

MEETING MINUTES

MEETING INFORMATION

MEETING NAME Advisory Task Force 2 **MEETING LOCATION** Plymouth Public Library

MEETING DATE 17 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"/> Advisory Task Force – See attached sign in sheet			

DISCUSSION

1. Introductions
 - a. FEH Design specializes in library design, the Firm is working on more than 15 public libraries at the moment.
2. Review agenda and today’s goals.
 - a. Goals for Success were put together with a core committee of board members.
 - b. Kevin reads off current goals and asked if ATF members had any new items to add.
 1. ATF member suggested a need to make full use of today and tomorrow’s technology to advance and support our goals.
 2. Impacts of AI
 1. FEH Design plans to create a presentation about AI in libraries for a Wisconsin Library Conference
 - c. ATF member suggested a need to stay in budget.
 1. Budgets will be developed following the SPARK session.
 2. “Establish and manage a budget” will be the language used on Goals for Success
 - d. ATF member suggested a need to go after grant funding.



1. “need for multiple funding sources”
3. Advisory Task Force Role
 - a. The role is to serve as a sounding board, providing guidance, advice, and feedback to the Board. Task Force members will gain knowledge of, or experience with, the facilities, and are capable of articulating the views of the community. They understand the Goals for Success for the Library, can evaluate possible implementation options, will consider the potential cost of proposed options, and make advisory recommendations to the Board.
4. Review and adopt Goals for Success
5. Relevance of a 21st Century Public Library
 - a. Kevin mentioned some programs that are popular in modern libraries such as maker spaces, gathering spaces, quiet spaces and moveable glass walls, classrooms, and training spaces with flexibility and movable furniture being important.
 - b. Some grants can depend on adding new spaces or programs. Look for funding sources that align with the mission and goals.
6. Current Library Stats
 - a. A new statistic added expressing that 40% of library visitors check an item out from the collection during their visit. 60% do not.
 - b. Kevin asked ATF members if there are more statistics the library should provide.
 1. What does the total number of patrons mean?
 1. Leslie answered that a counter at the entrance automatically tracks this.
 2. What are the different types of circulation materials?
 1. Leslie explained the dynamic info about trending materials.
 3. Are teens starting to spill out of their space and take up other spaces?
 1. Leslie answered - yes they are
7. Review the process.
 - a. Space Needs Evaluation & Program of Spaces
 1. Staff has asked for a utility sink and tiled area that people can eat and drink in.
 2. ATF members agree that the library should support small business.
 3. ATF member asked if Plymouth’s library is in a system of sister libraries?
 1. Monarch Libraries is the system Plymouth belongs to.



4. ATF member asked if flexible rooms can split into multiple spaces?
 1. Yes this is something that has been done in other libraries and community spaces.
5. ATF member asked what the cost per square foot is on average.
 1. Kevin explained that libraries have a high soft cost outside of building construction.
 1. All the things that are not on the contractor's bid would be soft costs.
 2. Furniture is 30 to 35 dollars per sq foot and there could be a lot of furniture in this project.
 3. 300 dollars per square foot just for construction.
 4. 400 dollars per SF including soft costs.
- b. Condition Assessment
 1. About 2 million dollars would need to be invested to bring the building maintenance up to date.
- c. Advisory Task Force input, what would you like us to study?
 1. FEH Design to look at possibilities of extending the existing building out to take neighboring properties.
 1. ATF member shared knowledge that a veteran owns house next to the property and very much enjoys his home. It may not be an easy ask for him to let the library have this land.
 2. \$550,000 is annual budget for operating costs provided by county and city
- d. Design workshop – SPARK (May 22 and 23)
 1. Everyone is welcome to come collaborate with us throughout the day.
 2. There will be an informal presentation at noon to get maximum feedback and determine which designs get studied further.
 3. ATF member asked if the library could expand vertically.
 1. Yes we will study this possibility during SPARK session, but this option is usually associated with higher construction costs.
 4. ATF member asked if there can be an annex or second library in town that works along side this one?



1. Branch libraries are common and this can be another possibility we study in the SPARK session
2. What is put in this branch library should to be explored by FEH Design.

8. Site Options

a. More options

1. Vacant hospital that has asbestos.
 1. This could get government funding for abatement.
2. Corner of Appleton and Clifford
3. ATF member asked about the possibility of selling the current library building.
 1. If it's not a library, this space could function as a museum, art gallery, office, or even a home. Other use ideas will be identified during the SPARK session.
4. ATF member asked what size of property would be needed to get sufficient space for parking and building spaces.
 1. The state of Wisconsin guideline for off-street parking is 3 spaces per thousand square feet.
 2. 2 acres would be sufficient for a 1-story library.
 1. 1-story is recommended for a library until it gets to about 30,000 square feet.
5. ATF member expressed concern about this project being designed to have more of a focus on technology than on books. This may be creating a space that is designed to entertain and distract patrons instead of promoting learning and discovery.
 1. Branch library could have only books in its program.
 2. Readers are readers of paper books and electronic books.
 1. We need to provide all the different media types.
 2. FEH Design is proposing a larger book collection for children, but the collection size for adults is shrinking to reflect the statistics that show how adults use their public library.
 3. The statistics show items checked out by Teens are growing as well.
6. ATF member asked how close parking should be to the building.



1. This would depend on the population you're serving.
 1. An example being that mothers with children won't want to walk too far.
7. ATF member asked if there can be more activities for non-children/adults.
 1. Yoga, Sewing areas or seed libraries
 2. Leslie says adult programming doesn't work in the library since there are other competing services in Plymouth that provide these activities like the generations building.
8. ATF member asked if supporting entrepreneurs just means more meeting rooms.
 1. Kevin explained that meeting rooms would be next to copiers, good Wi-Fi, fax machines and everything you need to run a business.
9. ATF member asked what kinds of computer software could a library provide.
 1. There could be a program to suggest a software for the library to buy so the public can use it.
 2. This may require an IT staff member to help patrons.
10. ATF member states she likes seeing the children are having fun and asks if there can be a play space that is sponsored by community businesses in the library. The example of the Milton Library was offered.
11. How can the library attract more fathers or men in general?
12. Is the community happy with the hours the library is open?
 1. ATF member wishes the library could be open on Sundays.
 2. This could be a way to incorporate AI or a branch library.
 1. ATF member wondered if this would be an easier sell due to it having more flexible hours.
13. Libraries currently get a 30% refund from the federal government for installing solar.
 1. It would take about 6 to 7 years to recoup the cost of solar installation.
9. Identify and weight decision making criteria.
 - a. ATF member wanted to add open ended comment section at end of survey.
 - b. ATF member requested a list of libraries for other ATF members to visit and get inspired.



FEH DESIGN

ARCHITECTURE / ENGINEERING / INTERIORS

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Some suggestions at the meeting were Lake Geneva Library, Milton Library, Muskego Library, Belleville Library, Kohler Library, Eager Free Public Library in Evansville, Schreiner Memorial Library in Lancaster, Watertown Library, Mayville Library, Demmer Public Library in Three Lakes

10. Review Schedule

11. Next steps, assignments, and next meeting – May 22, 2024, ATF meeting #3 at 6:30 PM and the day 1 SPARK at 9:00 AM