

## MEETING MINUTES

ISSUE DATE 7-17-23

### MEETING INFORMATION

MEETING DATE July 7, 2023 MEETING TIME 12:30

MEETING NAME Design Meeting MEETING LOCATION Cascade City Hall

PROJECT NAME Cascade Public Library

FEH PROJECT NUMBER 2021310

MINUTES PREPARED BY Michael Gehl

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563-583-4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Michael Gehl	FEH Design	563-583-4900	michaelg@fehdesign.com
<input checked="" type="checkbox"/> Melissa Kane	Library Director		cpl@netins.net
<input checked="" type="checkbox"/> Monica Recker	Friend of Library		mnrecker@gmail.com
<input checked="" type="checkbox"/> Marie Thomas	Community Member		newhome813@gmail.com
<input checked="" type="checkbox"/> Lisa Kotter	City Administrator		admin@citycascade.com

DISTRIBUTION Library Board

PURPOSE FEH Design Process

DISCUSSION

### 1. Goals for Success

### 2. Design Review

#### a. Plan

- i. Due to the director's office door swinging out, the casework on the east wall of the work room will increase in depth so the door will not extend past the casework.
- ii. Circulation Desk
  1. The book drop opening width in the desk will increase to 14" to accommodate larger books.
  2. The committee approved the location of the built-in storage and the location of the pencil drawers.
  3. The monitor, intended for viewing the security cameras, will not be located on the circ desk; the monitor will be wall mounted on the south wall of the work room near the storage entrance.
- iii. Director's Office
  1. Instead of the bookcases that are currently shown it was determined that a credenza would be better to allow for a tackable wall surface above.
  2. Additional upper cabinet storage will be provided, these doors will flip up instead of swinging out.

3. There will be one lateral file cabinet provided.
  4. There is no need for a wardrobe in the office, due to providing one in the staff area.
  5. It was requested that the office be designed with intent to accommodate a book cart. The window on the north wall will be reduced to a W-2 instead of a W-3.
  6. Window coverings on both the exterior and interior windows will be 3% visibility, enough to give privacy when needed.
- iv. The magazine storage will be able to hold older copies of the magazines beneath the display in a storage bin.
  - v. The inner Library loan bin will be located on the south wall of the work area between the circulation desk and the storage door. This will be located under the security camera monitor.
  - vi. It was stated that monitors should be added on the south wall of Conference Room 117 and on the west side of Study Room 115.
  - vii. Wall mounted dry erase boards will be in both study rooms and the conference room. The boards will be magnetized and there is no need for any accessories. The intent is that the supplies will be checked out from the circulation desk when desired.
  - viii. There is sound batt insulation in the walls of the director's office, study rooms, and the conference room to help with acoustics.
  - ix. Upper cabinets will be added to the coffee bar to provide additional storage for coffee and cups.
  - x. Children's Computer Station
    1. The acoustical vision panel will be eliminated adjacent to the computers.
    2. Instead of the half wall adjacent to the computers, there will be a base cabinet with a lockable drawer.
    3. Storage for toys will be considered in the furniture.
  - xi. The large Restroom will have blocking for the adult changing station if one is added in the future. The committee decided that the west wall should have floor-to-ceiling casework for additional storage.
  - xii. The committee also decided to eliminate a baby changing station from Restroom 104.
  - xiii. The south wall of the large meeting room will be noted as a display wall to allow for future environmental wall graphics to be added. These graphics will be thanking Cascade Lumber for their donation. Graphics will be provided and installed by the owner.
  - xiv. It was decided that a second level of upper casework will be added in the staff work areas and in the large meeting room kitchenette for storage.
  - xv. Open shelving will be provided in Storage 105 at upper cabinet height to allow for the tables and chairs to be stored below the shelving.

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.

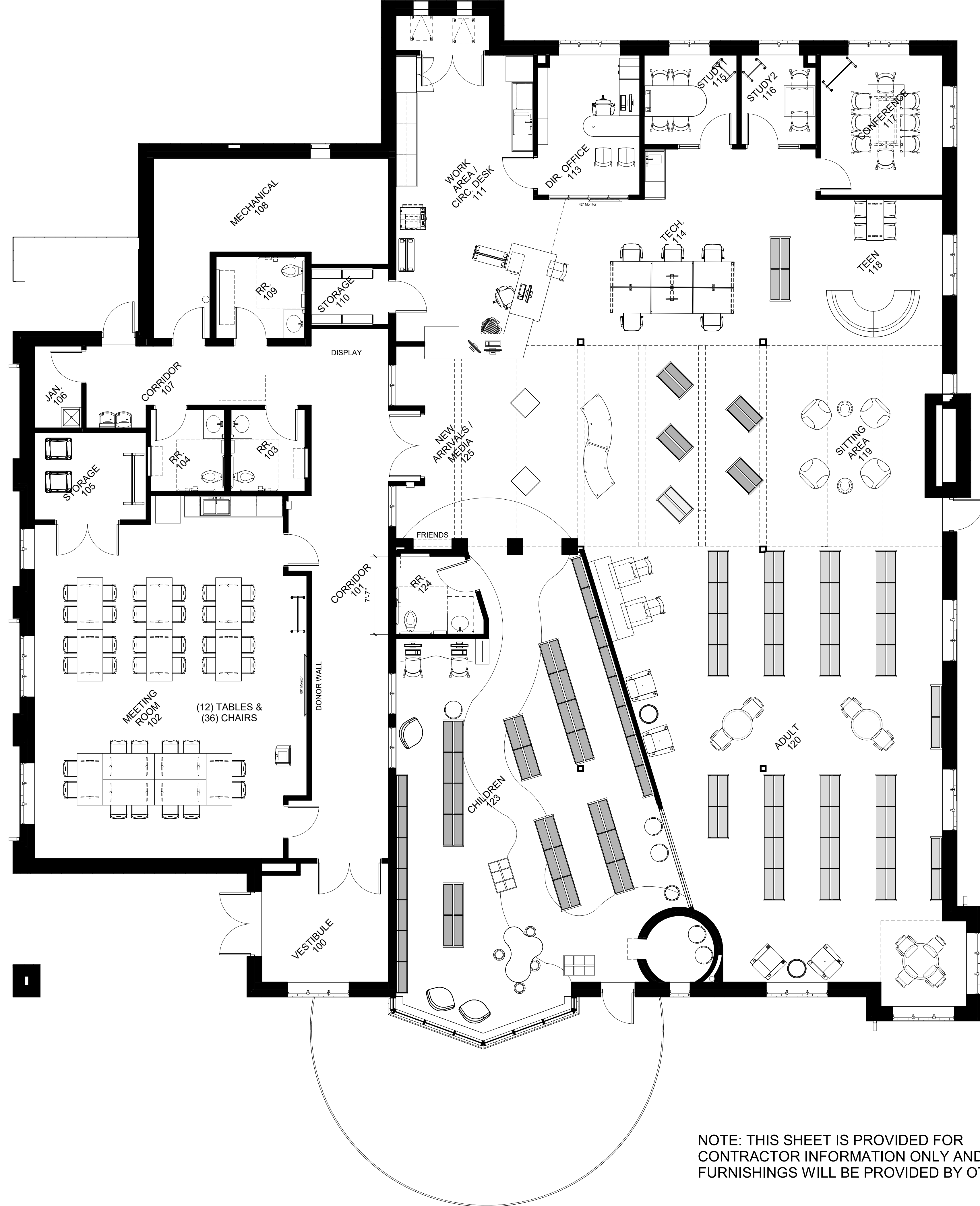
Attachments: Plan/ Drawings

# Cascade Public Library Goals for Success

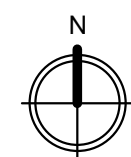
1 July 2021

Create a new Cascade Library that:

- provides adequate space for a robust collection.
- offers adequate space for delivering services and programming.
- provides access to current, 21<sup>st</sup> Century technologies and tools (i.e. internet, computers, digital media, 3D printer, laser cutter).
- is expandable and flexible to accommodate change in the future to best insure its longevity.
- is built with materials to withstand the test of time.
- is developed after a thorough evaluation of the possible options to best insure its suitability for the community.
- becomes a space for the community to gather.
- is inviting and welcoming to people of all ages, especially preteens/teens that are overlooked by current library spaces.
- is family friendly and an exciting and fun place to visit.
- provides barrier free access for everyone.
- is a safe and secure place for all users.
- is centrally located and has walking access.
- reflects the Heart and Soul values of Cascade:
  - C – Community: We cherish our history, but look towards the future to bring together long-time residents and newcomers alike.
  - A- Atmosphere: We pride ourselves on the generous, kind people who support one another, creating a family atmosphere.
  - S – Safety: We are dedicated to sustaining a well-kept, safe community that everyone can call home.
  - C – Convenience: We value our centrally-located community with amenities for all.
  - A – Activities: We treasure the activities that bring our community together through music, sports, faith & other events.
  - D – Development: We value our local businesses and industries that create jobs and encourage growth & revitalization.
  - E – Education: We invest in future generations by offering excellent choices in childcare, schools & extracurricular activities.



