

MEETING MINUTES

ME	TING NAME	SDDL CD Mosting	MEETING LOCATION	SPPL Conference Room and Zoom	
MEETING NAME MEETING DATE PROJECT NAME FEH PROJECT NUMBER PROJECT ADDRESS		SPPL CD Meeting			
		24 January 2024	MEETING TIME	11:00AM	
		Sun Prairie Public Library Remodel and Addition			
		2023402 1350 Linnerud Drive, Sun Prairie WI 53590			
					ATT
\boxtimes	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com	
\boxtimes	Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com	
\boxtimes	Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org	
\boxtimes	Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com	
\boxtimes	Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com	
\boxtimes	Brad Biddick	Design Engineers	608.424.8815	brad.biddick@designengineers.com	
\boxtimes	Kevin M. Johnson	Hunzinger – Owner's Rep	414.416.3377	kevinjohnson@hunzinger.com	
\boxtimes	Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org	
\boxtimes	Lynn Montague	Youth Services - SPPL	608.825.0903	Imontague@cityofsunprairie.com	
\boxtimes	Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com	
\boxtimes	Kate Hull	Tech Services - SPPL	608.825.0901	khull@cityofsunprairie.com	
	Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com	
	Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com	
\boxtimes	Rachel Packard	Sun Prairie Media Center		rpackard@cityofsunprairie.com	
\boxtimes	Kathleen McDaniel	Sun Prairie Legal		kmcdaniel@cityofsunprairie.com	
\boxtimes	Don McDermott	Sun Prairie IT Director		dmcdermott@cityofsunprairie.com	
\boxtimes	Aaron Springer	Design Engineers		aaron.springer@designengineers.com	
\boxtimes	Rose Daily	City Sustainability Coordinate	or 608.825.0931	rdaily@cityofsunprairie.com	
\boxtimes	Sandy Xiong	Sun Prairie Media Center	608.825.0893	sxiong@cityofsunprairie.com	
\boxtimes	Kristen Vander Kooi	City of Sun Prairie Finance		kvanderkooi@cityofsunprairie.com	
\boxtimes	Caitlin Stene	City of Sun Prairie		cstene@cityofsunprairie.com	

1) Goals for Success

2) Review and Approval of Last Meeting Minutes x 2

- a) The minutes were approved with the following comments.
 - 1/11 Minutes
 - o 3)f)iii): Confirm separate computer for security monitoring is only at the Ask Desk. Do we need or want this in any other locations (staff area or other service desk?).
 - 3)g)l)2)a): Confirm that SCLS recommended going with a local contact for Frontier fiber. We discussed finding a local contact was not easy. What are some possible alternate solutions for this in case we can't connect?
 - 3)h)i) We should have a detailed list of items for the two studio spaces in the Makerspace this will help determine what the Friends of SPMC can fund.



1/18 Minutes

- 4)b)iii) Confirm signage in the lobby area. Instead of paper signage in the lobby, consider a digital sign in this space highlighting events of the day or week and then more specific paper signage that can be easier to update within the specific departments as outlined in 4)b)i)2-4.
- To reduce the cluttered appearance of paper signs, they could be accommodated within departments. Also, we should confirm if/where we want a tackboard for community flyers.

