

MEETING MINUTES

MEETING INFORMATION

MEETING NAME Advisory Task Force 1 **MEETING LOCATION** Plymouth Public Library

MEETING DATE 03 April 2024 **MEETING TIME** 6:30PM

PROJECT NAME Plymouth Public Library – Conceptual Planning

FEH PROJECT NUMBER 2024402

PROJECT ADDRESS 130 Division St, Plymouth, WI 53073

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
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<input checked="" type="checkbox"/> Leslie Jochman, Director	Plymouth Public Library	920.892.4416	ljochman@monarchlibraries.org
<input checked="" type="checkbox"/> Core Planning Committee			

DISCUSSION

1. Introductions

- a. The library Director introduced the FEH Design team.
- b. FEH Design specializes in Library design, the Firm is working on more than a dozen libraries at the moment all in different phases from conceptual design through construction.
- c. Fundraising can be the longest stage of the process.

2. Review agenda and today's goals.

- a. The primary goal for the meeting was to provide as much information as might be needed for the ATF members to understand the current status of the library's current and future needs and gather input on the vision for the library.

3. Advisory Task Force Role

- a. The purpose of this meeting is to understand everyone's vision for the library.
- b. What do you want your library to be like? It is important to get input from members.
- c. What are the needs of your community and how can the library meet those needs.

4. Review Draft Goals for Success

- a. Goals were reviewed and Kevin suggested AFT members consider if anything might be missing or if they do not agree with any of the draft goals. The ATF members will be asked to adopt the goals for success at the next meeting.



5. Relevance of a 21st Century Public Library

- a. Features of modern libraries that ATF members would like to see have been suggested.
 1. Flexible spaces that can be used for multiple things.
 2. Glass wall meeting rooms that allow for monitoring and supervision.
 3. Natural daylighting
 1. But not too much glare so you can see the computer screens.
- b. Things Kevin mentioned.
 1. Rollable furniture to allow for more flexibility.
 2. Free access to high-speed internet.
 3. More activities and noise that may need for more segregated spaces.
 4. Maker spaces
 5. Collaboration and gathering spaces.
 6. A large meeting room for larger gatherings and activities
 7. Funding sources will be important.
 1. Some of the needs of the library and community may align with potential funding sources. An example of one such item we have recently seen that has captured grant funding is Training spaces.

6. Current Library Stats

- a. How are people using your library?
 1. Only 40% of library visits result in someone checking out a collection item.
60% of library users have other reasons for using the library.
- b. Questions from ATF members
 1. How many books are from different libraries? Inter-library loan...
 2. How have different collections changed since the 1988 addition?
 1. Leslie will look for what data can be found.
 3. How are the schools using the public library?
 1. Schools get requests for holds on certain books for their classes.
 2. Daycares come in for summer programs.
 3. An ATF member that is a reading teacher has checked out many books at one time to let kids read them before she invests in purchasing them.
 4. How many young adults use the library?
 1. Leslie to study this over the next couple weeks using the items checked out as a guide.
 5. How often are people using the library computers?
 6. Is the building energy efficient and can it be more efficient to operate?
 7. Are there options for green space for outdoor programs?
 8. One ATF member asked if there are ways to check if a checked-out book is back in.
 1. You have to request a hold for a book to lock in your place in line.

7. Review of the ATF planning process FEH Design is facilitating.



a. Space Needs Evaluation & Program of Spaces

1. We have been designing for 20 years for the future for the library needs.
2. Children's areas have grown in many public libraries.
3. Creative play space was discussed.
4. A Family bathroom in the children's area is needed.
5. A mother's room was requested.
6. Young adult/teen area – provide a place for them to relax and talk.
7. Tutoring rooms are needed in the young adult and adult areas.
8. Laptop bars and chargers to loan out.
9. Meeting room storage is needed so that tables, podiums, chairs, and other items can be moved out of the room for different events.
10. ATF member asks.
 1. An ATF member asked for outdoor space for programs.
 2. The same ATF member asked for sufficient off-street parking to deal with taking multiple kids and items in and out of the car.
 3. ADA accessibility concerns were expressed.
 4. Sitting area near the entrance/lobby of the building is desired.
 5. Teens like the table and bench in front of the bldg. Try to make this more welcoming for others.
 6. Backpack rules?
 1. None currently
 7. Sound-proof rooms or booths were requested.
 8. Adult sized changing table is needed.
 9. Location for kids to wait for people to pick them up that is outside and covered, but is not the entrance so they don't bother patrons.

b. Building Condition Assessment was reviewed.

1. Maintenance
 1. ADA issues existing across the building. The ADA is a law and is regularly changed and updated. Like all laws, you have to comply when the change occurs, unlike building codes.
 2. Items have gotten beyond their lifespan since the major addition and renovation project in 1988.
 1. Wood trim painting
 2. Sealants and water intrusion
 3. Old windows, single pane.
 3. Restrooms fixture quantities will need to be checked.
2. Furnishings do not last forever.
3. Outdoor code and accessibility
4. This dollar amount only reflects the cost of fixing current issues with building but only architectural and structural items. Mechanical, electrical, and plumbing items have not yet been assessed.
 1. It was expressed that the 1988 addition and remodel project would cost \$5.5M to \$6M if completed today.



5. Emergency services can go up one flight of stairs if they are wide enough, but the current elevator is out of date and cannot currently fit a gurney.
- c. Advisory Task Force input, what would you like us to study?
 1. FEH Design was asked to look into the possibility of a new building on a new site for cost and functionality comparison.
 2. Is there land available near their generations building for a new library building?
 3. Some like that the library is currently in the downtown area.
 4. Old K-mart location should be studied.
 5. Could the library buy land next to it's current location to spread out?
 1. Neighbor's house, gas station
 6. Could we add a third floor?
 1. This would be an expensive option not just due to construction, but to staff all floors.
 2. Most libraries are 1 to 2 stories. It was asked when would a new library building be planned as one story versus two. That is typically when a library exceeds 30,000 SF, before a two-story building makes sense.
 7. Is there property over by Walmart to purchase?
 8. A place for parents to pick of their kids and turn around so they don't have to make a U-turn in the street intersection was requested.
- d. Design workshop – SPARK (May 22 and 23)
 1. ATF members offer options for us to study and give feedback on ideas sketched studied.
8. Site Options
 - a. Zoning maps - Libraries are typically accepted in all zones. Several options have been suggested.
9. Review Schedule
 - a. The meeting schedule was provided as a handout. All meetings are currently planned for this meeting room.
10. **Next steps, assignments, and next meeting – April 17, 2024, ATF meeting #2 at 6:30 PM**
 - a. ATF
 1. Think about needs and key participants who should be added to this ATF group. Invite them.
 2. Think about criteria you will consider as you evaluate the different ideas and options that are studied.
 3. Look at other possible locations to consider and think about ideas to expand the current library building.



b. FEH Design

1. Schedule a zoom meeting to go through the meaning of items on the LEED checklist document with library board.
2. Send Leslie a poster to promote the project.
3. Develop a decision making criteria chart for ATF meeting #2.
4. Develop an agenda for the next meeting.
5. Develop meeting minutes for this meeting and email to the ATF members.
6. Update the space needs program to add the items requested by the ATF.
7. Research the availability of the site options suggested and contact property owners.
8. Complete the MEP aspects of the condition assessment.

c. Leslie

1. Look for historical data requested by ATF members.