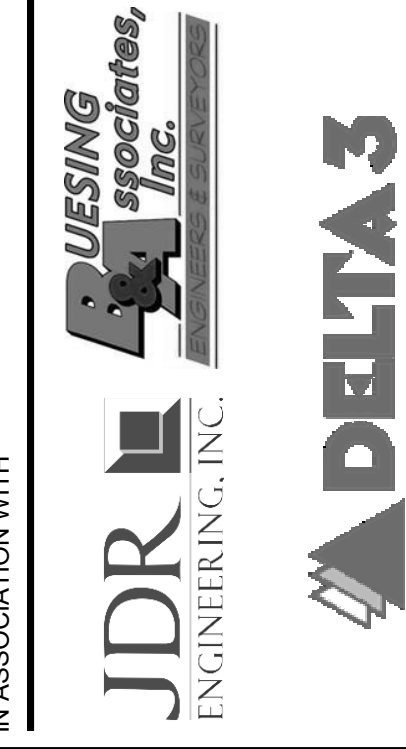
NOTE: THIS SHEET IS PROVIDED FOR CONTRACTOR INFORMATION ONLY AND FURNISHINGS WILL BE PROVIDED BY OTHERS



**1** MAIN FLOOR FURNITURE PLAN  
SCALE: 3/16" = 1'-0"

- ADULT COLLECTIONS = 64/64 SF 5H (66"H)
- DVD = 8/8 SF 6H (66"H)
- AUDIOBOOKS = 2/2 SF 6H (66"H)
- TEEN = 4/4 SF 5H (66"H)
- CHILDRENS = 51/51 SF 4H (54"H)

