

Meeting Notes

Project: New Glarus Public Library

Location: Village Hall

Date of Meeting: 6.19.2019 **Revised 6/25/2019**

In Attendance: Holly Lague, Erica Loeffelholz, Linda Hiland (New Glarus Public Library aka NGPL);
Tina Gordon, Jim Gersich (Dimension IV Madison aka D4M)

These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.

This was a Space Recommendation Program review meeting for the preliminary design thru Concept & Budget Report (C&BR) phase for the new New Glarus Public Library to be located at the Durst Road (adjacent to Swiss Center of North America aka SCNA) site. We reviewed a draft spreadsheet dated 6/19/2019.

General:

1. Jim reviewed the basics:
 - a. Approximate construction funds available ~\$2.8M if design fees are “only” cost line-item deducted from fund raising goal of \$3M (i.e., \$1.5M privately-raised and Village match.)
 - b. A Potential Donation Items List will reflect needed Furniture, Fixtures & Equipment (FF+E.) It is assumed that all necessary donated shelving, the Circ Desk (donated but modified) and relocated existing FF+E items will cause the “new” FF+E elements of the Potential Donation Items List to be manageable in a fund-raising sense.
 - c. If \$2.8M is correct for “hard construction cost” then a 1-story, slab-on-grade wood-framed building of **14,000 GSF** is possible. Thus, 14,000 GSF is our target and goal.
2. Tina noted that the spreadsheet reviewed at this meeting includes columns reflecting space recommendations, all based on the same net-to-gross assumptions:
 - a. From 2012 (totaling 14,800 GSF)
 - b. From 2015 (totaling 12,000 GSF and a smaller construction budget)
 - c. From the Village Hall Space Needs Study of 4/2019 (13,150 GSF at that time) now “polished-up” to be reflective of 13,168 GSF for apples-to-apples comparison.)
 - d. Today’s draft Space Recommendation Program indicates 14,526 GSF so we need to reduce.
3. We reviewed all the spreadsheet line-items, noting:
 - a. The Programming Room is now based on 100 occupants at 10 square feet per person. Earlier spreadsheet has lower capacity.
 - b. “Local History/Reference Area” was discussed. The title is confusing as the General Reference Collection is to be located in the Public Service Area. (Local History has its own “reference” materials that will be inter-shelved with other Local History books etc.)
 - c. The seating in the Leisure Reading Area could be reduced to 5-6 larger, more spread out chairs. If there is to be a “loveseat” type 2-person couch, it could be located in Children’s.
 - d. The Study Rooms should remain configured as:
 - i. One at 6-person capacity. This one would be fully-equipped with LCD display. A room reservation system will be needed.
 - ii. One at 4-person capacity.

