

MEETING MINUTES

ISSUE DATE 30 September 2020

MEETING INFORMATION

MEETING DATE 28 September 2020 MEETING TIME 6:30 pm

MEETING NAME Process Planning Kick-Off Discussion MEETING LOCATION Ely Library

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
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<input 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"/> Jaime Allard	Library Board, Rural Trustee		jaime_allard@msn.com
<input checked="" type="checkbox"/> James Higdon	Library Board, President		higsmac@mac.com
<input checked="" type="checkbox"/> Christy Frese	Library Board, Vice Pres		csfrese@aol.com
<input checked="" type="checkbox"/> Alan Wery	Library Board, Secretary		wery@southslope.net
<input checked="" type="checkbox"/> Carrie Ebel	Library Board Trustee		mattcarrie@southslope.net
<input checked="" type="checkbox"/> Jennifer Norman	Library Board Trustee		jkledford@gmail.com
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<input checked="" type="checkbox"/> Dan Whitaker	City Council Member		danwhitaker319@msn.com
<input checked="" type="checkbox"/> Kay Hale	City Council Member		kfranhale@southslope.net
<input checked="" type="checkbox"/> Adam Thompson	City Administrator	319.848.4103 x 5	cityadmin@elyiowa.com

DISTRIBUTION Core Committee, Design Team

PURPOSE Kick off the FEH DESIGN process

DISCUSSION

1. Introductions
 - a. The core committee includes City Council members, the Library Board, the Library Director, the City Administrator.
2. Review agenda and today's goals
 - a. Draft the Goals for Success and review client expectations
 - i. The draft Goals were brainstormed. These will be used to set project priorities and assist with design decisions. They will be streamlined, reviewed, and finalized at upcoming meetings.
 1. Space to serve growing and changing community



2. Welcoming, Attractive
 3. Accessible to Everyone
 4. Hub of Community, Support all activities / groups
 5. Access to Technology, WiFi, Power
 6. Flexible for Changing Uses
 7. Space for Staff to Work Effectively and Efficiently
 8. Facility to Support Programming
 9. A Draw to Ely
 10. Sustainable to Operate into the Future
 11. Promote and Support Lifelong Learning
 12. Support Outdoor Programming (Outreach all Hours)
 13. Promote Economic Development
 14. A Safe and Secure Environment for Patrons and Staff (Tornado Safe Room)
 15. Efficient Layout and Design to Minimize Increased Staffing
 16. Pillar of Learning
 17. Project and Process to Pull Community Together, Promote Pride
 18. History / Archive/ Connect Ely's Future and Past
 19. Plan for Future Technologies
 20. Identify, Ask, and Secure as Many Funding Sources as Possible and Minimize Tax Impact
 21. Identify Revenue Streams
- ii. The LEED checklist was reviewed to gauge the project expectations related to sustainability. The list is attached. Utilizing local materials and local suppliers is a priority.
3. Scope of services for Phase 1
 - a. Program review – planning tool – Kevin and Sarah will video conference to complete this.
 - b. Multiple preliminary designs
 - c. Cost Estimates
 - d. Renderings
 - e. Optional scope items: Facilitation of a public ADVISORY Task Force. Community-wide electronic survey.
 - i. The library board will consider whether an advisory task force is wanted and if it will be managed by FEH or by the committee. A public process is part of the project scope.
 - f. The Ely Site and planned expansion
 - i. The property adjacent to the library is available for expansion. The plot to the north of the library is available for surface use only.
4. The FEH Process and the draft timeline
 - a. The timeline was reviewed and dates selected, the revised timeline is attached.
 - b. Phase 1
 - i. Facility Condition assessment
 - ii. Space needs Evaluation
 - iii. Public planning engagement and design workshops / spark sessions (if requested)
 - iv. Community-wide survey - optional
 - v. Library Board / City Council decision making and action
 - vi. Referendum campaign facilitation, Vote, fundraising campaign - optional
 - c. Phase 2
 - i. Design: Schematic Design, Design Development, Construction Documents



- ii. Costing, Bidding, and Budgets
 - iii. Construction
- 5. Contracts
 - a. Owner / Architect agreement (FEH DESIGN) was signed and given to FEH DESIGN.
- 6. Next Steps, assignments, and next meetings
 - a. FEH: Space Planning, Condition Assessment, Refine Goals for Success.
 - b. Core Committee: Determine if an Advisory Task Force will be recruited and, if so, who will manage.

