MEETING MINUTES

ISSUE DATE	15 December 2020		
MEETING INFORMATION			
MEETING DATE	10 December 2020	MEETING TIME	6:00 pm
MEETING NAME	Project Stakeholder / Public Meeting #5	MEETING LOCATION	Virtual Zoom Meeting
PROJECT NAME	Ely Library Planning		
FEH PROJECT NUMBER	2020313		
MINUTES PREPARED BY	Christy Monk		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Kevin Eipperle	FEH DESIGN	563.583.4900	kevine@fehdesign.com
☒ Christy Monk	FEH DESIGN	563.583.4900	christym@fehdesign.com
☒ Emily Sewell	FEH DESIGN	563.583.4900	emilys@fehdesign.com
☒ Karen Greiner	FEH DESIGN	563.583.4900	kareng@fehdesign.com
☒ Sarah Sellon	Library Director	319.848.7616	ssellon@ely.lib.ia.us
☒ See Attendee List			

DISTRIBUTION	Core Committee, Design Team, Meeting Attendees
PURPOSE	Review the Design Workshop and Discuss recommendations to the Library Board
DISCUSSION	

1. Goals for Success
    a. The goals were reviewed and are attached.
2. Score Decision Making Criteria
    a. The design team has begun filling out the criteria chart, but there are some additional criteria, which are difficult to quantify, which should be kept in mind.
        i. Traffic Flow
        ii. Safety
        iii. Site Availability for Purchase
        iv. Promote Economic Growth
        v. Welcoming and Attractive
        vi. Environmental Sustainability
        vii. Buildability/ Soil Quality/ Site Conditions
3. Spark Session Results
    a. Poll Results from the Spark Session Day 1 and Day 2 were reviewed.
    b. Budget Opinion Review
        i. The budget opinions are all-inclusive capital costs for the construction, but also the furniture, equipment and other common costs incurred during a project. Staffing costs are not included.
        ii. For all sites that do not reuse the existing building, site acquisition costs and sale cost for the existing library sites are included.
        iii. These budgets reflect a bid period in 2022 and include a 3% inflation factor for every year.

1. A1 – Existing Library $5,375,296.30
2. A4 – Existing Library $5,660,833.97
3. D3 – Krob Site $5,504,846.40
4. F1 – Vista Site $5,447,847.49
5. G3 – City Hall Site $5,593,841.90
6. G4 – City Hall Site w/ CH $6,647,032.02
7. I3 – North of City Park $6,040,350.95

4. Grant and Additional Funding Options
    a. Funding of a project like this will likely contain a variety of sources: local dollars from hundreds of donors, multiple grant sources, municipality funding, and in-kind contributions.
    b. Local Funding
        i. This is a critical funding source found from the local community. This ensures buy-in from the community for the project but also can get more people involved in the design process. A broad base of support will provide a more persuasive case for grant applications.
        ii. For communities of this size, $500,000-$1,500,000 in local fundraising may be possible, made up of many donors. A fundraising feasibility study by a fundraising professional would be one way to confirm this.
    c. Grant Funding
        i. FEH can provide the library with a list of potential library grants available.
        ii. Many of these grants are specific and many look to incorporate additional aspects to a public library project, examples include: senior services, a diversity center, or history center.
        iii. Most grants are for less than $100,000.
        iv. Money was included in all of the cost opinions for fundraising and/or grant writing.
        v. Many grants require that the requesting entity shows control of the future site at the time of the application.
    d. Taxes
        i. A referendum or local government funding is an option for funding a project like this library.
    e. In Kind Contributions
        i. Local business owners may prefer to donate materials or services for the project in lieu of a monetary donation.
5. Polling
    a. Below are polling results from the meeting regarding the preferred site option and the preferred plan option:

Ely Advisory Task Force	
Meeting #5	
Favorite Site	
	#1
A	4
B	0
C	1
D	20
E	0
F	0
G	2
H	0
I	0
Favorite Plan	
	#1
A1	0
A4	3
D1	2
D3	20
F1	1
G3	1
G4	2

6. Additional Recommendations
    a. Senior Component
        i. Most people were in favor of a senior component being incorporated in the library, but less than half believe it should be a separate space in the library.
        ii. Additional information would be necessary on exactly what a 'senior component' would entail before some community members would be comfortable supporting it.
7. Next Steps
    a. FEH will develop a Booklet of recommendations and outcomes from the ATF and Spark Sessions
        i. All options and information will be included in the booklet.
    b. This information will be formally presented to the Library Board at their January 6th meeting. All members and participants of the Advisory Task Force are welcome and encouraged to attend.
        i. This will be a zoom meeting and the link can be found here:
        https://zoom.us/j/96063679494?pwd=UTlyakpEeHk2bml4Wno2TEMrOERSQT09
8. Next Meeting – Library Board meeting January 6th at 7:00 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   Virtual Attendee List, Goals for Success

FEH DESIGN

ATTENDANCE SHEET (VIRTUAL)

MEETING INFORMATION

MEETING DATE	10 December 2020	**MEETING TIME**	6:00 PM
MEETING NAME	Project Stakeholder Meeting #5	**MEETING LOCATION**	Zoom Video Conference

PROJECT NAME Ely Public Library

FEH PROJECT NUMBER 2020313

PURPOSE Review options from the Design Workshop Spark Session

NAME	COMPANY	PHONE # / EMAIL
Jennifer Norman		
Jaime Allard		
Carrie Ebel		
Dan Whitaker		
James Higdon		
Alan Wery		
Adam Thompson		
Eldy Miller		
Cheryl Krob		
April Miller		
Mike		
Keith and Justine Schultes		
Mary Nelson		
Annette Wieneke		
Rebecca Sammons		
Mark Krob		
Becky		
Thomas Tjelmel		

ARCHITECTURE / ENGINEERING / INTERIORS

FEH DESIGN

NAME	COMPANY	PHONE # / EMAIL
Jeff Frese		
Annette Ameneke		
Lisa Ladwig		
B Freese		
Janine		
Clary Illian		
Tracy Treskoetter-Clair		
Theresa Cooper		
Ed Mertens		
Ron Andreatta		

ARCHITECTURE / ENGINEERING / INTERIORS

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