**PRELIMINARY**  
NOT FOR CONSTRUCTION



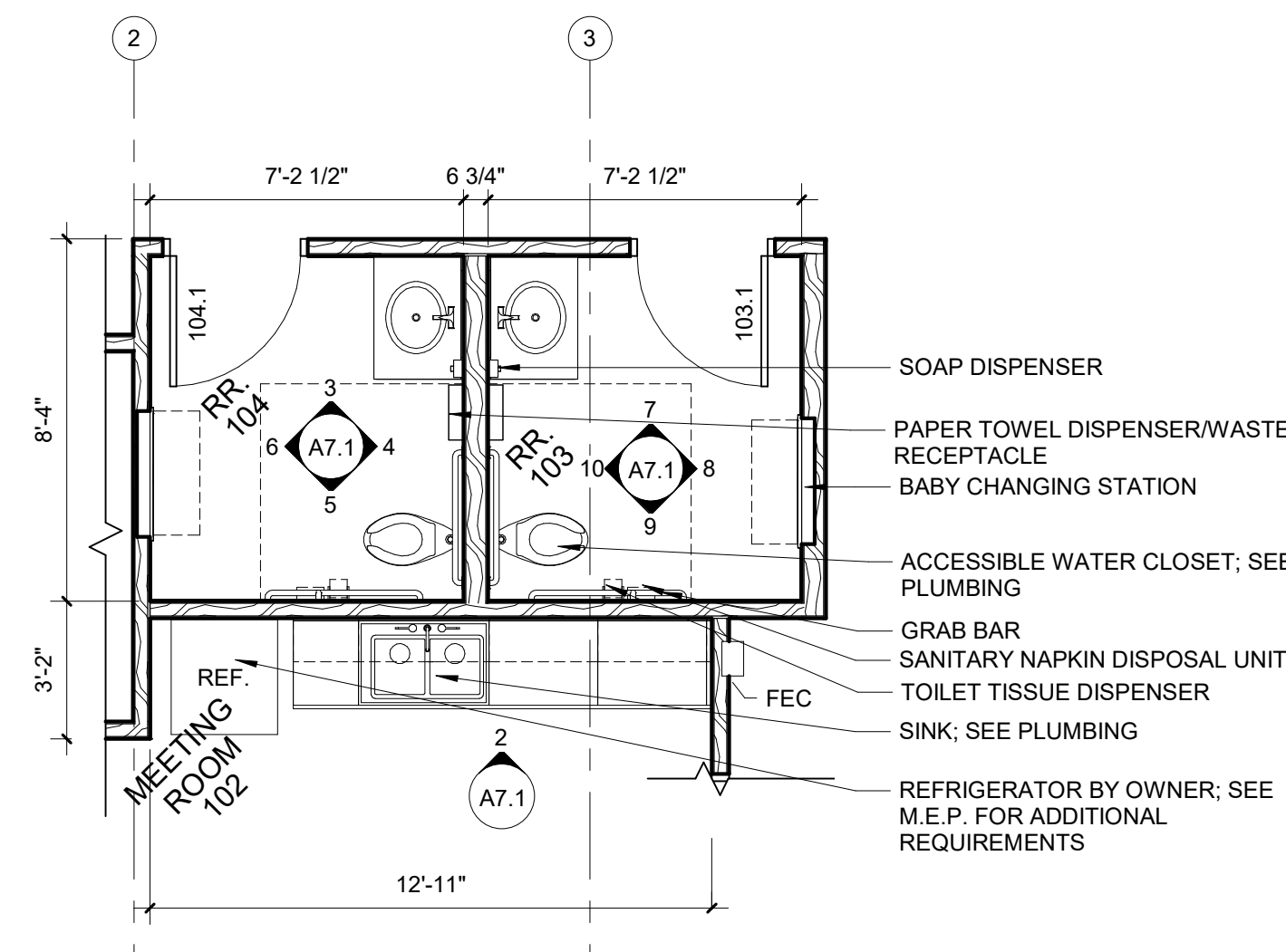
SHEET TITLE  
FURNITURE LAYOUT PLANS

PROJECT TITLE  
CITY OF CASCADE  
**CASCADE PUBLIC LIBRARY**  
SECOND AVENUE SW,  
CASCADE, IOWA

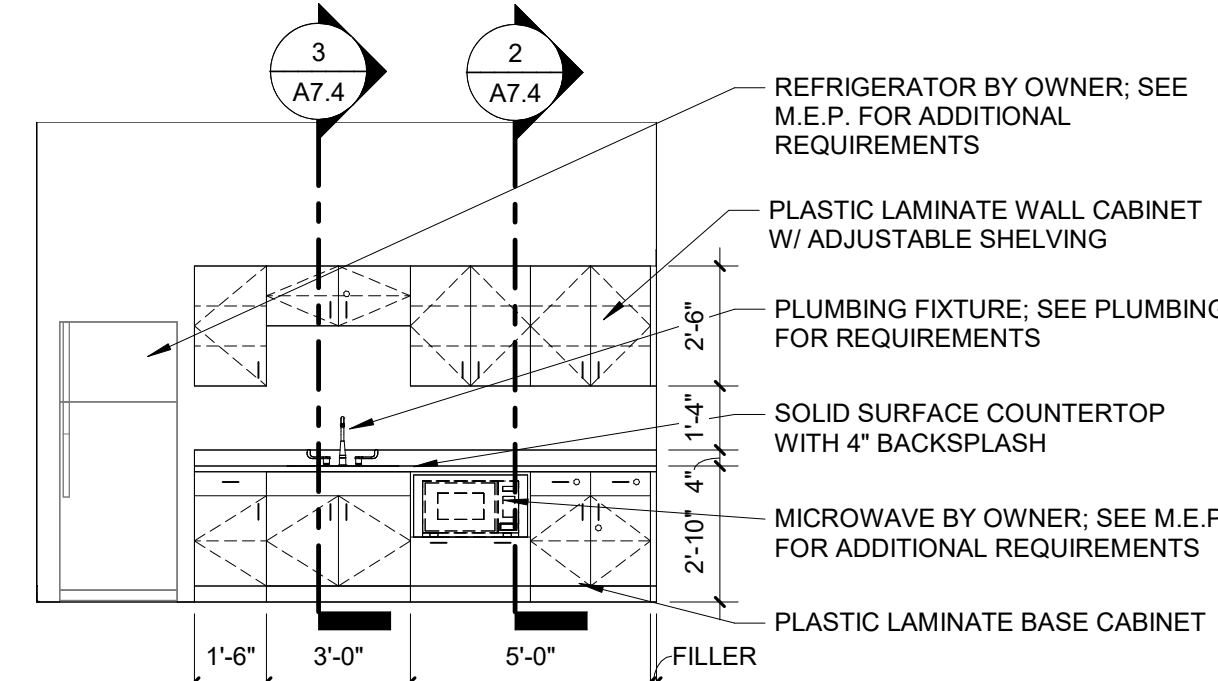
DATE ISSUED: 7 JULY 2023

PROJECT NUMBER  
2021310

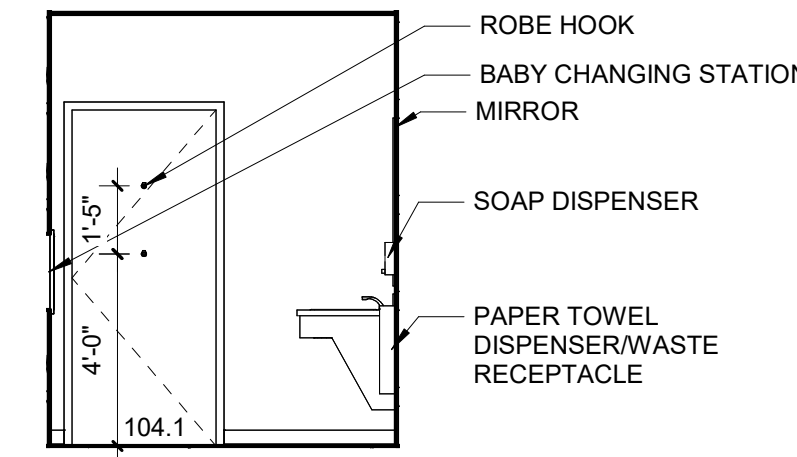
SHEET  
**A10.1**



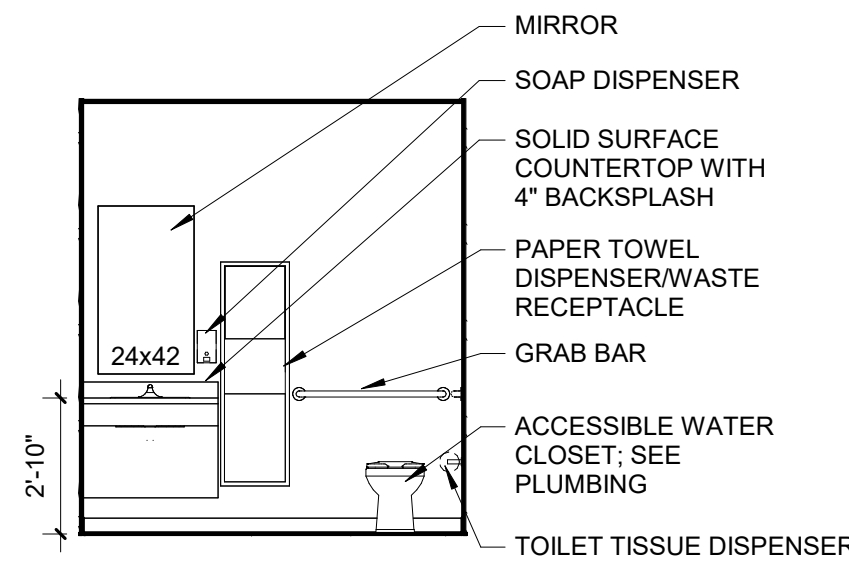
**1 R.R. AND MEETING ROOM**  
SCALE: 1/4" = 1'-0"



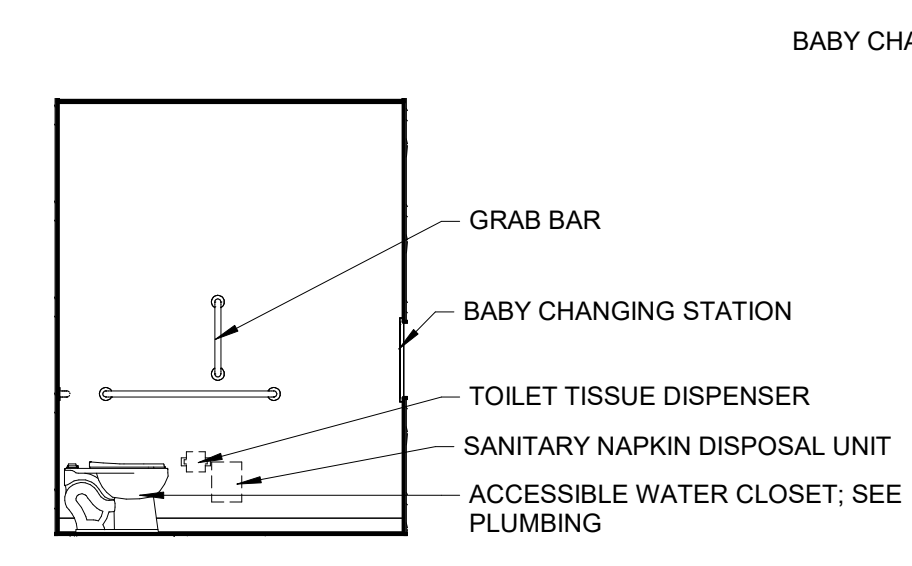
**2 MEETING ROOM KITCHENETTE**  
SCALE: 1/4" = 1'-0"



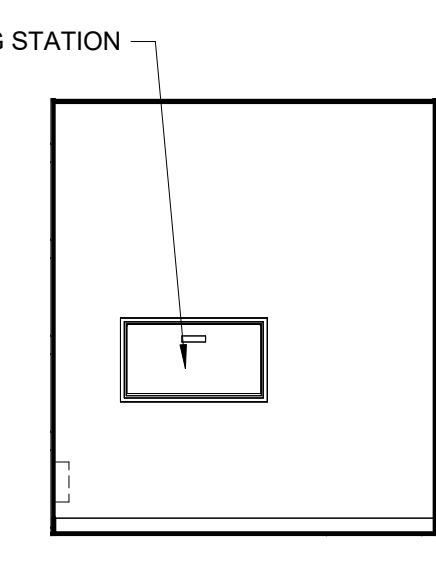
**3 RR 104 NORTH**  
SCALE: 1/4" = 1'-0"



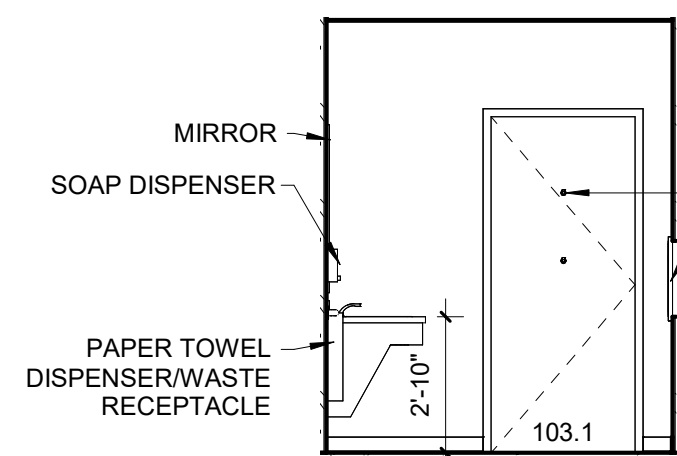
**4 RR 104 EAST**  
SCALE: 1/4" = 1'-0"



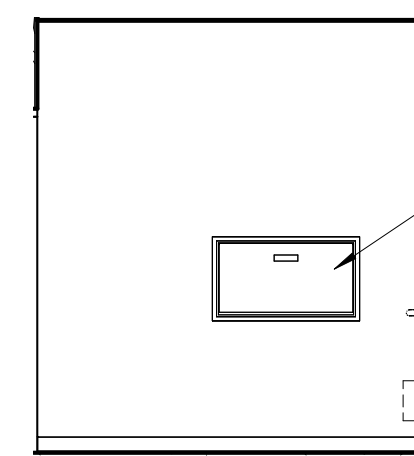
**5 RR 104 SOUTH**  
SCALE: 1/4" = 1'-0"



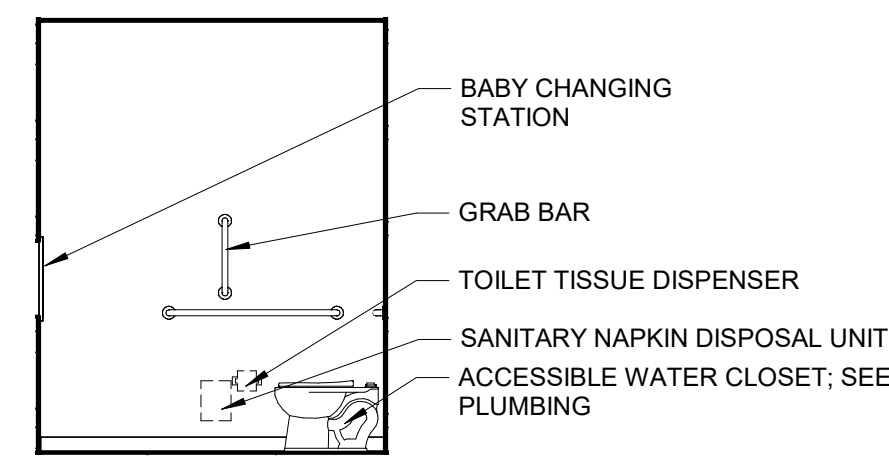
**6 RR 104 WEST**  
SCALE: 1/4" = 1'-0"



