

MEETING MINUTES

ISSUE DATE 23 July 2021

MEETING INFORMATION

MEETING DATE 22 July 2021 MEETING TIME 12:30-2PM

MEETING NAME Team Kick-Off Meeting MEETING LOCATION Sun Prairie Public Library & Zoom

PROJECT NAME Sun Prairie Public Library (SPPL) Conceptual Design

FEH PROJECT NUMBER 2021411

MINUTES PREPARED BY Christy Monk

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input type="checkbox"/> Christy Monk	FEH DESIGN	563.583.5900	christym@fehdesign.com
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<input type="checkbox"/> Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
<input type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input type="checkbox"/> Rex Owens	SPPL Board President		rexowens00@gmail.com
<input type="checkbox"/> Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
<input type="checkbox"/> Kate Hull	SPPL – Tech Services		khull@cityofsunprairie.com
<input type="checkbox"/> Lynn Montague	SPPL – Youth Services		lmontague@cityofsunprairie.com
<input type="checkbox"/> Erin Williams Hart	SPPL – Adult Services		ewilliamshart@cityofsunprairie.com
<input type="checkbox"/> Theresa Stevens	SPPL City Council Liaison and Facilities Chair		tstevens@cityofsunprairie.com
<input type="checkbox"/> Steev Baker	SPPL – Access & Circulation		sbaker@cityofsunprairie.com

DISTRIBUTION Attendees, Project Design Team

PURPOSE Kick-off the conceptual design effort, review scope and timeline

DISCUSSION

1. Introduce Team and Roles

- a. Responsibilities and Communication
 - i. Anders – Programming
 - ii. Svetha – Library Director
 - iii. Christy – Project Manager
 - iv. Aaron – Managing Principal, Architect
 - v. Rex – President of the Library Board
 - vi. Scott – Sustainability Coordinator
 - vii. Kate – Head of Technical Services
 - viii. Lynn – Head of Youth Services

- ix. Erin – Head of Adult Services
- x. Theresa – SPPL City Council Liaison and Facilities Chair
- xi. Steve – Head of Access and Circulation Services
- xii. Other FEH team members who were not present at the meeting include:
 - 1. Gregg Baum – Architect, Library Expert
 - 2. Kevin Eipperle – Architect, Costing
 - 3. Karen Greiner – Interior Designer
 - 4. Miranda Seals – Designer

2. Review agenda and today's goals

- a. Review the Goals for Success, review the timeline, review client expectations.
 - i. The Goals for Success were reviewed, and the following changes were suggested:
 - 1. Revise the first goal to read as follows: “Ensure that we serve the community needs for a minimum of the next 10 years”.
 - 2. A goal that should be added is: “Guided by a commitment to diversity, equity, and inclusion”.
 - ii. Items that might be more important now, compared to when the goals were established, would include outdoor programming, a drive-up window, a café, and racial literacy programming.
 - iii. Providing adequate space for collections should include a consideration for outdoor programming.
 - iv. The goal for flexible access would include the staff exit and the drive-up window overlap.

3. Scope of Services

- a. Kickoff (Today!)
 - i. Review project Goals for Success and update
- b. Startup
 - i. Review Existing Building Updates since 2018
 - ii. Meet with Staff – August 16
- c. Preliminary Programming (Anders)
 - i. Needs Assessment Review
 - 1. How has service changed due to COVID? What has been learned?
 - 2. The management team will review the services over the last year and a half.
 - 3. LPA (Anders) will email out staff questions.
 - ii. Comparative Analysis Update
 - 1. This will encompass a comparison of SPPL to peers (similar size) within a 250-mile radius.
 - iii. Community Engagement via staff in-service – August 27th
 - iv. Focus Groups – this has yet to be determined with regards to target groups.
- d. Conceptual Design
 - i. Spark Session with 3 layout options
 - 1. One day workshop



2. 'Option F' is the preferred single-story option, with additions on each side. Other options will be further explored.
- ii. Sustainable Design Opportunities
 1. Sustainability options will be reviewed with Scott and the rest of the team. Focus on Energy and WPPI may be involved as well.
- iii. Cost Estimates and Schedule
 1. Costs have been coming in approximately 20-30% higher than last year, due to material and supply chain shortages.
- iv. Renderings
 1. Interior and exterior renderings will be provided.
 2. The library would like renderings to show what the building will look like after construction, so these can be used for fundraising.
- v. Basic Color and Material Selection
 1. Typical materials will be selected.
- vi. It was questioned whether staff should be aware of any limitations regarding configuration of the expanded building. It was suggested that staff should not set limits on ideas; the design team should be relied upon to direct that conversation.
 1. The current meeting room functions as a storm shelter, modifications to the room will have limitations.
 2. The media center has existing technology infrastructure that may be difficult to relocate.
- vii. A diversity, equity, and inclusion committee will be created by the time the workshop is conducted. They could be a focus group to be included when gathering community input.
- viii. The library would like to provide programming related to sustainability education to increase awareness. One option could be to check out home energy monitors. Potential, future solar panel usage in the building project could be used as an educational tool. Visible sustainability measures can be very effective when marketing a project.