3) Timeline

4) Construction Documents – Legal and Finance

- a) Bidding Requirements and Bidding Timeline
 - Library Board Meeting March 14th.
 - ii) An informational presentation to COW was suggested before going out to bid.
 - (1) Svetha will get it on the COW agenda for March 19.
 - iii) The pre-bid meeting on April 3rd is not mandatory, but highly encouraged. It will be 1:30PM-3PM at the library.
 - iv) Quest will be used for hosting the bid documents and to receive digital bids. Bids are due April 18 at 3PM.
 - v) There will be alternate bids.
 - (1) It was discussed how to bid the microgrid/ BESS/photovoltaic components. It was determined that it should be bid as an alternate. The grant work needs to comply with the grant requirements, including wage rates.
 - vi) Bid selection will be based on base bid and owner selected alternates. This should be clarified in the bid documents.
 - vii) The City is to send the bid requirement documents to Christy by mid-February.
 - viii) Quest creates the bid tab, the city will validate the bids then post the results to Quest.
 - ix) The contract will be with the City and the contractor. The contract will be included in the bid documents.
 - (1) Any exceptions to the contract should be attached to a contractor's bid.
 - x) FEH is to send the Ad for Bid a week and a half before the bid date, so it can get posted in the paper.
 - xi) Bid bond will be 5%
 - xii) Performance bond will be 110%.
 - xiii) Bids should be valid for 60 days.
 - xiv) On April 25 the Library Board will approve the award if it is in alignment with the budget. The contract would be reviewed with Council on 5/21.
 - xv) If the bids come in over budget, there will be a special COW meeting on May 14 with an update / report. This would go to Council on 5/21.
 - (1) Caitlin will create a timeline to share internally.
 - xvi) Since the bid opening will be electronic, the Board Room should be reserved to review bids on 4/18 at 3PM. Kristin and Caitlin should be invited.
 - xvii) There is a 10% change order policy, for costs individually and cumulatively.
 - xviii)All questions during bidding need to go through FEH Design. It was questioned if a FAQ sheet should be created.
- b) Easement Agreement with VFW
 - i) A parking variance is going to be requested so the parking lot doesn't need to double in size, based on the occupant load and city requirements.
 - ii) Since there is the easement agreement with the VFW, a second entrance lane from Linnerud should not be needed.
- 5) Construction Documents Security
 - a) Access Control System
 - i) Genetec is the City standard Access Control system. This will be a new system throughout the library.
 - (1) It was asked if the Library can control their doors. Currently that would be controlled by the City IT.
 - (2) CEC is the vendor that the City uses for labor integration.
 - (3) The City will provide the cards, these do not need to be included in the bid.
 - (4) Exterior doors with access control will have a position switch, request to exit, be fail secure, and have electrified hardware. Electric strikes will be used in existing doors.



- b) Card Reader Locations were reviewed.
 - Exterior doors, and doors that separate staff space from the public will have card readers.
 - (1) Card readers were added to the interior vestibule doors on the east entrance, to the atrium at the main entrance, and at the south inner vestibule door.