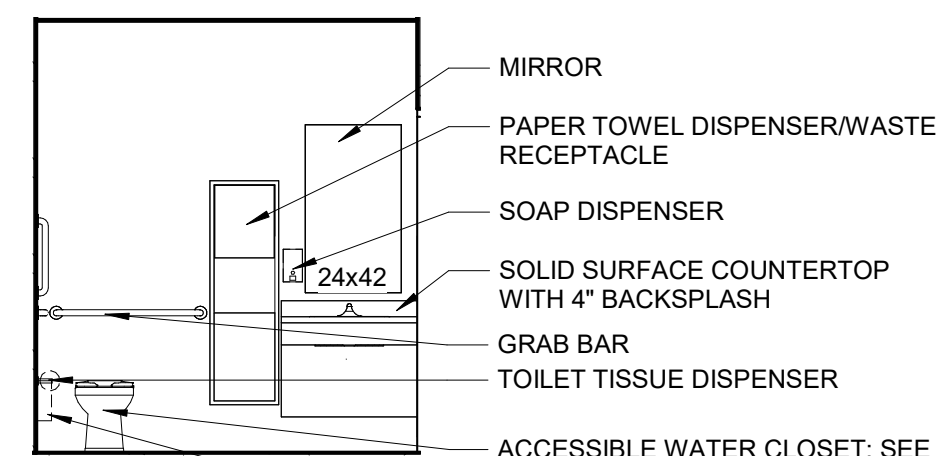
**7 RR 103 NORTH**  
SCALE: 1/4" = 1'-0"



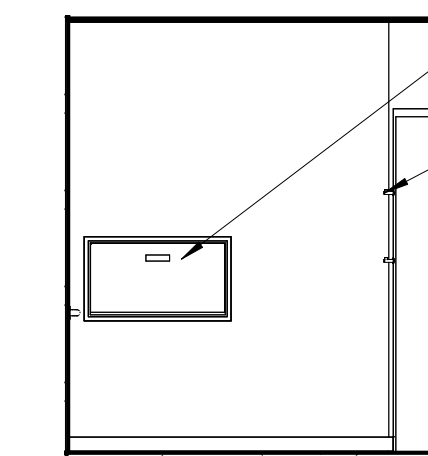
**8 RR 103 EAST**  
SCALE: 1/4" = 1'-0"



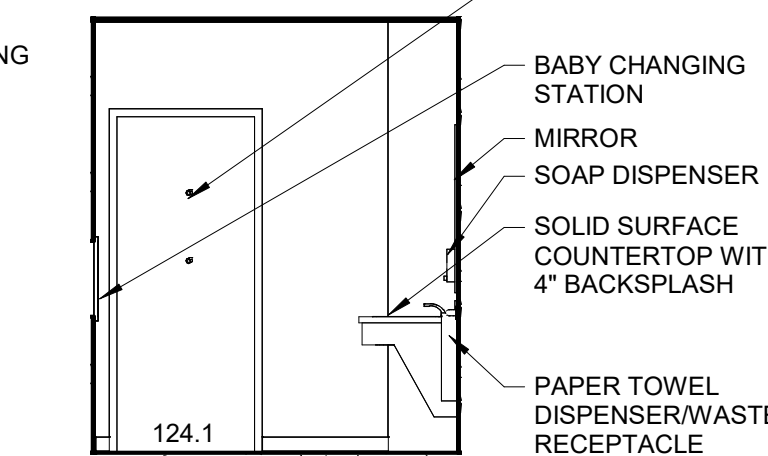
**9 RR 103 SOUTH**  
SCALE: 1/4" = 1'-0"



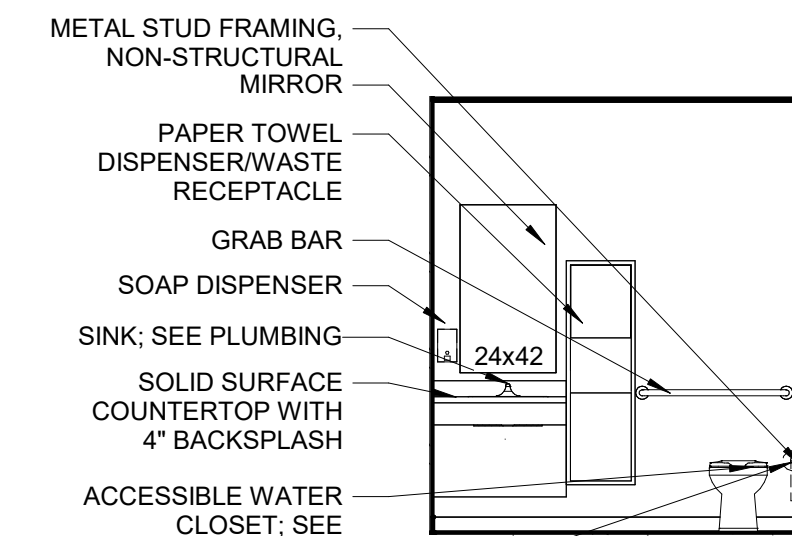
**10 RR 103 WEST**  
SCALE: 1/4" = 1'-0"



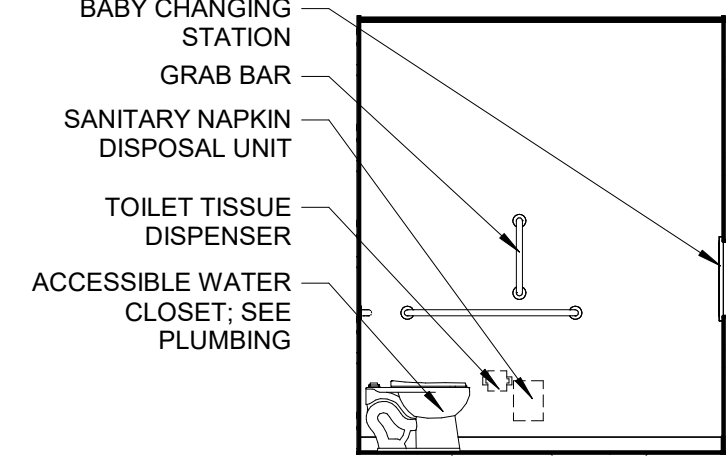
**11 RR 124 NORTH**  
SCALE: 1/4" = 1'-0"



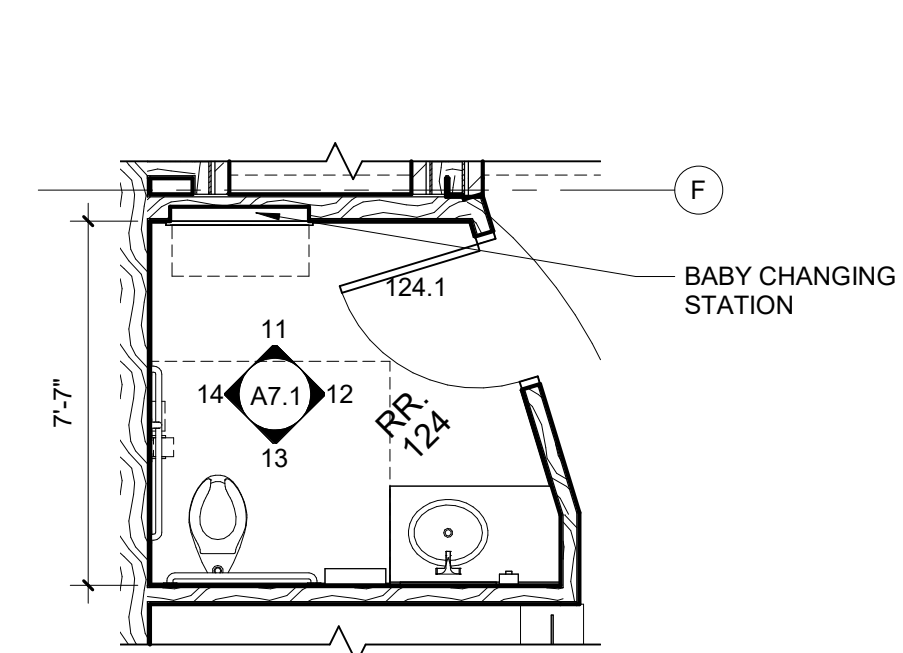
**12 RR 124 EAST**  
SCALE: 1/4" = 1'-0"



