

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL SD Meeting	<b>MEETING LOCATION</b>	Zoom
<b>MEETING DATE</b>	3 August 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

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<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"/> Sarah Jansen	FEH Design	262.968.2055	sarahjj@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
<input checked="" type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com

### 1) Goals for Success

- i) The goals were reviewed
- ii) Questions from August 1 COW Meeting
  - (1) The 20-year goal is an estimation for service to the anticipated, expanded population. It is not a statement about the building only being useful for 20 years. The building may not serve the population as well after 20 years.
  - (2) The goals are community-driven and refined over the last 5 years.
  - (3) Some goals are high level and are similar to other public libraries. The uniqueness is taking the goals and incorporating them into the design.

### 2) Core Planning Team Meeting Schedule

- a) Keep Thursday noon meetings for now.

### 3) Design Review

- a) 15 copies of the Schematic Design book are needed for the library board meeting.
- b) The book includes the first 7 pages of Anders’ Space Needs Summary.
- c) FEH Design is to email a draft of the book to the team, for comment.
- d) Narratives
  - i) Engineering
    - (1) The existing building has comfort and humidity issues. Doing a 1-for-1 rooftop unit replacement would not solve these issues.



- (2) 2 mechanical penthouses that will house 3 large air handling units tied to a central plant is being proposed.
  - (3) All proposed, new ductwork and controls will function the same when the system is switched to geothermal in the future.
  - (4) Geothermal system is planned to be an add alternate.
    - (a) The test well should still be performed to determine if the system is feasible.
  - (5) The building will meet LEED Gold with the proposed mechanical system.
  - (6) There will be a single direct digital control system. This will work with the microgrid and other electrical elements.
  - (7) FEH Design will determine if the new mechanical room can be reduced.
  - (8) All new restrooms will be gender neutral.
- e) Code Plan
  - f) Site Plan
    - i) The path from the street to the amphitheater provides access to the park.
    - ii) The path from the new parking to the east entrance will need to be more direct.
    - iii) The storm water will be kept on site and not tie into the city storm sewer immediately.
  - g) Building Demolition Plan
  - h) Overall Building Plan
    - i) A vestibule was added to the south side of building from the patio, which also provides access to a bathroom from the exterior.
      - (a) The new restroom should be accessible from the interior.
    - ii) New exit from teen area on south side of building was added.
    - iii) The staff area was reworked based on comments
      - (1) Corridor to be made wider to accommodate red cart deliveries.
      - (2) Staff is to let FEH Design know how many carts they plan to have.
      - (3) Switching the library director's and the foundation director's offices was discussed. Svetha will talk to Theresa since she was not at the meeting.
    - iv) Read Before Book Store
      - (1) FEH Design should verify that the bookstore has as much or more shelf space than it currently has.
    - v) Access control, particularly at exterior door locations, will be discussed at a future meeting.
    - vi) It was suggested to add a second computer / work station at the reference desk.
    - vii) Windows looking into teen space on the curved wall are to be higher, clearstory windows. The windows on the youth services side can go to the floor.
  - i) Roof Plan
  - j) Building Elevations
  - k) Building Sections
  - l) Building Reflected Ceiling Plan
  - m) Interior Camera Views
  - n) Furniture Plan
- 4) Opinion of Probable Cost**
- a) Opinion of probable cost for the whole project is currently \$23,336,537.
    - i) Building construction cost is \$19,299,267.
    - ii) The total project budget from conceptual design is \$19,988,281. This includes \$1,259,737 for design. This includes all funding sources.
    - iii) The team will need to be prepared to make cuts. Each department will need to make a list of nice-to-have vs. need-to-have items.
    - iv) Council could expect cost to be higher than predicted due to inflation
      - (1) Steve Stocker asked City Engineering what percentage budget increases they are seeing in the current bidding climate, so the project will not exceed Council's expectations. The current increase was reported to be between 10 to 15 percent.

**5) Other items**

- a) Makerspace technology station(s) for digitization projects
  - i) The media center can do digitizing and they charge for it.
  - ii) Digitizing can be done in the maker space; the equipment is portable.
- b) SPMC Entry and Deliveries
  - i) The entrance will have key card access control from the atrium.
  - ii) During open hours, packages can get delivered through the atrium.
  - iii) After hours they will be delivered to receiving at the library.
    - (1) Signage could be added for delivery people drop their packages off in the atrium
  - iv) Media center staff will pick up their mail in the mail room that is part of the library.
- c) Sustainability and Focus on Energy

**6) Next steps and assignments**

- a) Library Board Meeting August 10 @ 6:00PM
- b) Committee of the Whole Presentation August 15 @ 5:30PM
  - i) There is a template that will need to be used for the presentation.

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**ACTION ITEMS**

- 1. FEH Design
  - a. Update plans based on changes
  - b. Finalize and print SD booklet
  - c. Begin ordering finish samples
  - d. Schedule FoE results meeting
- 2. SPPL
  - a. Library Staff to have their comments back to FEH by Tuesday 8/8/2023 at noon.
  - b. Field Trips to libraries and makerspaces

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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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<b>WRITTEN BY</b>	Christy Monk
<b>NEXT MEETING</b>	17 August 2023, at 12PM
<b>ATTACHMENTS</b>	Draft SD Booklet

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