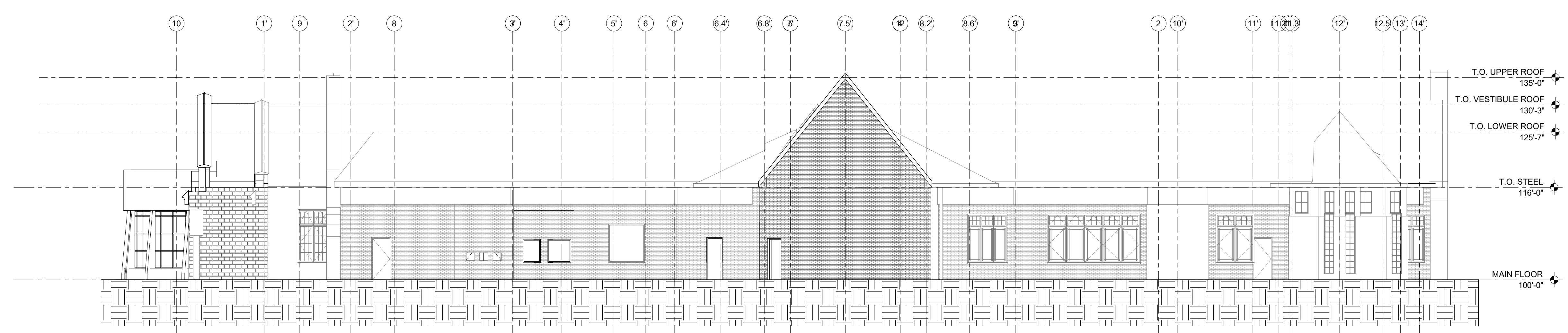
**1 NORTH BUILDING ELEVATION**  
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**2 EAST BUILDING ELEVATION**  
SCALE: 3/32" = 1'-0"



**3 SOUTH BUILDING ELEVATION**  
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**4 WEST BUILDING ELEVATION**  
SCALE: 3/32" = 1'-0"

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