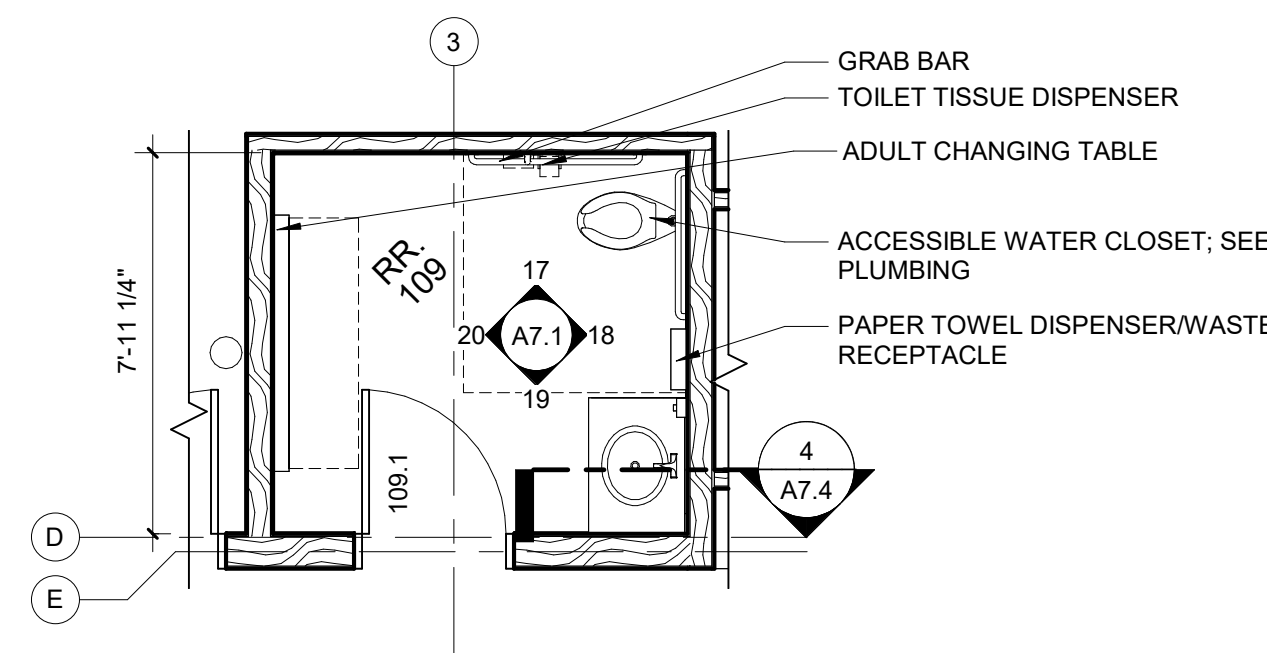
**13 RR 124 SOUTH**  
SCALE: 1/4" = 1'-0"



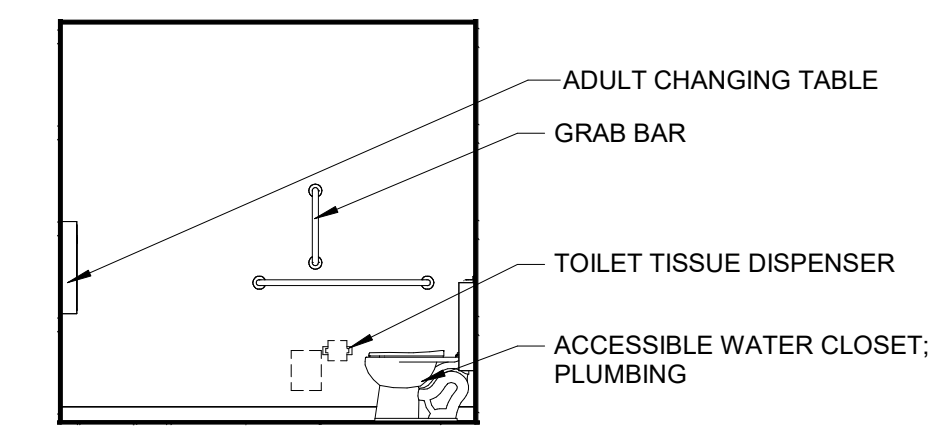
**14 RR 124 WEST**  
SCALE: 1/4" = 1'-0"



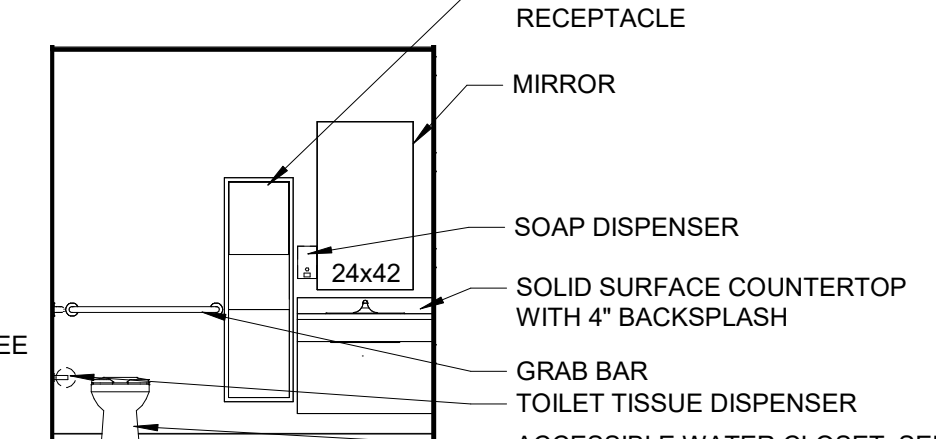
**15 CHILDRENS R.R. 124**  
SCALE: 1/4" = 1'-0"



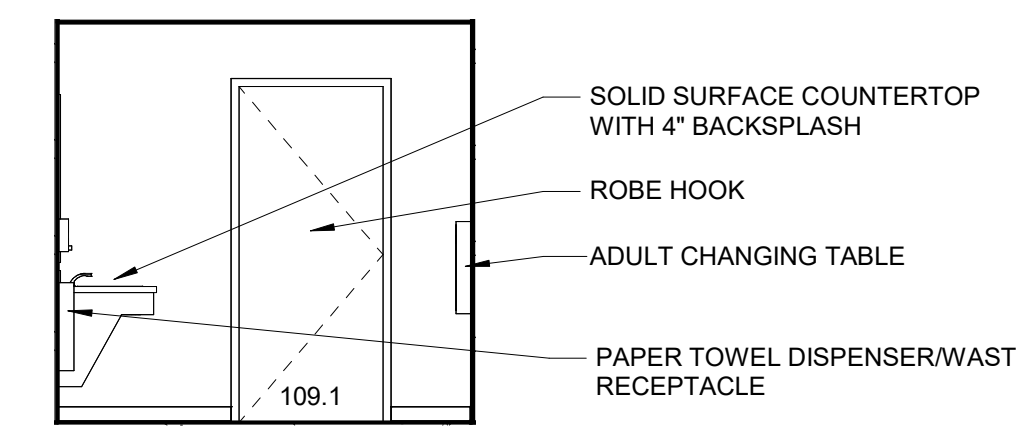
**16 R.R. 109**  
SCALE: 1/4" = 1'-0"



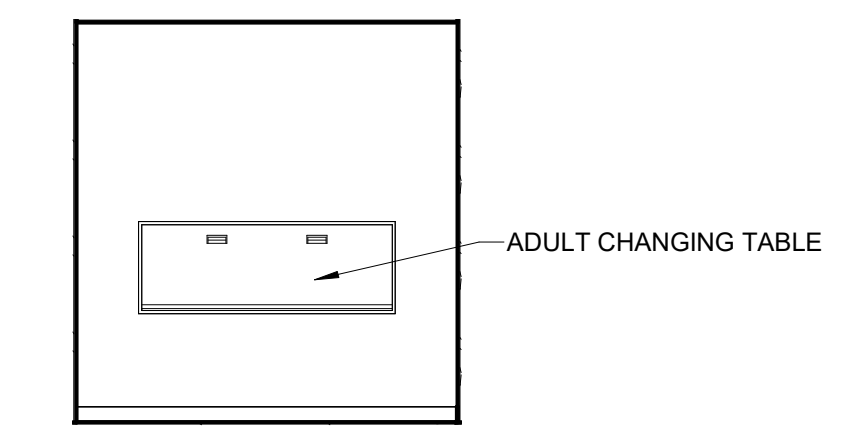
**17 RR 109 NORTH**  
SCALE: 1/4" = 1'-0"



