

DRAKE PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Board Meeting Minutes
Wednesday, February 8th, 2017

Call to order

Welcome Visitors: City Councilman Jay Dillard, City Administrator Jason Fraser, FEH Design, and several community members were present.

Board Members Present: Nicole Cox, Shawn Dekker, Lottie Wilson, Tom Johnson, Kris Laurson, Larry Heikes, Kathy Cridlebaugh, Pete Lind, Dana Moritz

Board Members Absent: None

Library Staff Present: Library Director JeNel Barth

Agenda Approval: Kris Laurson moved to approve the agenda, Kathy Cridlebaugh second, approved.

Minutes Approval: Dana Moritz moved to approve the minutes from the January monthly board meeting, Shawn Dekker second, approved.

Correspondence: None

Bills Approval: Shawn Dekker moved to approve paying the bills as presented, Kris Laurson second, approved.

Bank Account Reconciliation Report Approval

Agenda Items for Next Meeting:

Library Work Day - schedule day to clean and organize storage areas
City Council/Library Board relationship

Upcoming Meetings:

March monthly board meeting, March 8, 2017 @ 5:00 pm

FEH Work Session: FEH Design met with the Board to review sample floor plans, discuss renovation costs, and show previously finished library projects.

Votes taken during the session:

- Dana Moritz moved to include a reading room dedicated to Bill Swabb in the renovation plans, second by Kathy Cridlebaugh, approved.
- Shawn Dekker moved to include the renovation of the existing bathroom in the renovation plans, Dana Moritz second, approved.

FEH Design provided the Board with meeting minutes detailing specific topics of discussion - please see attached.

Adjourn: Shawn Dekker moved to adjourn the meeting, Nicole Cox second, approved.

MEETING MINUTES

ISSUE DATE	02-10-17		
MEETING INFORMATION			
MEETING DATE	02-08-17	MEETING TIME	5:00 p.m.
MEETING NAME	Drake Pub. Lib.- Design Workshop	MEETING LOCATION	Library Meeting Room
PROJECT NAME	Drake Public Library Renovation		
FEH PROJECT NUMBER	2015240		
MINUTES PREPARED BY	Jason Cooper		
ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input type="checkbox"/> Denny Sharp	FEH DESIGN	515-288-2000	dennys@fehdesign.com
<input type="checkbox"/> Jason Cooper	FEH DESIGN	515-288-2000	jasonc@fehdesign.com
<input type="checkbox"/> Michelle Cramblit	FEH DESIGN	515-288-2000	michellec@fehdesign.com
<input type="checkbox"/> Pete Lind	Library Board		
<input type="checkbox"/> Dana Moritz	Library Board		
<input type="checkbox"/> Lottie Wilson	Library Board		
<input type="checkbox"/> Larry Heikes	Library Board		
<input type="checkbox"/> Tom Johnson	Library Board		
<input type="checkbox"/> JeNel Barth	Library Director	641-856-6676	library@centerville-ia.org
<input type="checkbox"/> Shawn Decker	Library Board		
<input type="checkbox"/> Nicole Cox	Library Board		
<input type="checkbox"/> Jason Fraser	City Administrator	641-437-4339	
<input type="checkbox"/> Jay Dillard	City Council		
DISTRIBUTION	Library Board		
PURPOSE	Design Workshop		
DISCUSSION			

1. During the Library Board meeting held at 5:00p.m., FEH gave an overview of where we left off from our last meeting.
2. FEH explained the Design Process and presented interior design examples.
 - a. Furniture, interior finish examples, costs and the design process were discussed.
 - b. Current collection counts were discussed.
 - i. Non-Fiction= Count can be reduced, Fiction- Current count to remain, Media- Count growing (dvd's are popular)
 - ii. FEH to work with JeNel on future location/ break-down of collection in new design.
3. FEH presented revised floor plans.
 - a. Design direction moving forward was discussed. The library board voted on a number of design decisions.
4. Design Decisions made during the meeting include the following:
 - a. New second floor to be built on North wing of building as shown in option 2.
 - i. Reading room to stay in project as shown with fireplace and soft seating.
 - ii. Repurposing some of the existing glass from the glass floor stacks as a floor inlay in the new construction was approved. FEH to explore lighting the glass floor inlay from below.



- iii. A patron suggested using some of the existing metal stacks on the new second floor. The existing stacks are not self-supporting and would need to be retrofit in order to stand alone without being tied into the existing glass floor structure. They would likely need to be supported at their tops with bracing tied back to the exterior walls similar to the way they currently are braced. FEH can look into retrofit solutions if the library board wants to pursue this option.
 - iv. The West half of the new second floor is to include new circulation stacks with space for periodicals.
 - b. The new Maker Space/ conference room shown on the South wing of second floor was discussed and believed to be sufficient size to accommodate the summer reading program.
 - c. The new conference room shown on the South wing of second floor was well received.
 - i. A patron suggested a glass clerestory window be incorporated at the top of the wall between the conference room and the maker space to allow views of the existing ceiling. FEH and the library board will work together on a design that is appropriate for the new space and is sensitive to the original design.
 - d. Childrens Room needs a larger area for story time and craft time. It was noted there are typically 14 children during those activities. FEH to look at removing the stacks shown to the North of the soft seating area to gain a larger space for story time and possibly rearrange the space to include tables and chairs for craft time activities.
 - e. Renovation of the existing Restrooms to be included in the project.
 - i. Existing plumbing problems are a concern as well as ADA Accessibility.
 - ii. After the Library Board Meeting, FEH reviewed the existing restrooms for ADA Accessibility and current built wall locations.
 - 1. The current wall construction was determined to be different than what the existing floor plans show.
 - 2. It was determined the current restrooms do not meet ADA Accessibility requirements. FEH will look at renovating the restrooms to meet ADA Accessibility requirements.
 - a. Note: Meeting ADA requirements will likely lower the fixture count in each restroom.
 - b. Building Codes require a certain number of fixtures based on building occupant loads. It is likely the current number of fixtures is lower than required by building code. This is often the case in historic buildings as codes have been updated/ rewritten to require more fixtures than required in the past. Often Historic buildings are not required to comply with current plumbing fixture count requirements, except in instances where the building is undergoing major renovations and/ or renovating existing restrooms.
 - c. FEH will complete a code review and work with building code officials regarding the fixture counts.
 - f. FEH was asked to look at designing a restroom on the main level located in the space currently used for periodicals.
 - i. It was noted that the space would likely be a one fixture, family/ unisex style restroom in order to meet ADA Accessibility requirements. This would provide an ADA Accessible restroom while allowing the existing restrooms to maintain their current fixture counts.
5. Schedule was discussed.
- a. It was determined to be beneficial for Project Design meetings to occur on a more frequent schedule. Starting March 8, meetings will occur on the second and fourth Wednesday of the month.
 - b. It was determined that the best time of year to start construction would be in the fall, after the start of the school year.
 - c. Construction sequence was discussed.
 - i. The benefits of closing the library/ relocating during construction versus remaining open during construction were discussed. The library board would like an idea of timetable for construction in order to help decide whether to stay open, relocate, or close during construction. FEH will work on a construction timetable estimate.

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 None