

## MEETING MINUTES

ISSUE DATE                      23 October 2020

### MEETING INFORMATION

MEETING DATE	20 October 2020	MEETING TIME	6:30 pm
MEETING NAME	Core Planning Committee meeting #2	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
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DISTRIBUTION                      Core Committee, Design Team

PURPOSE                              FEH DESIGN process

### DISCUSSION

1. Goals for Success Draft review (Attached)
  - a. The draft goals were reviewed, and no edits were made. These will be presented at the upcoming public meeting for further input.
  - b. Review LEED score card - Client expectations for sustainability
    - i. The completed LEED scorecard was reviewed; no edits were made.



2. Program of spaces

- a. Review the program of spaces developed through the planning tool. (Attached)
  - 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 collection spaces square footage refers shelving only and does not include circulation.
    2. The overall seating count appears reasonable but there may be a need for more children's seating than adult seating.
    3. Many families in town have personal electronic devices so the technology seating count, compared to other libraries, is lower than typically seen.
    4. The community is in need of multiple meeting and gathering spaces. The current program room is just over 700SF. The proposed large meeting room space is triple that size.
    5. In addition to meeting rooms, a separate archive room is needed. Conference Room #2 on the gathering spaces list should be relabeled as 'Local History Center' at 360SF.
    6. Storage will be shared between the workroom and the general storage space.
- b. Current site lot size 50'x140' & 50'x140' = 14,000 SF
  - i. The current project site is not sufficient to fit the program square footage. Multi-level options will need to be developed at this site. It would likely be less expensive to do a lower level. It was noted that Ely land is sandy with a high water table.

3. Facility condition assessment update

- a. Review status of the report
  - i. The building is in very good shape. The majority of the items noted were related to code or ADA items.
  - ii. 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.
  - iii. The program room exiting and door hardware should be revised to accommodate more than 50 room occupants.
  - iv. The second exterior building exit should be made accessible via a ramp with handrails.
  - v. 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.

4. Advisory Task Force (ATF)

- a. Status of recruitment of the ATF members by the Core Committee
  - i. 70+ people have been solicited to be on the ATF. These individuals have received personal invitations to be part of this process.
  - ii. The Core Committee will be following up the invitations with phone calls.
- b. Preparation for the first ATF/Public meeting 6:00 PM Oct. 26
  - i. Set up Zoom meeting send invites, post public meeting, Hybrid?
    1. The Zoom information has been added to the meeting invitations sent to the core committee. The virtual information will also be available on the Library website.
  - ii. Review ATF meeting agendas

5. Timeline

- a. ATF Meeting #1 Oct. 26



- b. Core Planning meeting #3 Nov. 5
  - c. ATF Meeting #2 Nov. 11
  - d. Core Meeting # 4 Nov. 11
  - e. Design SPARK workshops Nov. 19 & 21 - format to be determined
6. Other items
- a. Other site available adjacent to fire department; others?
    - i. There is a 60,000SF+ site available adjacent to the fire station.
    - ii. There is farmland adjacent to Ely City Park, which had been evaluated in the past.
    - iii. There is space behind the Post Office, on Main Street, which may be available.
    - iv. There is space behind the old school building, but this is likely in the flood plane.
7. Next steps, assignments, and next meetings
- a. FEH DESIGN – prep for the public meeting
  - b. Core Committee – recruit for the public meeting

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, Condition Assessment Spreadsheet



# Ely Public Library

## Goals for Success - DRAFT

September 28<sup>th</sup>, 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
<b>TOTAL COLLECTION SPACE REQUIRED</b>	<b>2,616</b>

**RUNNING TOTAL**  
18,111 GSF

SEATING SPACES	User Seats	Square Footage
<b>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.</b>	<b>56</b>	
<b>CASUAL AND STUDY SEATING</b>		
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
<b>TOTAL CASUAL AND STUDY SEATING REQUIRED</b>		<b>2,352</b>
<b>COMPUTER/ TECHNOLOGY SEATING</b>		
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
<b>TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED</b>		<b>702</b>
<b>TOTAL USER SEATING SPACE REQUIRED</b>		<b>3,054</b>

**RUNNING TOTAL**  
18,111 GSF

<b>STAFF SPACES</b>	<b>Square Footage</b>
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
<b>TOTAL STAFF WORKSPACE REQUIRED</b>	<b>1,525</b>

<b>MEETING AND GATHERING SPACES</b>	<b>Occupancy</b>	<b>Square Footage</b>
Conference Room #1	12	420
Conference Room #2	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
<b>TOTAL MEETING &amp; GATHERING SPACE</b>		<b>4,630</b>

**RUNNING TOTAL**  
18,111 GSF

<b>SPECIAL USE SPACES</b>	<b>Square Footage</b>
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	-
<b>TOTAL SPECIAL USE SPACES</b>	<b>123</b>

**RUNNING TOTAL**  
18,111 GSF

<b>MISCELLANEOUS SPACES</b>	
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
<b>TOTAL MISCELLANEOUS SPACES</b>	<b>50</b>

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

**TOTAL FUNCTIONAL SPACE** 12,899

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

<b>GRAND TOTAL ESTIMATED TOTAL SPACE NEED (GROSS SQUARE FEET)</b>	<b>18,111 GSF</b>
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**ELY PUBLIC LIBRARY**

**Building Area**

**Architectural - Interior**

**INTERIOR**

Egress Doors Swing in Direction of Travel at Program Room and Corridor; Revise Door Hardware Ramp into the storage room presents a trip hazard

Rework two doors to swing out from the room and replace door hardware with exit devices  
Revise ramp slope, widen ramp, or provide more defined edge to ramp

Required  
Recommended

\$4,200

**Code/ Maintenance Item**

**Recommendation to Correct**

**Urgency Level**

**Costs**

**Photo Reference**

**EXTERIOR**

Less public side of the building has unfinished masonry  
Less public side of the building has cracked and deteriorated sealant

Provide weather barrier or cladding on masonry wall  
Provide new sealant and backer rod along these joints

Recommended  
Recommended

\$100  
\$350

**ACCESSIBILITY (ADA)**

Door Clearances at Program Room  
Second Exterior Exit Door Clearances

Revise wall to provide clearances  
Revise frame location in exterior wall to provide proper clearances

Required  
Required

\$800  
\$800

More than 50% of the exits are required to be accessible per building code  
Third, vertical grab bar is not provided

South door should have a ramp with handrails on both sides  
Provide additional, vertical grab bar at both ADA stalls

Required  
Required

\$5,000  
\$400

Room signage does not have braille  
Drinking Fountain is not dual height

Signs are required to have raised lettering and braille; these should be replaced  
Provide dual height drinking fountain

Required  
Required

\$250  
Will Not Fit

**Total Cost Expectation**

**\$11,900**