- iii. One at 2-person capacity. A third chair could be brought in from elsewhere, when necessary.
 - e. The Youth Services: Children's Area, Seating and Computers line-item, also includes the existing Hatch Table and Caitlyn's Corner.
 - f. Storage within the Storytime Room will be in cabinets, not in a closet per-se.
 - g. Collection: Adult Print, Seating Area 60 SF line item assumes six (6) chairs, scattered.
 - h. Two book return drops are needed, one for hardcover etc books, and the other for media.
 - i. The line item Exterior Storage/Telephone/IT Closet/Storage was discussed.
 - i. Exterior Storage is for storing things like a Trash Bin, a Recyclables Bin, and any on-site exterior maintenance items needed like sidewalk salt for winter.
 - ii. The Telephone Equipment will need to be co-located within a presently unlisted Electrical Equipment Room. This new room will need an exterior wall location.
 - iii. SCLS will require a dedicated IT Closet and SCLS will equip the space. It will require a floor drain for their swamp cooler. Jim will forward the SCLS guidance on IT (and also, SCLS guidance on planning their inter-library loan deliveries, bins etc) and Holly will contact the IT Staff at SCLS for integration of their services and, later, all their equipment.
 - j. The Janitor's Closet will require a slop sink or mop basin and floor drain and will house:
 - i. The ship's ladder for access to the Mechanical Mezzanine in the attic space. Mike Hein needs to estimate the square footage needed for the mezzanine. No Owner's storage usage of the mezzanine is permitted.
 - ii. The Hot Water Heater (and Boiler, if there is an in-floor radiant heat system.)
 - k. Existing shelving is available and will be relocated to the Library Storage Room and the Friend's Storage Room.
- 4. We discussed a variety of other planning options and decisions:
 - a. The current net-to-gross efficiency contained within the 6/19 spreadsheet is 74%. Jim noted that 74% is aggressive and most libraries are in the 68-72% range when toilet rooms and janitors or IT closets are considered net space elements.
 - b. One key to success (i.e., more usable space within the 14,000 GSF limit) will be to utilize attic space as Mechanical Mezzanine. While the construction of this mezzanine space is not "free" it is much less costly than first-floor space. It is not required to be accessible.
 - c. Although we could consider combining the kitchen-type elements (Programming Space Kitchen and Staff Breakroom cabinetry could be combined), the Staff Breakroom per-se must remain even if staff would need to walk elsewhere to get lunch warmed up etc.
 - d. Local History to have a lockable cabinet for fragile items. The Local History print collection will circulate. A Display Cabinet will have historical items on-display, behind lockable sliding glass doors; this Display cabinet is separate from the existing donated lockable cabinet presently near the main entry at the Village Hall Library. Local History will also have a Microfiche Reader. The Local History collection will be shelved on four 3' ranges either 2 or 3-high.
 - e. Public access computers in carrels: plan will show six carrels, of which four will have PCs at the outset. Library will lend out (battery-charging cart located at the Circ Desk, wishlist item) laptop computers for in-house use only. Carrels area will not have a printer; if patrons need things printed, they will go to the Public Service Area.
 - f. For leisure reading, two existing swing tablet-arm chairs are in good conditions and to be re-used. Also, two existing non-swing chairs will be re-used.
 - g. The existing tall freestanding magazine rack will be re-used. Can't sit in front of windows.
 - h. The existing ~~wall hung~~ **freestanding** rack for newspapers (one needed) will be re-used.

- i. Jim mentioned some interest in lending out Tools and Cakepans in future, people gladly donate these types of items.
 - j. We discussed shelving for especially the Adult collection.
 - i. Donated shelving will be utilized although there may not be sufficient quantity; or, there may be sufficient quantity but not all of it will be set in place.
 - ii. End panels and/or signage on them could be changed.
 - iii. Some ranges of shelving may not be set in place “Day 1” and the plan may show some shelving “dashed-in” meaning the floorspace and location(s) are determined but the shelves are literally not in position.
 - iv. On “Day 1” we do not intend to utilize the top or the bottom shelf of any typical 84” 7-high shelving.
 - v. However, after all shelving ranges are set in place, and planned for at the 25-Year mark, we expect each shelf to be no more than 75% full.
 - k. Linda mentioned “Twice Told Tales” label for Friends’ books-for-sale shelving.
 - l. Exterior elements such as benches, bikeracks, flagpole, etc., will also be on the Potential Donation Items List.
 - m. Holly requested that site planning allow for as much outdoor programming space as possible, i.e., unpaved lawn areas as close to the building as possible, in several areas. As a part of the Potential Donation Items List, these areas could be improved.
5. We discussed a target C&BR completion date of August 1st or 2nd. This will depend upon a Building Committee review-approval of the CBR on July 30th or 31st and Holly will set up the exact date. Will also depend upon BC approval of plans on July 9th.

Action Items:

1. Jim: Fee estimate for upcoming preliminary design thru C&BR phase. (Working on it, waiting for subconsultant engineers’ fee proposals.)
2. Holly: Doodle-poll BC re late-July meeting date.
3. Jim: Forward Linda new contact at Grant Signs (done, Allison Novitske)
4. Tina: Issue next version of spreadsheet (done, dated 6/20/2019.)
5. Jim: Send Holly SCLS guidance on IT and Deliveries (done.)
6. Jim: Send Holly existing VH floor plan (done.)
7. BC: Commence efforts on rental policy noted above.
8. Linda: LB to visit with Village Board 8/20; get on their agenda.

Next Meeting(s):

1. Holly-Linda meeting with Jim on Tuesday 7/2 at 9:00 am for plan review.
2. Next BC meeting, July 9th, 4pm.

Recorded by: Jim Gersich (D4M)

Cc: all attending; Anthony Maas, Mark Stafford (Maas Brothers); Tina Gordon, Ray White (D4M); James Hall (OTIE); Arlen Ostreng, Brian Beaulieu (Edge); Mike Hein (HEG)