 - (2) Card readers will be added between the makerspace and Media Center.
 - (3) The card reader at the Maker Space entrance is to be removed.
 - ii) A door is to be added between Circulation and Read Before Storage. An opening will be provided between the RBBS and storage.
 - iii) No pin pads will be used.
 - iv) A doorbell at the staff door that chimes in the staff work area needs to be added. This should be heard in Tech Services, Admin, and Circ spaces.
- c) Intrusion detection
 - i) Intrusion detection is a standalone system. Motion sensors will get manually armed by staff.
 - (1) There was discussion about having two zones. The Community Room, Media Center, Read Before Book Store, and Atrium do not have the same hours as the Library; the intrusion detection cannot be set all at once. It was decided to omit intrusion detection in these spaces. Some library staff members were uncomfortable with omitting this system from the atrium and community center space. City staff and a library board member recommended omitting it from the project.
 - (2) The disarm panel is to be in the staff entrance to the library.
 - (3) If intrusion is detected it will notify an intermediary and be routed to Sun Prairie dispatch.
- d) Duress System
 - i) Duress is through Genetec, using a simple closed circuit to notify.
 - ii) The location of the duress buttons will be reviewed with the police chief.
 - (1) They should be at locations where there is interaction with the public and library staff. The Media Center will retain their device locations. The staff spaces and workroom will likely have buttons in lieu of each staff office.
- e) Camera Locations, Storage and Connection to City
 - Video surveillance storage and viewing.
 - (1) Currently the library maintains video footage. It was determined by City legal that surveillance footage is not 'library records'.
 - (2) Madison goes through the City for surveillance storage.
 - (3) Patron confidentiality is critical. Careful placement of cameras is needed.
 - (4) The library should be treated like other City facilities.
 - (5) Record requests are executed through the City IT Director.
 - (6) Genetec licenses should be part of the project and served by the City network. Camera and cabling are part of the project.
 - (7) Live monitoring is on designated monitors, it is not web based.
 - (a) Monitors locations were discussed in the Technology Coordinator office, the Server Room, general staff spaces, and staff workrooms. Final locations will be finalized after an internal library discussion.
 - (b) Based on the shape of the Ask desk, a monitor should not be located there.
 - (8) The City handles the storage.
 - ii) Camera Locations
 - (1) There are to be cameras covering the parking lot and at the entrance drive, potentially mounted on light poles.
 - (2) The camera brand that the City uses is Axis.
 - (3) The camera system will be entirely new.
 - (4) The camera in Teen is to change to a 360 degree camera with visibility of the gaming area.
 - iii) A monitor will be mounted above the interior book drop to show the AMH.
 - iv) A location will need to be determined for the energy dashboard in the atrium.
 - v) A paper display for upcoming programming should be provided at the library entrance.
 - vi) A tackboard without a cover should be provided to display city notices.