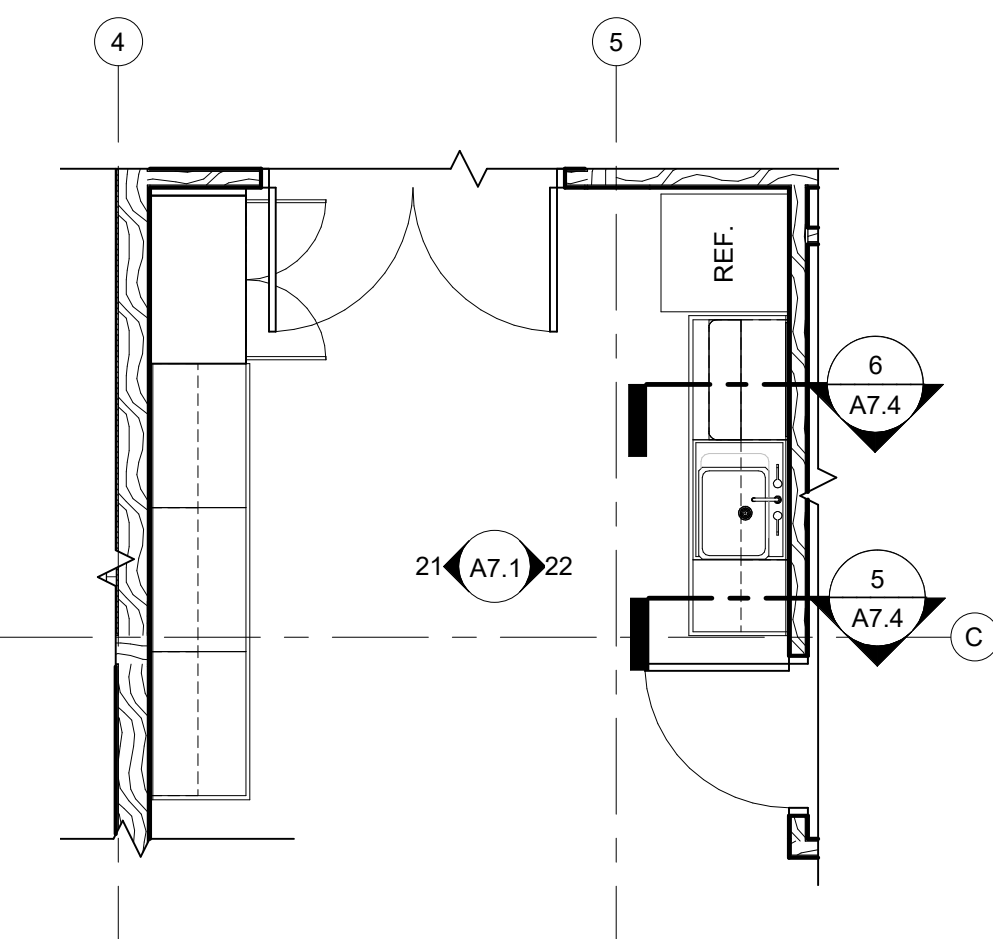
**18 RR 109 EAST**  
SCALE: 1/4" = 1'-0"



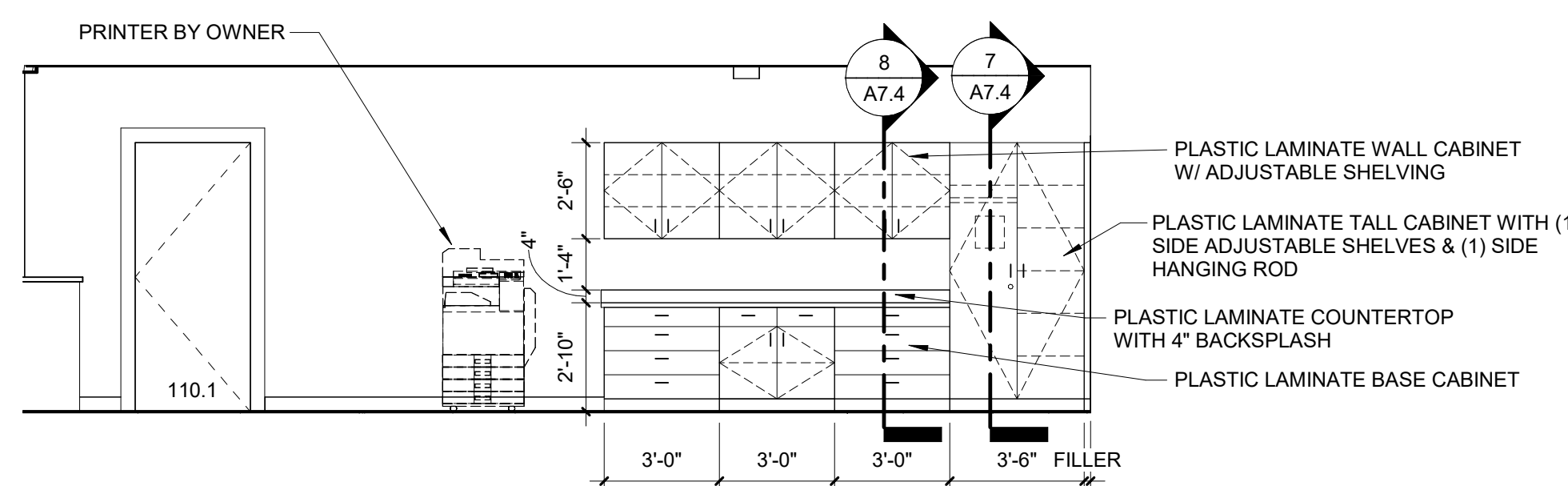
**19 RR 109 SOUTH**  
SCALE: 1/4" = 1'-0"



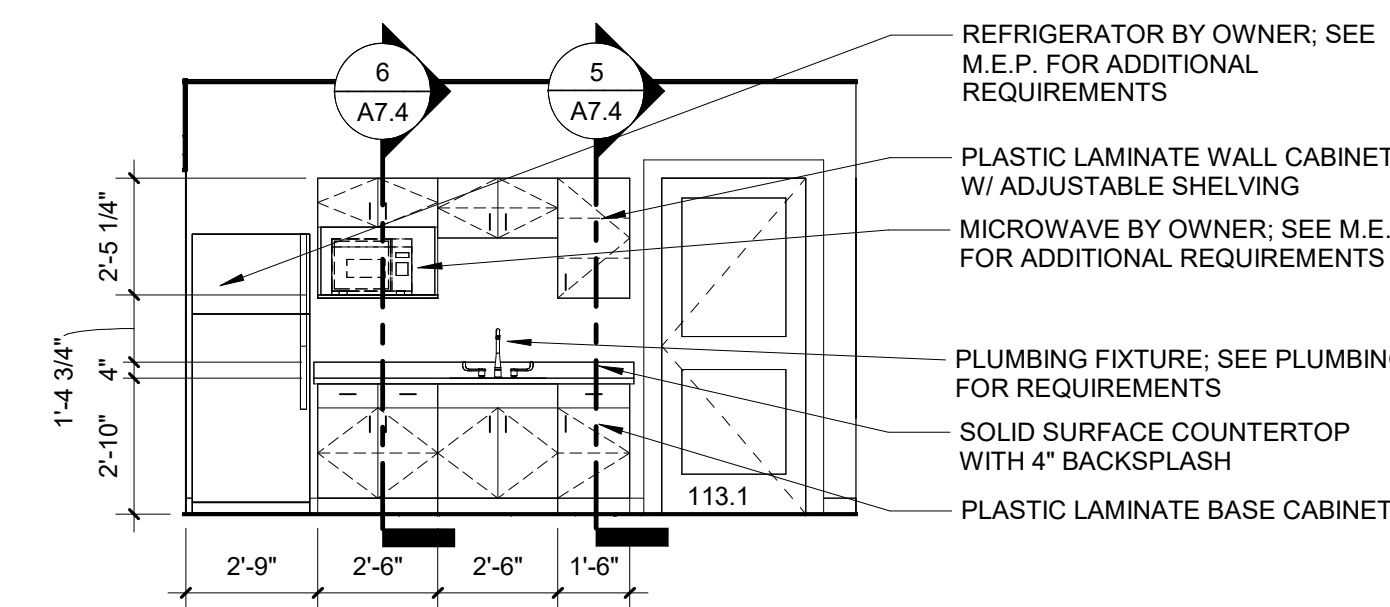
**20 RR 109 WEST**  
SCALE: 1/4" = 1'-0"