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 LEED Checklist, Revised Timeline



LEED v4 for BD+C: New Construction and Major Renovation Project Checklist

Project Name: **Ely Library**
Date: **9/28/2020**

Y	?	N
Credit		

Integrative Process

1

0	0	0	Location and Transportation	16
X	Y	Credit	LEED for Neighborhood Development Location	16
X	Y	Credit	Sensitive Land Protection	1
		Credit	High Priority Site	2
		Credit	Surrounding Density and Diverse Uses	5
		Credit	Access to Quality Transit	5
X	Y	Credit	Bicycle Facilities - Bicycle Rack Wanted	1
X	Y	Credit	Reduced Parking Footprint - Less than 3 spaces per 1000SF	1
X	Y	Credit	Green Vehicles - Charging Vehicles	1

0	0	0	Materials and Resources	13
Y	Y	Prereq	Storage and Collection of Recyclables	Required
Y	Y	Prereq	Construction and Demolition Waste Management Planning	Required
X	Y	Credit	Building Life-Cycle Impact Reduction	5
X	Y	Credit	Building Product Disclosure and Optimization - Environmental Product Declarations	2
X	Y	Credit	Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
X	Y	Credit	Building Product Disclosure and Optimization - Material Ingredients	2
X	Y	Credit	Construction and Demolition Waste Management	2

0	0	0	Sustainable Sites	10
Y	Y	Prereq	Construction Activity Pollution Prevention	Required
X	Y	Credit	Site Assessment - EPA Grant for Phase 1 Assessment	1
X	Y	Credit	Site Development - Protect or Restore Habitat	2
X	Y	Credit	Open Space	1
X	Y	Credit	Rainwater Management - Rain Barrel, Permeable Paving	3
X	Y	Credit	Heat Island Reduction	2
X	Y	Credit	Light Pollution Reduction	1

0	0	0	Indoor Environmental Quality	16
Y	Y	Prereq	Minimum Indoor Air Quality Performance	Required
Y	Y	Prereq	Environmental Tobacco Smoke Control	Required
X	Y	Credit	Enhanced Indoor Air Quality Strategies	2
X	Y	Credit	Low-Emitting Materials	3
X	Y	Credit	Construction Indoor Air Quality Management Plan	1
X	Y	Credit	Indoor Air Quality Assessment	2
X	Y	Credit	Thermal Comfort	1
X	Y	Credit	Interior Lighting	2
X	Y	Credit	Daylight - Windows have Low-E, Anti-Glare Coating	3
X	Y	Credit	Quality Views	1
X	Y	Credit	Acoustic Performance	1

0	0	0	Water Efficiency	11
Y	Y	Prereq	Outdoor Water Use Reduction	Required
Y	Y	Prereq	Indoor Water Use Reduction	Required
Y	Y	Prereq	Building-Level Water Metering	Required
X	Y	Credit	Outdoor Water Use Reduction	2
X	Y	Credit	Indoor Water Use Reduction - Gray Water	6
X	Y	Credit	Cooling Tower Water Use	2
X	Y	Credit	Water Metering	1

0	0	0	Innovation	6
Y	Y	Prereq	Innovation	5
Y	Y	Prereq	LEED Accredited Professional	1

0	0	0	Regional Priority	4
Y	Y	Credit	Regional Priority: Specific Credit	1
Y	Y	Credit	Regional Priority: Specific Credit	1
Y	Y	Credit	Regional Priority: Specific Credit	1
Y	Y	Credit	Regional Priority: Specific Credit	1

0	0	0	Energy and Atmosphere	33
Y	Y	Prereq	Fundamental Commissioning and Verification	Required
Y	Y	Prereq	Minimum Energy Performance	Required
Y	Y	Prereq	Building-Level Energy Metering	Required
Y	Y	Prereq	Fundamental Refrigerant Management	Required
X	Y	Credit	Enhanced Commissioning	6
X	Y	Credit	Optimize Energy Performance	18
X	Y	Credit	Advanced Energy Metering	1
X	Y	Credit	Demand Response	2
X	Y	Credit	Renewable Energy Production - Solar is a Priority	3
X	Y	Credit	Enhanced Refrigerant Management	1
X	Y	Credit	Green Power and Carbon Offsets	2

0	0	0	TOTALS	Possible Points: 110
Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110				



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