

MEETING MINUTES

ISSUE DATE 29 October 2020

MEETING INFORMATION

MEETING DATE	26 October 2020	MEETING TIME	6:00 pm
MEETING NAME	Project Stakeholder Meeting #1	MEETING LOCATION	Ely Library and Virtual
PROJECT NAME	Ely Library Planning		
FEH PROJECT NUMBER	2020313		
MINUTES PREPARED BY	Christy Monk		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Kevin Eipperle	FEH DESIGN	563.583.4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH DESIGN	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Emily Sewell	FEH DESIGN	563.583.4900	emilys@fehdesign.com
<input checked="" type="checkbox"/> Karen Greiner	FEH DESIGN	563.583.4900	kareng@fehdesign.com
<input checked="" type="checkbox"/> Sarah Sellon	Library Director	319.848.7616	ssellon@ely.lib.ia.us
<input checked="" type="checkbox"/> See Sign-In Sheet			

DISTRIBUTION Core Committee, Design Team, Meeting Attendees

PURPOSE Refine Goals for Success, Review Condition Assessment and Space Needs

DISCUSSION

1. Advisory Task Force (ATF) Role
2. Goals for Success – Review and Refine
 - a. See the attached sheet for the draft Goals for Success
 - i. The draft goals were reviewed, and no edits were made.
3. Review Agenda
4. Review Schedule and Timeline
 - a. See the attached sheet for the current timeline. The upcoming public meetings are as follows:
 - i. ATF Meeting #1 Oct. 26
 - ii. ATF Meeting #2 Nov. 11
 - iii. Design SPARK workshops Nov. 19 & 21. ATF Meetings #3 at 6pm and #4 at 1pm.
 - iv. ATF Meeting #5 Dec. 10
5. Review the Condition Assessment
 - a. The building is in very good shape. Most items noted were related to code or ADA items.
 - b. The non-primary façade of the building should receive paint at unfinished masonry areas and sealant at some open joints; these are urgent since they are related to water infiltration.
 - c. The program room “exiting” and door hardware should be revised to accommodate more than 50 room occupants.
 - d. The program room wall thickness related to accessibility and door reaches will need resolution.
 - e. The second exterior building exit should be made accessible via a ramp with handrails.



- f. The items listed in the ADA section will need to be evaluated by the Library Board and a plan put in place to complete them.
- 6. Review the Space Needs Program
 - a. See the attached sheet for the summary of the space needs
 - i. The planning tool calls for an overall building square footage of 18,111SF. If the building is multiple stories, the overall square footage would increase to approximately 20,000SF.
 - ii. During the review of the program, some questions and comments came up about certain elements:
 - 1. The group was trying to visualize a building that is currently 21,000.
 - 2. The community is in need of multiple meeting and gathering spaces for a variety of side groups. The current program room is just over 700SF. The proposed large meeting room space is triple that size.
 - 3. It was questioned whether the children's room too small and whether the two large meeting rooms could be adjacent with a movable wall between. Perhaps a divider curtain at the 1/3, 2/3 point.
 - 4. Maybe glass could be provided for parents to see into the children's space.
 - 5. A kitchenette may need to be provided if the meeting room is used for receptions.
 - 6. The Local History Area would encompass what is currently housed in City Hall.
 - 7. Solar should be considered for the building.
 - 8. Ron Andreatta asked if there was a library in the area with the new population plans implemented that he could go visit. Kevin suggested the library in DeWitt that FEH designed an addition to. (It will be complete this fall.)
 - b. Current site lot size 50'x140' & 50'x140' = 14,000 SF
 - i. The current project site is not large enough to fit the program square footage that has been calculated. Multi-level options will need to be developed at this site.
- 7. Site Options
 - a. Current Site and Adjacent Properties
 - b. There is a 60,000SF+ site available adjacent to the fire station.
 - i. Will this site need hazardous material mitigation due to the chemical storage currently onsite?
 - c. There is farmland adjacent to Ely City Park, which had been evaluated in the past. Is this an option with North access? It doesn't currently have utilities.
 - d. There is space behind the Post Office, on Main Street, which may be available.
 - e. There is space behind the old City Hall / school building, but this is likely in the flood plain. Also want to preserve the bike trail.
 - f. After reviewing the proposed site options, the following comments were made:
 - i. Any parking lot associated with the library and meeting rooms should contain at least 50 spaces.
 - ii. It was questioned whether City Hall could be expanded for a multipurpose building with the Library.
 - iii. Is the group thinking too small; any site must accommodate future expansion.
 - iv. The group should strive to keep the library downtown hear the heart of the City.
 - v. The site should have opportunity for growth and not be landlocked moving forward.
 - vi. Should a site west of State Street be considered; there is a concern for pedestrian traffic.
 - vii. The site should stay away from Hoosier Creek due to flooding and larger future larger floods due to climate change.
 - viii. The property at approximately 1960 Dows was brought up as a potential site, if acquisition is possible.
 - g. The following decision-making-criteria was suggested for site selection:



- i. Traffic Flow
- ii. East of Access
- iii. Walkability
- iv. Central to Downtown
- v. Future Expansion Capabilities
- vi. Safety
- vii. Flood plain verification
- viii. Cost of Site
- ix. Visibility – Bike, Stroller Safety, etc.
- x. Accessibility of city utilities / streets/ etc.
- xi. Availability
- xii. The library is sized for 20-years. Question: Where the City of Ely will grow and where will the focus be in 20 years? Is there a master plan for Ely?

