

December 17, 2020

## MEETING NOTES | CD WORKSHOP 1

Waukesha Public Library | First Floor Renovation  
Engberg Anderson Project No. 193025

DATE & TIME December 15, 2020 @ 9am

LOCATION Microsoft Teams Remote Meeting

PRESENT:

Waukesha Public Library/ City of  
Waukesha

Bruce Gay, John Klima, Therese Lyons, Joan  
Quinlan, Kerry Pinkner, Amy Welch, Jim LaPaz,  
Katie Jelacic, Carolyn Peil, Cindy Braun, Jeff  
Hernke,

Engberg Anderson

Bill Robison, Sarah Ponto, Eric Blowers

PURPOSE: Review of Doors & Door Hardware, Casework plans, elevations, and details.

Item	Description	Action By	Date Due
01	Engberg Anderson provided a brief project scope overview as a refresher to the staff who had not seen the plan and renderings since the conclusion of Design Development a few months prior. The prospective finishes and furniture as narrowed down during Design Development were also touched upon as part of the project overview.		
02	<p>Engberg Anderson walked through each area of the project door by door to review the size, configuration, door slab type, and prospective hardware for each door.</p> <ul style="list-style-type: none"> <li>General: Library access control is likely not by Baycom. EAA to coordinate with Katie on how to address this moving forward.</li> <li>Circ Saloon Style Doors - Confirmed</li> <li>Integrated Glass Egress Doors in operable partition wall: Desire for locking, EAA to provide additional options per wall manufacturer</li> <li>Integrated opaque door in operable partition wall: Locking, pass into smaller meeting room without a key, EAA to provide additional options per wall manufacturer</li> </ul>	<p>EAA &amp; Katie J.</p> <p>EAA</p> <p>EAA</p>	

Item	Description	Action By	Date Due
	<ul style="list-style-type: none"> <li>Storage Room 108 Doors: store room lock as specified, possibly card access. Keying required to enter storage room from program room</li> <li>Demo Kitchen 111-1: ½ Glass door, locking, possibly card access</li> <li>Kitchen counter shutter 111-2: Electrically operated, EAA to provide locking options</li> <li>Pantry 112-1: locking, Narrow Lite, possibly card access</li> <li>Tech Study 116-1, 116-2: Full glass doors, Reservable, mag lock, EAA to investigate systems to allow for locking/unlocking scheduling</li> <li>Maker 118-1: full glass doors, cylinder lock</li> <li>Maker staff door 118-2: flush door, water fountain to be demolished, staff to find new location for coat rack, EAA to assist as needed</li> <li>Audio/Video rooms: locking &amp; unlocking ability, possibly card access.</li> <li>Existing Door at new maker storage: no new hardware needed</li> <li>Single occupant restroom: eliminate restroom, designate as study room like adjacent rooms, new glass door, sidelite and mag lock hardware.</li> <li>Local history 180-1, 180-2: full glass, revise to be cylinder locks.</li> <li>LH storage 181-1: possibly card access</li> </ul>	<p>EAA</p> <p>EAA</p> <p>Staff/EAA</p>	
03	<p>EAA transitioned to reviewing casework elevations and details for each space within the project scope.</p> <ul style="list-style-type: none"> <li>Vending: simple SS grommet (no flip top), simple hinged door trash option, consider new location for recessed display monitor that will be removed. Existing monitor used for rolling library advertisements</li> <li>EAA to consider furniture options for entry “greeting table”</li> </ul>	EAA	

Item	Description	Action By	Date Due
	<ul style="list-style-type: none"> <li>Self-Checks: 3 standing 1 seated desired, existing self-check machines to be reused if possible (including recessed receipt station, cabinet doors/access panel required below)</li> <li>Demo Kitchen: tip up appliance garage option preferred (alleviate conflict with upper cabinets above when appliance garage door is in open position). Question about 5 compartment sink requirement raised. EAA to investigate with kitchen consultant.</li> <li>Circ Desk: printer and weather station alarm to be located at back wall. Receipt printers at reference desk. Accommodate barcode scanners, RFID pads. Staff computers may require CPU hangers under counter to pull equipment away from patron reach (John to confirm preference)</li> <li>Circ desk casework: west facing casework to have locking upper and lower on furthest south section closest to staff work room entry. North facing casework to have 1 lower and 1 upper locking casework furthest west section.</li> <li>Computer counter: existing computers have monitors that sit on CPUs, no CPU hangers required.</li> <li>Print/Copy Area: counter top high volume printer, freestanding B/W copiers, 4 coin towers (John to investigate consolidating to one machine), John to send dimensions of all printers and scanners</li> <li>Makerspace: general layouts and features confirmed. Staff to provide input on required revisions based on programming and supplies storage requirements</li> <li>Staff touchdown: furniture piece to be considered in lieu of casework.</li> </ul>	<p>EAA</p> <p>John K.</p> <p>John K.</p> <p>Staff</p> <p>EAA</p>	
11	<p>Action Items:</p> <ul style="list-style-type: none"> <li>Staff to provide input/direction on outstanding action items listed in previously released DD Meeting Minute Documents</li> </ul>	Staff	Earliest Convenience

Item	Description	Action By	Date Due
	<ul style="list-style-type: none"> <li>Library to send images and dimensions for each library art piece to be displayed to plan for appropriate lighting, blocking, signage, etc. for each piece</li> <li>EAA to coordinate with Katie- how to address access door hardware based on existing library system</li> <li>EAA to determine doors to be access controlled with library</li> <li>EAA to provide locking options for doors within operable partition walls and for coiling shutter door</li> <li>EAA to provide additional information on capabilities of mag lock system for study room locations</li> <li>EAA to brainstorm new location for existing monitor at vending area</li> <li>EAA to brainstorm furniture piece options for entry "greeting table"</li> <li>John to provide model information for existing self-checks, images of access panel, receipt printer dimensions and other information related to self-checks. EAA to reach out with specifics.</li> <li>John to provide dimensions for existing copy/print area equipment</li> <li>Staff to provide comments on Makerspace casework based on refined programming and supply storage needs</li> <li>EAA to determine furniture piece options for staff touchdown area.</li> <li>Bruce to release list of additional staff comments as they relate to doors, door hardware, and casework.</li> </ul>	<p>Staff</p> <p>EAA/Katie J.</p> <p>EAA/Bruce G.</p> <p>EAA</p> <p>EAA</p> <p>EAA</p> <p>EAA</p> <p>John K.</p> <p>John K.</p> <p>Staff</p> <p>EAA</p> <p>Bruce G.</p>	Jan 17
12	<p>Next Steps:</p> <ul style="list-style-type: none"> <li>Provide responses to items listed above</li> <li>Workshop 2– Tuesday, January 12, 2021 @9am <ul style="list-style-type: none"> <li>Topics: Finishes, MEP Systems</li> </ul> </li> </ul>		

These meeting minutes constitute the author's understanding of the issues discussed and the decisions reached. Please contact the undersigned with any additions, deletions or changes.

Prepared by

**Eric Blowers**

Architectural Designer

Copied **Bruce Gay** | Director, Waukesha Public Library

**Bill Robison** | Partner, Engberg Anderson Architects

**Sarah Ponto** | Senior Associate, Interior Designer, Engberg Anderson Architects

EA File Name: CD Workshop 1 Meeting Notes