4. Review Schedule and Timeline

- a. Timing of conceptual study steps
- b. Propose meeting dates and times
 - i. Existing building issues will be reviewed on August 16th starting at 12 pm with the bookstore, media center, then with Steev to walk through the building.
- c. Library Board or Facilities Committee meeting dates and times
 - i. FEH does not need to attend the August 12th Library Board meeting. FEH will email a report to Svetha one week before the meeting.
 - ii. A management team meeting will be on August 26 from 2 to 5 PM.
 1. Anders will have the comparative analysis done a week and a half before this meeting for staff review.
 - iii. The management team typically meets Wednesday afternoons, so that would be a good time to meet regarding this project.



- iv. The Library Board meeting on September 9 can be an email report sent to Svetha one week before the meeting.
- v. Ander's deliverable to the Management team will be reviewed on September 22 or 29 at 2PM
- vi. A meeting to discuss Sustainability goals will be held on October 14th at 3:30. Christy will be there in person. Sustainability partners Focus on Energy and WPPI may also be present.
- d. Spark Session date
 - i. The group agreed to October 27th for the SPARK Session in the community meeting room.
- e. Review of the final deliverable
 - i. The review of rendering views and potential materials will be on November 9 at 2 pm.
 - ii. Draft renderings will be reviewed on December 9th at 5:30. Draft rendering that are submitted to the board should say 'DRAFT'. Materials can be shown when discussing with the PM team. Final rendering will be determined and coordinated with their marketing efforts.

5. Assignments

- a. SPPL –
 - i. Determine a cool name for the team
 - ii. Determine if August 22 or 29 works better to meet with Anders
- b. Sun Prairie –
 - i. Scott will determine if the team meeting about sustainability measures on October 14 should begin at 3 or 3:30PM
- c. FEH DESIGN
 - i. Update Timeline
 - ii. Begin
- d. Library Planning Associates
 - i. Begin peer review update
 - ii. Email library staff questions out to the team

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.

ATTACHMENTS Goals for Success (unedited), Timeline (edited)

/ GOALS FOR SUCCESS

- 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
- Core Values tied to physical space to reflect culture
- Provide adequate space to support collections and programs
- Remove barriers to serve all members of our community
- Provide more flexible access
- Be an example by being good stewards - financially, environmentally and culturally sustainable
- Library as 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
- Exposure to Art - local and national
- Facilitate communication using technology
- Provide academic collection access for the community

23 July 2021

Sun Prairie Library Conceptual Design Timeline

Sun Prairie, Wisconsin

Kick-off meeting with the Project Management Team (PMT) Review goals for success, review timeline	12:30-2PM	22 July 2021
Library Board Meeting Send Report to Svetha August 4 (no in-person attendance)	5:30 PM	12 August 2021
Review Building Issues with Staff and Facility Manager	12-5PM	16 August 2021
Management Team Meeting Findings from the updated peer comparative analysis Review service goals from the original needs assessment study	2-5PM	26 August 2021
Staff In-Session Presentation	12-2PM	27 August 2021
Conduct user focus group(s)	TBD	September 2021
Library Board Meeting Send Report to Svetha September 1 (no in-person attendance)	5:30 PM	9 September 2021
Management Team Meeting Review updated resource and service inventory (completed through the preceding virtual engagements) Present an initial review of the library's updated space needs, the departmental level space analysis Preliminary discussions that will ultimately produce a shelving tally	2PM	22 or 29 September 2021
Project Management Team Meeting Integrated Design Meeting, Review LEED Scorecard Determine 3 Options to Study at SPARK	3/3:30PM	14 October 2021
Library Board meeting Present Preliminary Space Needs Assessment and Service Program	5:30 PM	14 October 2021
SPARK Session Explore Options with Community Noon and Evening Presentations Develop Project Budgets	9:00 AM – 7:00 PM Community Room	27 October 2021
Project Management Team Meeting Review Renderings Review Color and Material Selection	2PM	9 November 2021
Library Board meeting Discuss and Determine direction for Next Month of Activity	5:30 PM	11 November 2021
Design team to complete report & recommendations Communicate with management team via email, ongoing		November 2021
Library Board meeting Review Library Board direction Present DRAFT Renderings	5:30 PM	9 December 2021