8. Next Steps

- a. Gather more detail about the possible sites or any other sites that are suggested.
- b. FEH to set up onsite for public meetings (Spark Sessions) that will focus and study the program on each site.
- c. Day 2 of public meetings will include Budget and operating expenses
- d. There was a question about the length of the process.
 - i. Any expansion or new building would be anticipated to take 12-18 months of construction once fundraising and design are complete. New construction can be faster than moving out and adding on.

9. Next Meeting – Wednesday 11 Nov. 2020 @ 6:00 PM

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 DRAFT Goals for Success, Program of Spaces, Timeline, Site Plan with Options



ATTENDANCE SHEET

MEETING INFORMATION

MEETING DATE	26 October 2020	MEETING TIME	6:00 PM
MEETING NAME	Project Stakeholder Meeting #1	MEETING LOCATION	Ley Public Library / Video Conference
PROJECT NAME	Ely Public Library		
FEH PROJECT NUMBER	2020313		
PURPOSE	Refine Goals for Success, Review Condition Assessment and Space Needs		

NAME	COMPANY	PHONE # / EMAIL
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Becky Showalter
 Eliza Jones
 James Allard
~~James Allard~~
 Janine Norman
 Cindy Dunham
 Markie Mesters
 Ed Mesters
 Judy Janssen
 James Higdon
 Maria Steenblode
 Jennifer Norman
 Erica Collins
 Cheryl Kretz
 Maureen Whitaker
 Dan Whitaker
 Outwater
 Fred Kiser

Angie Eble
 Teressa Cooper



NAME

COMPANY

PHONE # / EMAIL

Frederick Alan Wery

Lined area for additional contact information.

ATTENDANCE SHEET (VIRTUAL)

MEETING INFORMATION

MEETING DATE	26 October 2020	MEETING TIME	6:00 PM
MEETING NAME	Project Stakeholder Meeting #1	MEETING LOCATION	Ely Public Library / Video Conference

PROJECT NAME Ely Public Library

FEH PROJECT NUMBER 2020313

PURPOSE Refine Goals for Success, Review Condition Assessment and Space Needs

NAME	COMPANY	PHONE # / EMAIL
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Jessica Moore

Kasey Peterson

Ron Andreatta

Eldy Miller

Jessica Moore

Tina Elmwood Gehrke

Erika Uthe

Jennifer Bradley

Cheri Franke

Keith and Justine Schultes

Kristi Reynolds

Suzanne Hilleman

Rebecca Sammons

BF

Rick Nelson

Mark Krob

Mary Ballantyne

Jaimie Wallace

April Miller



Ely Public Library

Goals for Success - DRAFT

September 28th, 2020

1. Space to Serve a Growing and Changing Community
2. Welcoming, Attractive, A Draw to Ely
3. Accessible to Everyone
4. Hub of the Community that Supports all Activities / Groups / Programs Indoors and Outdoors for Outreach at All Hours
5. Plan for Access to Technology, Wi-Fi, Power and Future Innovation
6. Flexible for Changing Uses
7. Space for Staff to Work Effectively and Efficiently
8. Sustainable to Operate into the Future with an Efficient Layout and Design to Minimize Increased Staffing
9. Promote and Support Lifelong Learning as a Pillar of the Community
10. Promote Economic Development
11. A Safe and Secure Environment for Patrons and Staff
12. Project and Process to Pull Community Together, Promote Pride
13. History / Archive/ Connect to Ely's Future and Past
14. Identify / Ask / Secure as Many Funding Sources and Revenue Streams as Possible and Minimize Tax Impact



SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN

BASIC INFORMATION	
Library Name	Ely Public Library
Year Space Needs Analysis Performed	2020
Space Needs Calculation Target Year	2040
Design Population Applied	6,153

COLLECTION SPACES	Square Footage
Adult Collection Space Required	897
Children's Collection Space Required	1,575
Young Adult Collection Space Required	144
TOTAL COLLECTION SPACE REQUIRED	2,616

RUNNING TOTAL
18,111 GSF

SEATING SPACES	User Seats	Square Footage
Recommended Total User Seating Base (not including computer or meeting room seating). NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.	56	
CASUAL AND STUDY SEATING		
Adult Casual and Study Seating Suggested Based on Population Served	36	1,512
Children's Casual and Study Seating Suggested Based on Population Served	14	588
Young Adult Casual and Study Seating Suggested Based on Population Served	6	252
TOTAL CASUAL AND STUDY SEATING REQUIRED		2,352
COMPUTER/ TECHNOLOGY SEATING		
Adult Desktop Computer Workstations	6	270
Children's Desktop/ Early Literacy/ Educational Game Workstations	4	160
Young Adult Desktop Computer Workstations	4	200
Laptop Bar Stations	3	72
TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED		702
TOTAL USER SEATING SPACE REQUIRED		3,054

