

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL CD Meeting	<b>MEETING LOCATION</b>	SPPL Conference Room and Zoom
<b>MEETING DATE</b>	11 January 2024	<b>MEETING TIME</b>	<b>12:00PM</b>

**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
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<input checked="" 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"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
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<input checked="" type="checkbox"/> Brad Biddick	Design Engineers	608.424.8815	brad.biddick@designengineers.com
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<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
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<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
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<input checked="" type="checkbox"/> Craig Ellefson	SCLS		craig@scs.info
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<input checked="" type="checkbox"/> Matt Tumpach	City of Sun Prairie		mtumpach@cityofsunprairie.com
<input checked="" type="checkbox"/> Rachel Packard	Sun Prairie Media Center		rpackard@cityofsunprairie.com

### 1) Goals for Success

### 2) Timeline

### 3) Construction Documents – Data

- a) Design Engineers affirmed ANSI standards and national standards will be met with the data layout.
  - i) Brad Biddick offered to explain organizations in depth, if anyone is wondering at a later time.
- b) More data or power is needed than is currently shown at the Ask Desk.
  - i) The existing floor box is being shown at Ask Desk. That will need to be modified since the existing unit is in the middle of the work space.
    - (1) The Ask Desk will be custom casework, where the electrical can be built into the base wall.



- (2) Appliances needed at ASK Desk:
  - (a) 2 workstations with 2 monitors each.
  - (b) A cashier station, which is a standalone computer.
  - (c) 1 desktop monitor for security monitoring.
  - (d) An ethernet phone line.
  - (e) A duress/emergency button.
  - (f) FEH and Design Engineers will coordinate if grommets or outlets above the work surface are needed.
- c) Media center
  - i) FEH plans to use systems furniture. FEH and Design Engineers to confirm this furniture works with data and power designs.
- d) Fiber Requirements
  - i) The new telecom room in the addition to be completed before removing the existing.
  - ii) The existing fiber lines come into the building near the book drop. The wall that it is mounted to will be removed.
  - iii) TDS fiber goes to the library at two locations to serve the media center and the city network in the building. Frontier fiber serves the library on behalf of the SCLS network.
  - iv) The new telecom room near the makerspace will link to the existing server room.
  - v) Dark fiber goes from city hall to library, which needs to be relocated.
    - (1) It was questioned if the city will work with their fiber vendor on this relocation. The city will investigate this.
  - vi) Color cabling will be used for patch cables; all other data cabling can be the same color.
- e) Copper
  - i) 3 fax lines are actively being used, provided by Frontier. No IP fax is used at this time.
- f) Outlet Locations and Jack Quantities
  - i) Adult Collection Reference Desk
    - (1) There is an existing floor box in this location.
    - (2) Plan for 2 computers (dual monitors) on the desk, which will require power and data for both.
    - (3) 1 phone
    - (4) 1 printer (at each service desk)
    - (5) Provide a credenza behind the desk with open shelves. The printer is to be on the credenza.
  - ii) Youth Services Desk
    - (1) Provide a credenza behind the desk, 34" high and 24" deep. Provide a data port for printer on the credenza.
    - (2) Room for 3 staff computers (dual monitors), one may be a laptop.
    - (3) 1 phone
    - (4) Only 1 self-check is needed in the YS area. This should be freestanding and not at the desk. A small table is needed by the self-check for extra books. This needs power and data.
    - (5) The laptop vending machine is not needed at this time. Power and data should be provided at that location for future flexibility.
  - iii) A separate computer for security monitoring at service desks is not needed, except at the Ask Desk.
  - iv) Each workstation needs two data ports.
  - v) Maker space
    - (1) Power outlets to be suspended reels from the ceiling.
    - (2) Computers need data and power.
    - (3) There are 8 total computers here that are on City data. The data will be connected to the new Data 1103 room and then be linked to Server 1018 from there.

- (4) No need to extend copper telephone lines from new Data 1103 to the Media Center
  - g) Vendors and Design Engineers will need to coordinate where the fiber lines will run and where they will enter the building.
    - i) Badger Net, Frontier fiber
      - (1) The design team will reach out initially about fiber and copper lines related to construction.
      - (2) The Badger New agreement requests no more than 6 months notice before construction.
        - (a) It is important to know where the the conduit will be routed. The current design shows (2)-4" conduits off of Linnerud entering the building addition on the east.
  - h) Studio room equipment:
    - i) The proposed, detailed list of equipment is needed from media center team so it can be accommodated in the design.
    - ii) Data and power outlets are needed.
    - iii) The furniture in the studios should be chairs without arms and movable furniture.
  - i) Public access points are shown throughout the library using the SCLS network. The city network will serve the 6 media center access points. A preliminary access point layout will be provided for owner review and comment.
    - i) The overall count for phone, computer, and camera drops was requested.
    - ii) Generally, access points should have two data jacks.
  - j) Staff Workroom 1043
    - i) 4 desks in the workroom will be provided initially. Two more desks will be added in the future. Infrastructure for six workstations will be provided. The desks are not currently movable.
    - ii) Each full time employee is to have a phone.
      - (1) Add phone jacks at each desk for ease of use in future
      - (2) The desk sizes will be modified so the two full time stations are larger, with visibility of the room.
    - iii) Power for the laminator was requested in the southwest corner of the workroom.
  - k) The resiliency component of the design (PV, microgrid, and battery) will be reviewed on Feb 1.
- 4) Other items**
- a) EIGP Microgrid/Solar Panel/BESS item – January 22 Meeting Upcoming
  - b) Focus on Energy Update – Bundle Selected!
  - c) Conditional Use Permit Application and CSM
    - i) The parking count and a second access point from Linnerud Drive will be topics of discussion with the Planning department on Jan 17.
  - d) LEED Progress Update
  - e) Geothermal Test Bore Results are pending.
  - f) Miscellaneous
    - i) The city is evaluating barrier requirements at retention ponds, due to recent events. This will be incorporated into the site plan.

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**ACTION ITEMS**

1. Meeting with City Planning on 17 January
2. Next Chapter Team Meeting - 18 January 2024 at 12PM

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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** Kim Bellmann

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**NEXT MEETING** Wednesday January 18, 2024 at 12:00PM

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**ATTACHMENTS** None

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