6) Construction Documents - Door Hardware

- a) Door Hardware Finish
 - i) Brushed Nickel/Satin Chrome in the Sparta lever configuration.
- b) Functionality (see attachment)
- c) Intruder Door Hardware Requirements
- d) Keying, Closers, Armor Plate, Door Operators
 - i) The auto operators in the existing restrooms should be replaced as part of the project.
 - ii) The existing entrance doors are heavy, the original intent was not to replace those doors.
 - iii) The door to the staff area will have an auto operator that is activated by card reader.
 - iv) Full size interchangeable cores will be specified.
 - v) Individual restroom doors are to have closers.
 - vi) The east entry doors should have new automatic openers with hardwired 'wave' function operators.
 - vii) Armor plate should be provided in the two main doors into the staff area from the library, as well as on the receiving door.
 - viii) A closer with hold-open should be provided at the youth workroom door and the janitor door.
 - ix) The Boardroom should have office function hardware for refuge.
 - x) The main entrance door should be manually locked (now they are digitally locked).
 - xi) The program room shutters should be electric with battery backup.
- e) A cubicle curtain track and curtain will be added inside the youth program room to create privacy for set up.

7) Other items

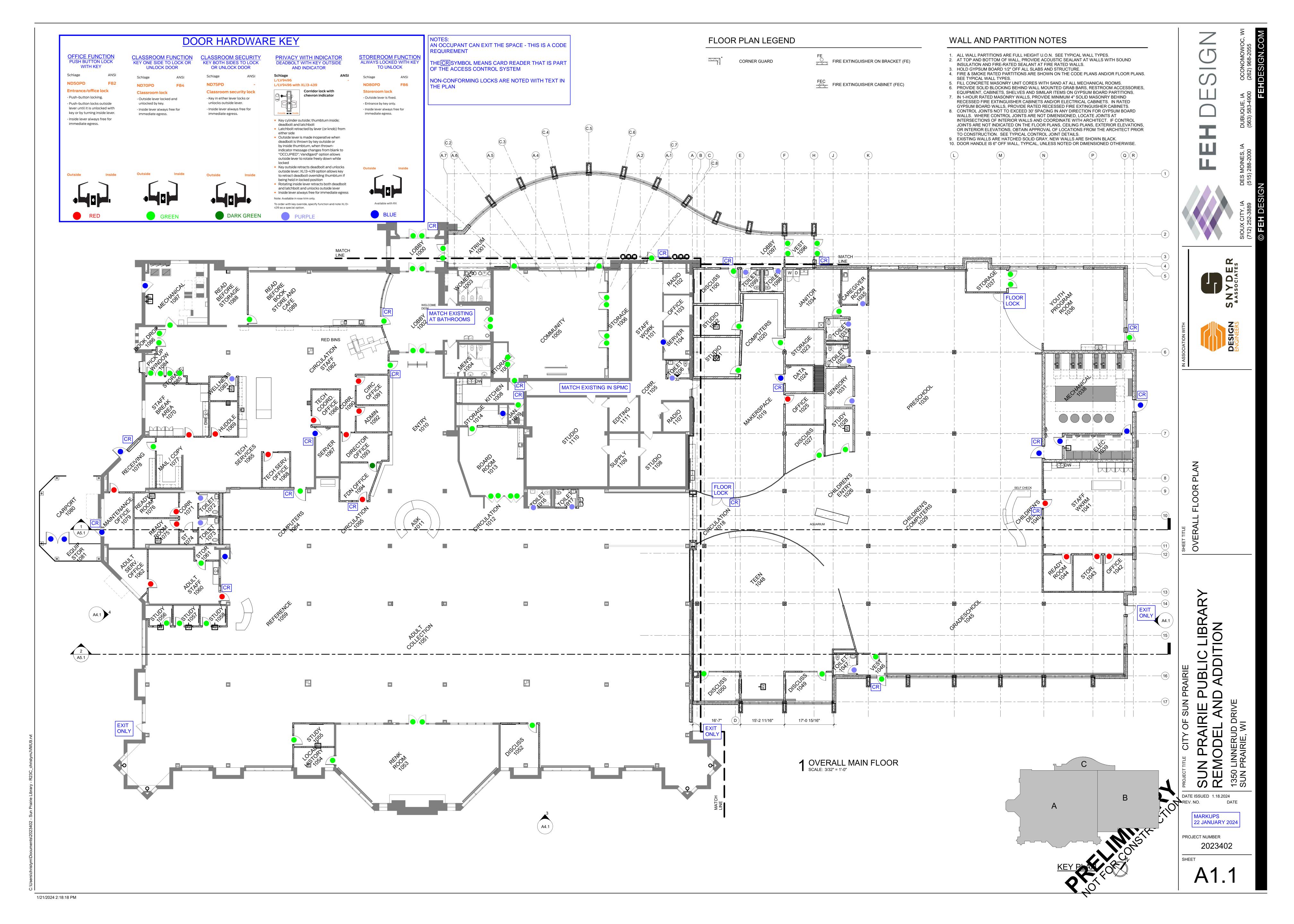
- a) EIGP Microgrid/Solar Panel/BESS item January Meeting Recap
 - i) Administrative hold on 2021 grant funding.
 - ii) The inflation Reduction Act requires BABA 2021. The grant requires the more restrictive 2009 Buy American requirements. The IRA covers geothermal and solar materials and labor.
 - iii) Grant approval in early February is not required. Building construction can begin, just not the grant components.
- b) Conditional Use Permit Application Planning Meeting Recap
- c) LEED Progress Update
- d) Geothermal Test Bore Results have been received.