RUNNING TOTAL
18,111 GSF

STAFF SPACES	Square Footage
Director's Office	220
Other Enclosed Offices	0
Circulation Workstations	180
Reference/ Information Desk Workstation(s)	0
Children's Service Desk Workstation(s)	165
Young Adult Service Desk Workstation(s)	0
Other Service Desks	0
General Staff Workspace	720
Staff Lunch/ Break Room	240
TOTAL STAFF WORKSPACE REQUIRED	1,525

MEETING AND GATHERING SPACES	Occupancy	Square Footage
Conference Room #1	12	420
Local History Center	10	360
All-Purpose Room #1	150	2250
All-Purpose Room #2	0	0
Children's Program Area	100	1300
Children's Craft Area	0	0
Children's Creative Play Space	0	0
Maker Space	0	0
Computer Lab	0	0
Other Meeting Space #1	4	150
Other Meeting Space #2	4	150
TOTAL MEETING & GATHERING SPACE		4,630

RUNNING TOTAL
18,111 GSF

SPECIAL USE SPACES	Square Footage
Coffee Bar	64
Café	-
Art Gallery	-
Friends' Book Sale Area	59
Friends' Gift Shop	-
Friends' Office/ Book Sorting Area	-
Co-Working Space	-
Office for another organization/ agency	-
AMH (RFID) sorting equipment	-
TOTAL SPECIAL USE SPACES	123

RUNNING TOTAL
18,111 GSF

MISCELLANEOUS SPACES	
Space for areas such as restrooms, mechanical rooms, janitorial storage are included in the percentage that is applied in the Structural Space/ Non-Assignable Space category. However, there are some some important spaces that are not included in the functional categories above that are important to library operations. These are broken out below.	
	Square Footage
Copy Machine(s)	50
Dictionary Stand(s)	0
Atlas Stand(s)	0
Map Case(s)	0
Microform Cabinet(s)	0
Vertical File Cabinet(s)	0
Lateral File Cabinet(s)	0
TOTAL MISCELLANEOUS SPACES	50

UNCATEGORIZED SPACE	
	Square Footage
Supply Storage	61
General Storage	360
Entrance Lobby(ies)	360
Service/ Loading Entrance	120
TOTAL UNCATEGORIZED SPACE	901

TOTAL FUNCTIONAL SPACE **12,899**

STRUCTURAL SPACE/ NON-ASSIGNABLE SPACE PERCENTAGE APPLIED **28 %**

GRAND TOTAL ESTIMATED TOTAL SPACE NEED (GROSS SQUARE FEET)	18,111 GSF
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Ely Library Planning Timeline

2020-9-29 - revised

Phase 1

Kick-off Meeting with Core Planning Committee	6:30 PM Monday	Sept. 28, 2020
Space needs planning meetings – planning tool	10:00 AM Tues.	Oct. 6, 2020
Facility Condition Assessments	9:30 AM Tues.	Oct. 6, 2020
Recruitment of public Advisory Task Force (ATF) - OPTIONAL		Oct. 2020
Core Planning Committee meeting #2 – Virtual/hybrid review space needs program, condition assessment, ATF recruited and prep	6:30 PM Tues.	Oct. 20, 2020
Public meeting/Advisory Task Force (ATF) mtg #1	6:00 PM Monday	Oct. 26, 2020
Library Board Meeting	7:00 PM Wed.	Nov. 4, 2020
Core Planning Committee meeting #3 – virtual/hybrid	6:30 PM Thurs.	Nov. 5, 2020
Public meeting/Advisory Task Force (ATF) mtg #2	6:00 PM Wednesday	Nov. 11, 2020
Core Planning Committee meeting #4	7:30 PM Wednesday	Nov. 11, 2020
Public Design SPARK Workshop DAY 1	8:30 AM – 5:30 PM Thurs.	Nov. 19, 2020
Public meeting/Advisory Task Force (ATF) mtg #3	6:00 PM Thurs.	Nov. 19, 2020
Public Design SPARK Workshop DAY 2	8:30 AM – 1:00 PM Sat.	Nov. 21, 2020
Public meeting/Advisory Task Force (ATF) mtg #4	1:00 PM Sat.	Nov. 21, 2020
Core Planning Committee meeting #5 (after workshop)	2:00 PM Sat.	Nov. 21, 2020
Public meeting/Advisory Task Force (ATF) mtg #5 (to make recommendation of preferred option)	6:00 PM Thurs.	Dec. 10,2020
Core Planning Committee meeting #6 Review ATF recommendation, Review survey, Refined solutions, budgets	7:00 PM Thurs.	Dec. 10, 2020
Issue Community Survey based upon public workshop and board approval (optional)		Jan. 2020

Ely Public Library

- Site Options**
- 1 - Library Site
 - 2 - Elevator Site
 - 3 - Post Office Site
 - 4 - City Hall Site
 - 5 - City Park Site

