

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL DD Meeting	MEETING LOCATION	Sun Prairie Public Library Conference Room and Zoom
MEETING DATE	2 November 2023	MEETING TIME	12:00PM
PROJECT NAME	Sun Prairie Public Library Remodel and Addition		
FEH PROJECT NUMBER	2023402		
PROJECT ADDRESS	1350 Linnerud Drive, Sun Prairie WI 53590		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
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<input checked="" type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com
<input checked="" type="checkbox"/> April Brazier	Sun Prairie Library Board		ABrazier@uwhealth.org
<input checked="" type="checkbox"/> Will Allington	Network Administrator, SCLS		william@scls.info
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<input checked="" type="checkbox"/> Craig Ellefson	IT Support Specialist, SCLS		craig@scls.info
<input checked="" type="checkbox"/> Don McDermott	Director of IT, City of SP		dmcdermott@cityofsunprairie.com

1) Goals for Success

2) Timeline

3) Design Development

- a) Carport - Equipment Storage and Shipping / Receiving
- b) EV Charging Stations
 - i) It was questioned how the current EV charging stations are managed and how revenue worked. Rose will look into this and follow up with the team.
- c) LEED update

- i) The design team and Hunzinger met to review the LEED checklist. This will be reviewed at an upcoming Next Chapter Team Meeting.

4) Communications

a) Structured Cabling

- i) Fiber Entrance, ISP(s), Demarc Relocation
 - (1) Into new TR or existing MTR
 - (a) The existing fiber and copper service entrance for communications will need to be relocated. To maintain service without significant disruption during construction it was recommended that a new fiber and copper service be provided into the addition. The telecom room in the addition would become the main telecom room. Intra-building fiber would be routed back to the existing telecom room(s). Once complete, the old fiber and copper entrances would be demolished.
 - (b) SCLS shared that they use BadgerNet. BadgerNet is delivered via AT&T Fiber but may be changing in Jan 2024 when the contract expires. The City of Sun Prairie uses TDS and Charter. There is existing TDS dark fiber between the Library and City Hall. This will need to be modified and reconfigured.
 - (c) The design team needs to future investigate how fiber is routed into the Media Center. The Media Center is on City network.
- ii) Building Networks: SCLS, City, Other?
 - (1) Separation by patch panel, cable color, patch cord color, jack color?
 - (a) Separation of the networks by rack or patch panel is not required.
 - (b) It was requested that the Media Center communications network be placed on Tier 1 of the microgrid system for community communication.
 - (c) The city does not have any existing color-coding requirements for cables, jacks or patch panels. It was noted that intuitive labeling is required.
- iii) Intra Building backbone. Fiber & Copper – Is copper required?
 - (1) The library still does fax and has not converted it to an IP solution. It was requested that a copper phone service be maintained in the building.
- iv) Existing TR to remain.
- v) Existing main telecom room scope of work
 - (1) Workstation (desk) location
- vi) Owner furnished equipment.
 - (1) Network switches, rack electronics, etc.
 - (a) Electronics for the building network will be provided by either SCLS or the City. One exception is the video surveillance PoE network switches. These switches will be provided by the contractor as part of the video surveillance system.
- vii) Cabling type: EQ Outlets, AP, Cameras, etc.
 - (1) Color coding requirements?
- viii) Grounding and bonding updates
 - (1) These are to be included as part of the construction project.
- ix) UPS – Rack Mount?
 - (1) UPS supporting City electronics will be provided by the City. They are rack mount UPS. UPS for SCLS equipment will be provided by the Contractor.
- x) AP Layout (3rd party mapping / modeling)
 - (1) Interior
 - (a) It was questioned whether the Wi-Fi could be on the top tier of the microgrid system.
 - (2) Exterior Coverage (parking lot, amphitheater, etc.)



- (a) Complete exterior coverage for Wi-Fi is not required. An access point located in the main lobby can provide sufficient coverage to the parking lot. Coverage is required at the amphitheater.
 - xi) Equipment Outlet review process
 - (1) Standard outlet configuration, number of cables.
 - (a) Equipment (data) outlets will be included on the DD owner review set for feedback on placement, jack count, etc.
 - (b) Ceiling outlet reels should be provided in the makerspace.
 - (c) Power and data are to be provided for security gates, it has not yet been decided if gates will be used, but the power and data should be installed.
 - xii) New systems on building LAN. Separate system, building network, city network?
 - (1) Any building systems such as lighting control or HVAC requiring a network connection shall be connected to the City network.
 - xiii) Wi-Fi at the Media Center
 - (1) The project will include new network cabling within the Media Center for new wireless access points.
 - b) Paging System
 - i) Existing system? New required?
 - (1) There is an existing paging system in the building (Lucent). It is interfaced with the phone system. The system will be reviewed to see if it can be expanded. If capable, it will be reconfigured and expanded into the addition. If expansion is not capable, a new paging system will be provided.
 - (2) It was requested that the Media Center be added as a zone to the paging system.
 - c) Other systems?
 - i) A people counter was discussed. These should be hardwired devices. Locations shall be confirmed but it was noted to be at the main entry to the building, entry to the library area and at the south door near the access to the amphitheater.
 - d) OFOI & OFCI equipment
 - i) Computers, monitors, power strips, etc.
- 5) Electronic Security and Safety**
- a) Access controls
 - i) Existing system type
 - ii) Local or City connected
 - (1) The city uses Genetec for access control. The system will be expanded and integrated into the library. Controlled doors will be reviewed at a future meeting.
 - b) Video Surveillance
 - i) Replace existing system requirements.
 - ii) New system, local hardware (NVR), remote viewing
 - (1) Video surveillance will be based upon city standard equipment such as Axis Cameras and Genetec VMS/NVR. A local NVR may legally be required in the Library, which would prohibit utilizing the City's existing NVR equipment.
 - (2) Camera coverage will be reviewed in a future meeting. Complete exterior coverage will be provided. Interior will be at entrance.
 - (3) City noted they can install a "dashboard" at the library to give it views to the cameras. This needs further review with the possibility of keeping storage on-premises.
 - iii) Brand preferences
 - iv) Storage duration