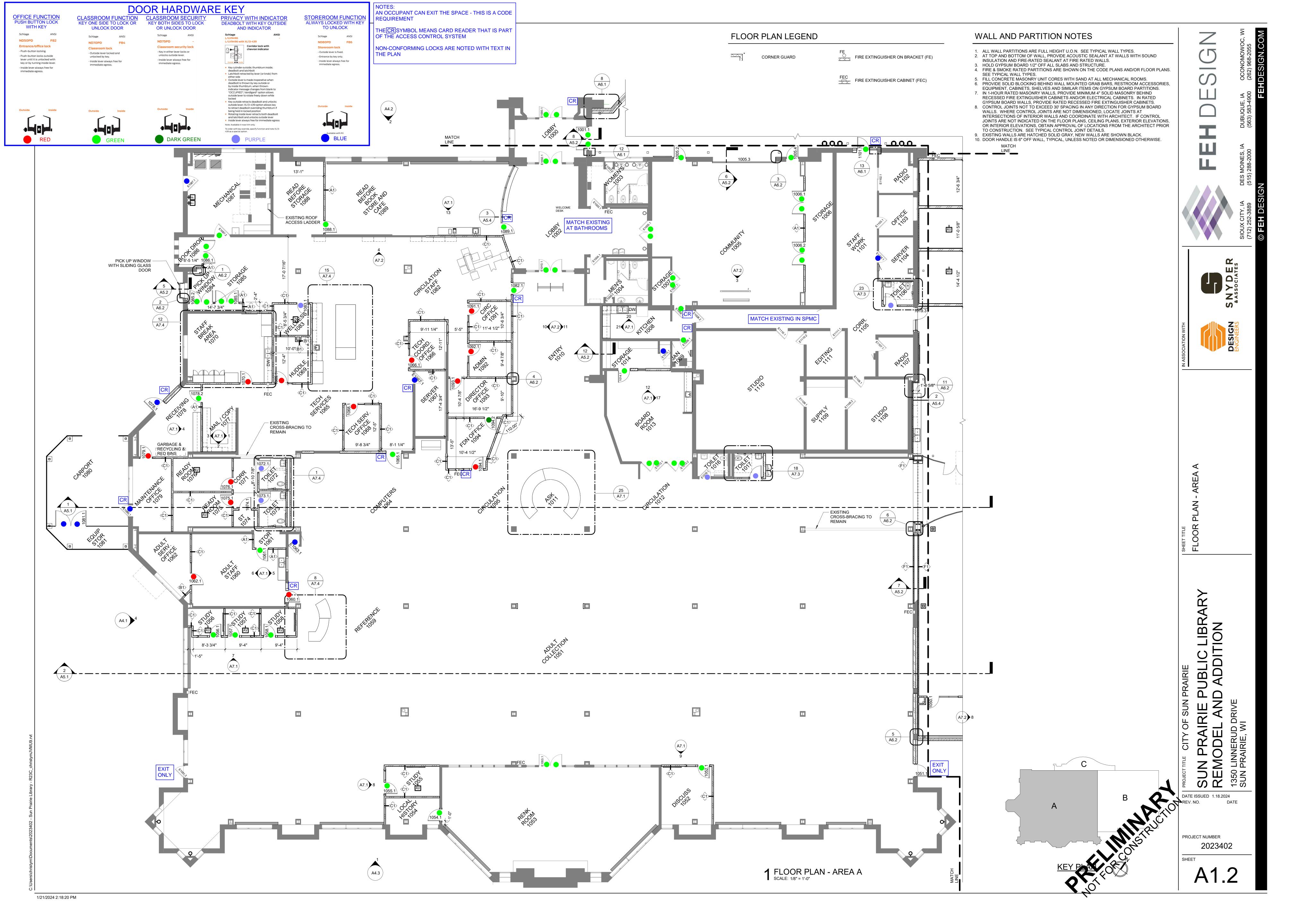
ACTION ITEMS