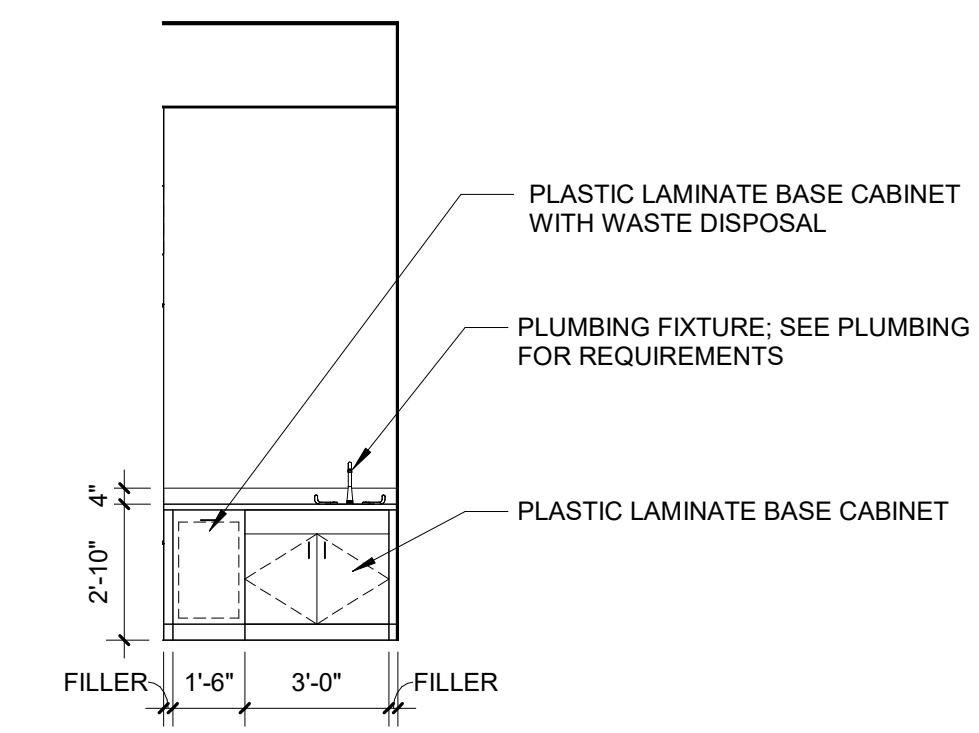
**25 STAFF WORKROOM PLAN**  
SCALE: 1/4" = 1'-0"



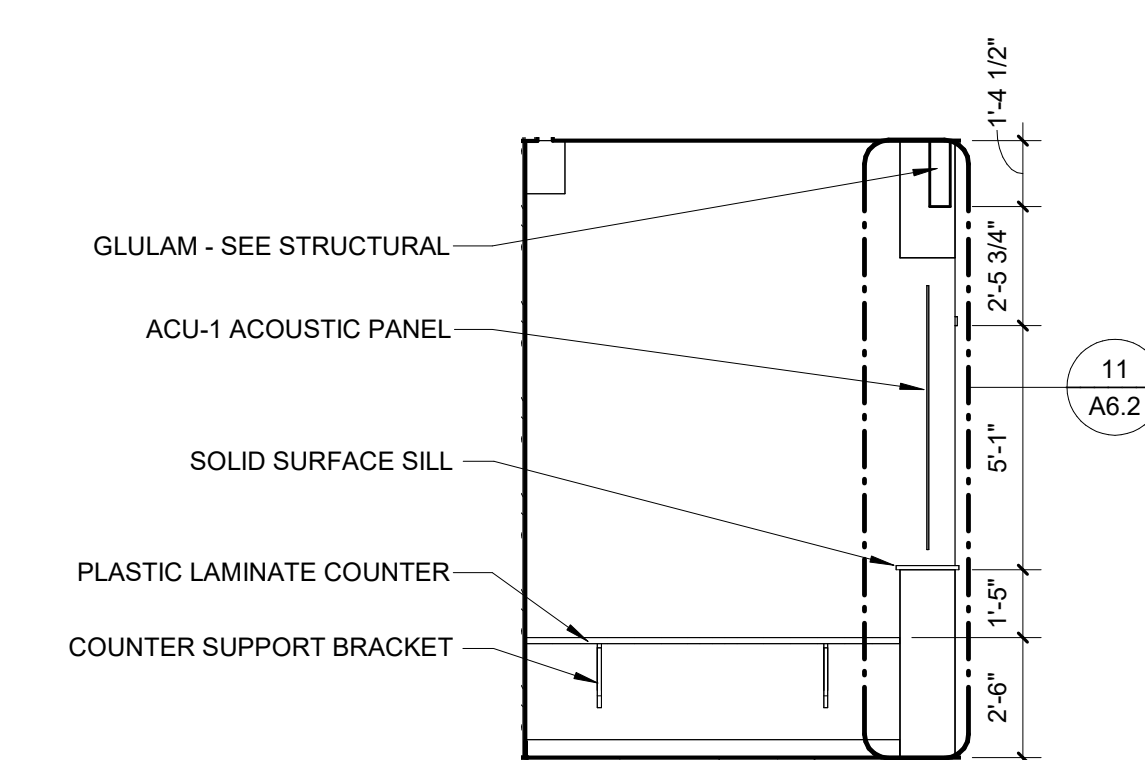
**21 STAFF WORKROOM WEST**  
SCALE: 1/4" = 1'-0"



**22 STAFF WORKROOM EAST**  
SCALE: 1/4" = 1'-0"



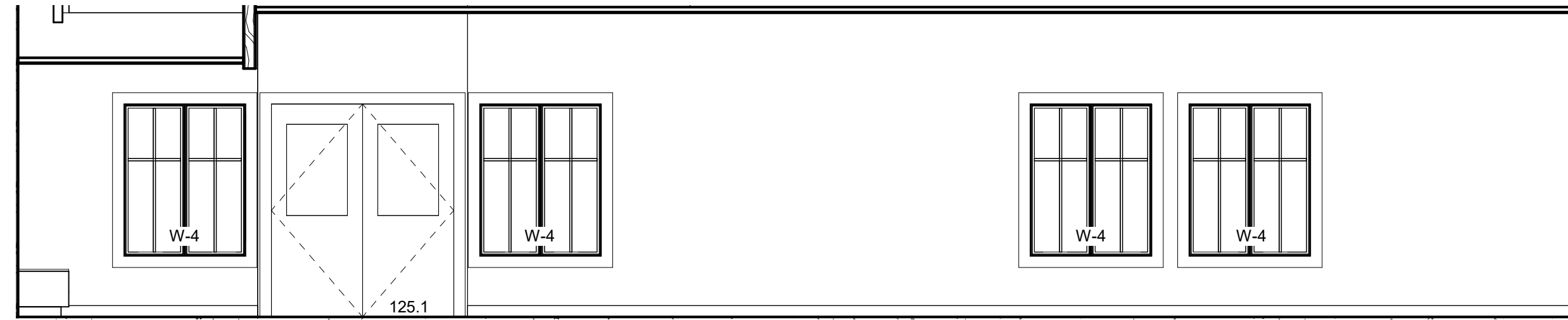
**23 COFFEE BAR**  
SCALE: 1/4" = 1'-0"



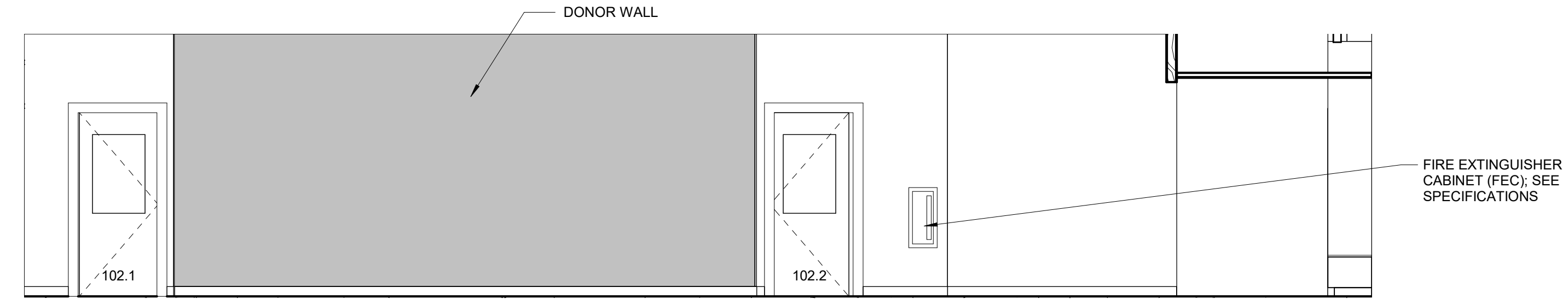
**24 CHILDREN'S COMPUTER DESK**  
SCALE: 1/4" = 1'-0"