- (1) Video storage is currently 14 days but the city policy will be reviewed and is expected to increase storage to 60 or 90 days.
 - c) Intrusion Detection
 - i) Existing system – replace or expand
 - (1) The existing intrusion system in the library is Bosch and standalone. It will be reviewed and expanded into the addition.
 - (2) The library has an existing duress button connected to the City Genetec system. Library staff requested a system that would be capable of 1) requesting local support from Library Staff members and 2) notifying public safety of a need to respond to the building. FEH/DE will review options and how this can be accomplished with the City's Genetec System.
 - ii) Coverage type – doors contacts and motion sensors?
 - iii) Integrate with camera or access control?
 - d) Distributed Antenna
 - i) Cellular coverage in building, OK?
 - (1) The project should plan for installing an emergency responder radio system. The donor antenna and amplifier would be by the City through their vendor FirstNet. The antenna cabling above the ceiling will be by the project contractor.
 - e) OFOI & OFCI equipment
- 6) Audio Visual**
- a) Rooms with technology and type. BYOD Connectivity type.
 - i) A more in-depth discussion will be required for the spaces requiring AV.
 - ii) SCLS noted the use of wireless connectivity to AV equipment over their wireless network in public spaces is not permitted. There is flexibility on this within secure staff spaces.
 - iii) Staff Huddle Rooms
 - (1) Staff huddle rooms will have wall mounted displays with local wired and wireless inputs from staff devices.
 - iv) Study Rooms, Discussion Rooms
 - (1) These rooms will have a wall mounted display, local PC and local Monitor. Ideally the room will have the ability to display the PC on local monitor or the wall mounted display. Additionally, wired and wireless connective to the wall display is desired from occupant devices.
 - v) Large Meeting, Community Room, youth Program
 - (1) Media Center equipment will be provided in the Community and Large Meeting Room for live and recording of events.
 - (2) Youth Programming Community Room and Large Meeting Room will all require hybrid meeting capabilities.
 - (3) Presentation-level systems should be provided. Multiple microphones were requested for the Community Room.
 - (4) The Community room will be provided with assisted listening system.
 - vi) Maker Space
 - (1) This room should have a monitor with web-connectivity, a computer, and a webcam.
 - (2) The computers in the northeast corner of the room will be on the public city network. (8 machines.) These computers will provide expanded access to Adobe and other programs. These will be maintained by the City.
 - vii) Studios
 - (1) The studio spaces within the Makerspace will have equipment provided by the Media Center. The project will provide power and pathway to support the City provided equipment.

- (2) On-Air lights will be provided by the contractor at the Studio Spaces.
 - viii) Teen – Gaming
 - (1) This will have a gaming console connected to a local monitor.
 - ix) Renk Room
 - (1) This room will be low-tech with a portable monitor option.
 - b) Digital Signage
 - i) System type
 - (1) Digital signage locations need final determination. The content will be through an existing City system using wireless media players located behind the display. Media players are provided by the City.
 - (2) It was questioned how the City system would interface with the library’s reservation system, if used for meeting room signage.
 - ii) Locations
 - c) OFOI & OFCI equipment
 - i) A discussion occurred on whether the AV systems are provided as part of the construction project or as a separate parallel project. The City and SCLS shared a concern about an ability to control or limit AV vendors when it is part of the larger construction project. The city would prefer to limit procurement to AV vendors currently providing maintenance services to City AV systems.
 - ii) It is the desire of the group to have the monitors and wall mounts included as part of the construction project.
- 7) Other items**
- a) EIPG Microgrid/Solar Panel/BESS item
 - b) Focus on Energy Update
 - c) Milwaukee Field Trip – the focus of this trip will be makerspaces.
- 8) Next steps and assignments**
- a) Next Chapter Team Meeting November 9 at 12PM, Prairie Walk at 11:30AM
 - b) Meadowview Elementary School Geothermal Site Visit at 3PM

ACTION ITEMS

- 1) FEH Design
 - a) Ensure the size and location of necessary IT rooms.
- 2) SPPL
 - c) Field Trip planning!
 - d) Provide an update on the EV Charging stations.
- 3) Design Engineers
 - a) Review results of this meeting and follow up on necessary items.

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.

WRITTEN BY Christy Monk

NEXT MEETING 9 November 2023, at 12PM

ATTACHMENTS None