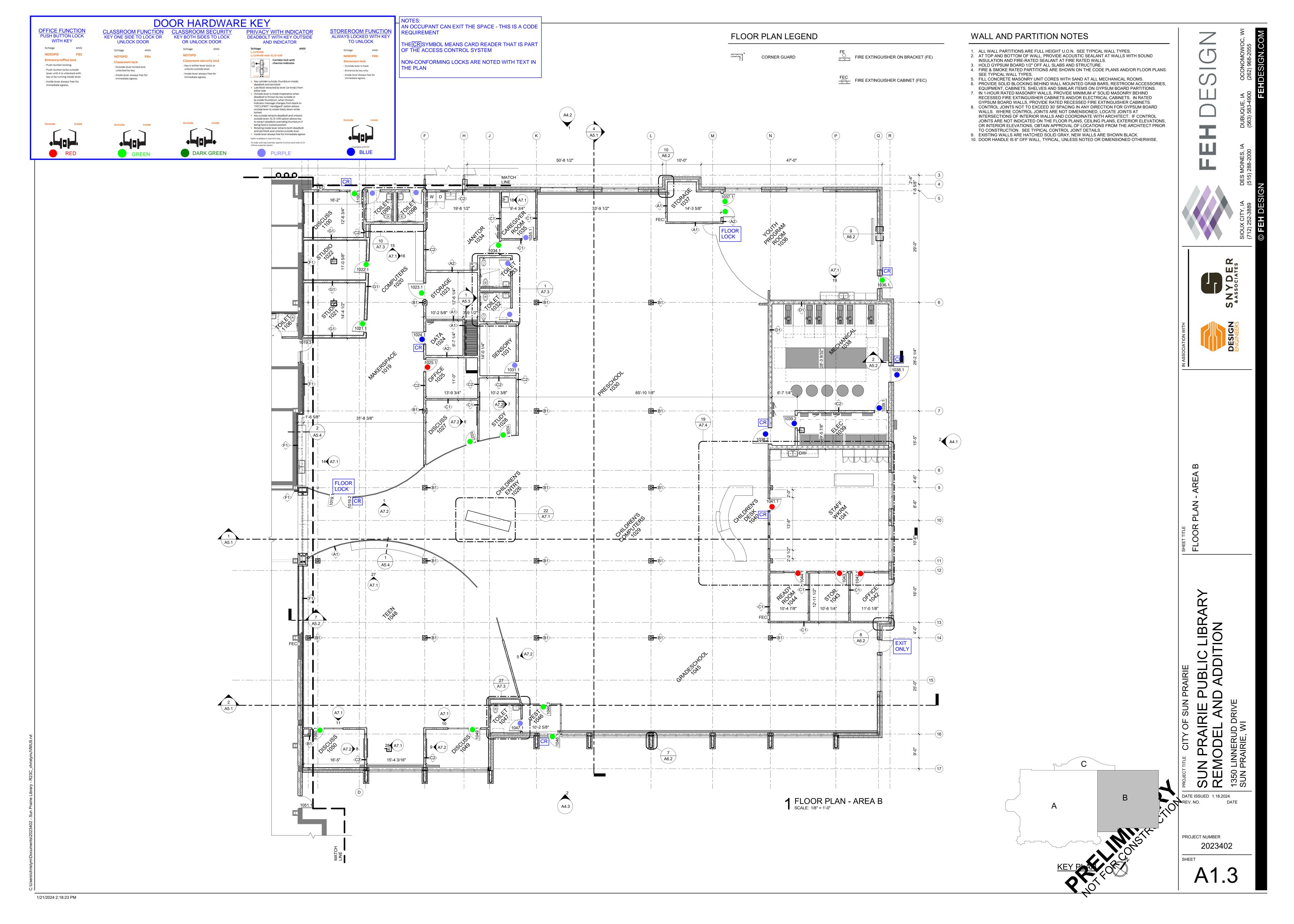
Update bidding documents as discussed above.

