

## MEETING MINUTES

ISSUE DATE 17 November 2020

### MEETING INFORMATION

|                     |   |                  |                      |
|---------------------|---|------------------|----------------------|
| MEETING DATE        | 11 November 2020                        | MEETING TIME     | 6:00 pm              |
| MEETING NAME        | Project Stakeholder / Public Meeting #2 | MEETING LOCATION | Virtual Zoom Meeting |
| 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 Review Space Needs and Prepare for the Design Workshop

### DISCUSSION

1. Goals for Success – Review and Refine
  - a. See the attached sheet for the Goals for Success
    - i. The goals were reviewed, and no edits were made.
2. Review Agenda
3. Condition Assessment Recap
  - 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 second exterior building exit should be made accessible via a ramp with handrails.
4. Space Needs Program Recap
  - a. The planning tool calls for an overall building square footage of 18,111SF for a one story building.
  - b. During review, the following comments were brought up:
    - i. The community is in need of multiple meeting and gathering spaces for a variety of groups. The proposed large meeting room space could accommodate 250 persons and it was questioned whether that meeting room is large enough.
    - ii. It was questioned whether having the fire department on the adjacent site would be helpful to share spaces.
    - iii. The meeting space was discussed in more detail and the following priorities emerged:

1. A space to assemble after hours.
  2. Divisible into smaller spaces.
  3. A kitchenette to maximize usage.
  4. Make a gathering space 'easy'.
5. Weight Decision-Making Criteria
  - a. A zoom poll was given to rate the level of importance of the criteria that will be used to evaluate the different site options developed at the upcoming Spark Session.
  - b. The developed criteria and the weights are on the attached chart.
6. Review 21<sup>st</sup> Century Library Trends
  - a. Library trends were reviewed related to the library as a community-based, technology-rich, and flexible space. Many of the Goals for Success developed for this process tie into what makes the library of today.
7. Spark Session Preparation November 19 & November 21 Virtual
  - a. Review agenda and what to expect
    - i. An ongoing Zoom meeting will allow people to connect during the day, with an informal presentation at noon on the 19<sup>th</sup> and formal presentations at 6pm on the 19<sup>th</sup> and 1pm on the 21<sup>st</sup>.
    - ii. A website has been created as a central location for the designs. It is [www.FEHdesignSparks.com](http://www.FEHdesignSparks.com). This site will also contain a link to a survey for community members to provide input regarding the different design options.
  - b. Initial Options to Consider – Sites
    - i. The sites currently under consideration are:
      1. The existing library site and adjacent property
      2. A 60,000SF+ site available adjacent to the fire station.
      3. Farmland north of Ely City Park.
      4. Space behind the Post Office, on Main Street.
      5. Space behind the City Hall / old school building.
      6. Property at approximately 1960 Dows Street.
      7. Sites west of State Street at the Vista Road intersection.
    - ii. An additional site option of open lots across Walker Street from the existing library, approximate 4 parcels, was suggested. Parking may be available at the Solon State Bank parking lot.
    - iii. A sketch of the existing library site showing how a building expansion might work was shown. The area available for a surface lot on the South Slope-owned parcel is on the west portion of the site.
  - c. November 19, 2020 Design Workshop Day 1 - 8:30 AM - 5:00 PM (Noon Presentation)
    - i. Stakeholder Meeting #3 - 6:00 PM
  - d. November 21, 2020 Design Workshop Day 2 – 8:30 AM – 1:00 PM
    - i. Stakeholder Meeting #4 – 1:00 PM
8. Next Meeting – Thursday 19 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    Sign-In Sheets, Goals for Success, Decision-Making-Criteria Chart



## ATTENDANCE SHEET (VIRTUAL)

### MEETING INFORMATION

|              |                                |                  |                                       |
|--------------|--------------------------------|------------------|---------------------------------------|
| MEETING DATE | 11 November 2020               | MEETING TIME     | 6:00 PM                               |
| MEETING NAME | Project Stakeholder Meeting #2 | MEETING LOCATION | Ely Public Library / Video Conference |

PROJECT NAME Ely Public Library

FEH PROJECT NUMBER 2020313

PURPOSE Review Space Needs and Prepare for the Design Workshop

| NAME | COMPANY | PHONE # / EMAIL |
|------|---------|-----------------|
|------|---------|-----------------|

Jennifer Norman

Steve Bailey

Christy Frese

Carrie Ebel

Dan Whitaker

James Higdon

Alan Wery

City Admin

Cheryl Krob

James Serbousek

Curt

Erika Uthe

Keith and Justine Schultes

Kristi Reynolds

Suzanne Hilleman

Rebecca Sammons

Mark Krob



| NAME                    | COMPANY | PHONE # / EMAIL |
|-------------------------|---------|-----------------|
| Becky                   |         |                 |
| Mary Ballantyne         |         |                 |
| Jaimie Wallace          |         |                 |
| Barb Horak              |         |                 |
| Monica Klemm            |         |                 |
| Ryan Shady              |         |                 |
| Tracy Tieskoetter Clair |         |                 |
| Bailey Frese            |         |                 |
| Eldy Miller             |         |                 |
|                         |         |                 |
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# Ely Public Library

## Goals for Success

26 October 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



# CRITERIA CHART

Ely Public Library



FEH DESIGN

| Goals-Based Criteria |   | Weighting Factor | Design Options |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----------------------|---|------------------|----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1                    | Traffic Flow                              | 3.3              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2                    | Ease of Access                            | 4.0              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3                    | Walkability                               | 4.1              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4                    | Central to Downtown                       | 3.6              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5                    | Future Expansion Capabilities             | 4.1              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6                    | Safety                                    | 4.5              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7                    | Floodplain Verification                   | 4.1              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8                    | Cost of Site                              | 3.7              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9                    | Visibility - Bike, Stroller Safety, etc.  | 3.5              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10                   | Accessibility of City Utilities           | 3.9              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11                   | Site Availability for Purchase            | 3.8              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12                   | Site Size                                 | 4.6              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13                   | Parking                                   | 4.2              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14                   | Promote Economic Growth                   | 3.7              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15                   | Welcoming/Attractive                      | 4.4              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16                   | Environmental Sustainability              | 4.1              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17                   | Buildability/Soil Quality/Site Conditions | 4.1              |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18                   |   |                  |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19                   |   |                  |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20                   |   |                  |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Total Score          |   | 67.7             | 0              | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ranking              |   |                  |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Decision not to study further at this time