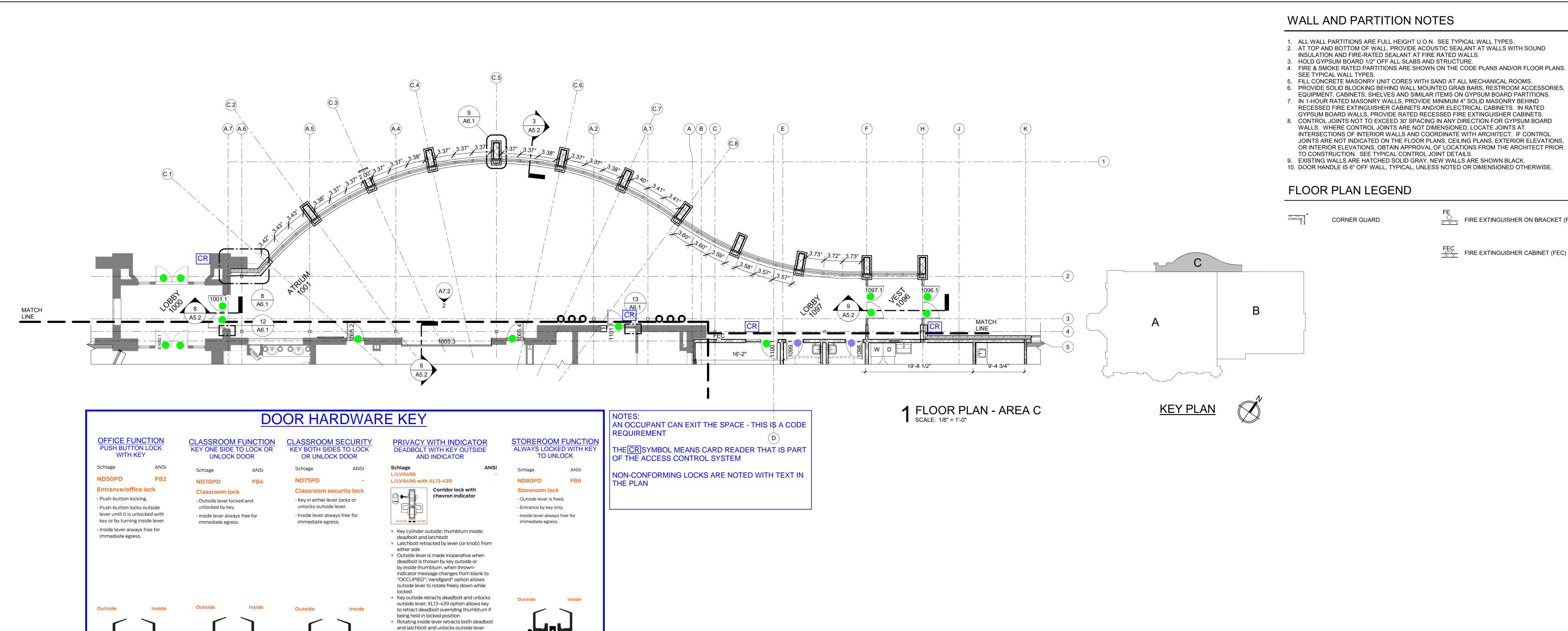
For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

WRITTEN BY	Kim Bellmann		
NEXT MEETING	Thursday February 1, 2024 at 12:00PM		
ATTACHMENTS	Door Hardware Functionality Attachment		









Inside lever always free for immediate egress

To order with key override, specify function and note XL13-

Available with RX

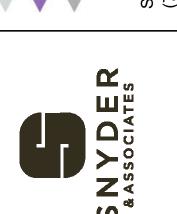
Note: Available in rose trim only.

439 as a special option.

- 2. AT TOP AND BOTTOM OF WALL, PROVIDE ACOUSTIC SEALANT AT WALLS WITH SOUND
- 4. FIRE & SMOKE RATED PARTITIONS ARE SHOWN ON THE CODE PLANS AND/OR FLOOR PLANS.
- EQUIPMENT, CABINETS, SHELVES AND SIMILAR ITEMS ON GYPSUM BOARD PARTITIONS. 7. IN 1-HOUR RATED MASONRY WALLS, PROVIDE MINIMUM 4" SOLID MASONRY BEHIND RECESSED FIRE EXTINGUISHER CABINETS AND/OR ELECTRICAL CABINETS. IN RATED
- 8. CONTROL JOINTS NOT TO EXCEED 30' SPACING IN ANY DIRECTION FOR GYPSUM BOARD INTERSECTIONS OF INTERIOR WALLS AND COORDINATE WITH ARCHITECT. IF CONTROL JOINTS ARE NOT INDICATED ON THE FLOOR PLANS, CEILING PLANS, EXTERIOR ELEVATIONS,

FIRE EXTINGUISHER ON BRACKET (FE)

FEC FIRE EXTINGUISHER CABINET (FEC)





N PRAIRIE PUBLIC LIBRARY MODEL AND ADDITION

2023402