**PRELIMINARY**  
NOT FOR CONSTRUCTION

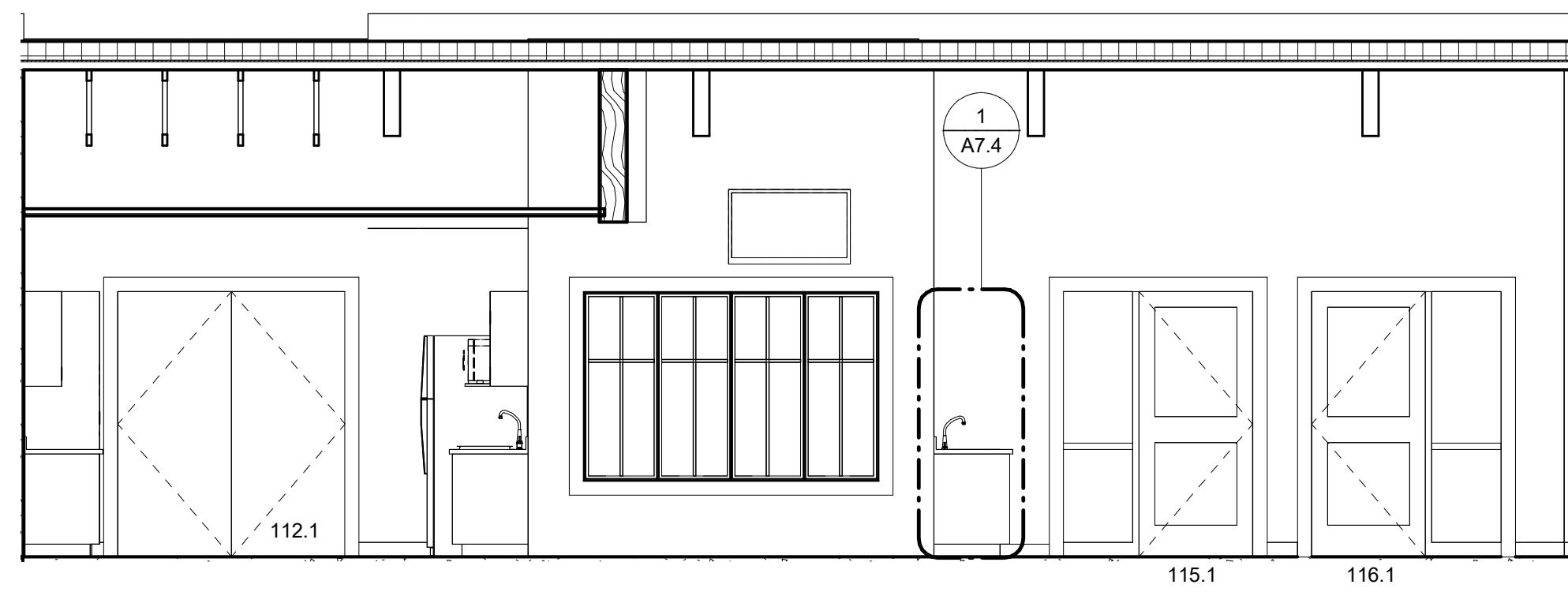




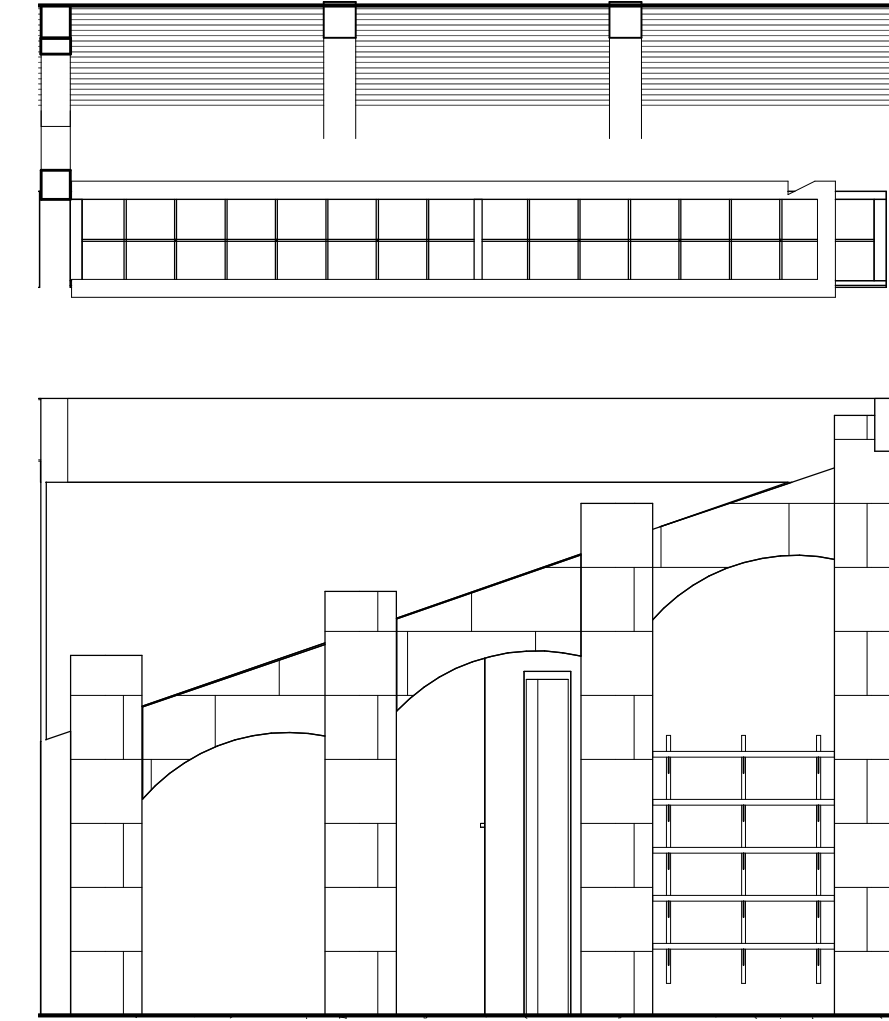
**1 CORRIDOR - EAST**  
SCALE: 1/4" = 1'-0"



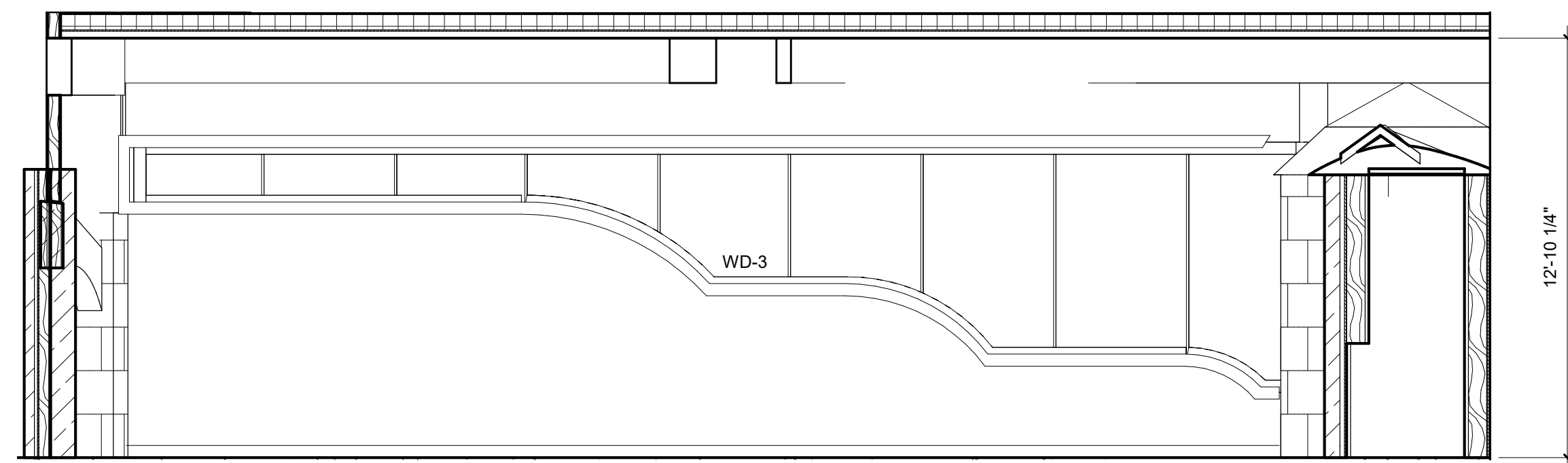
**2 CORRIDOR - WEST**  
SCALE: 1/4" = 1'-0"



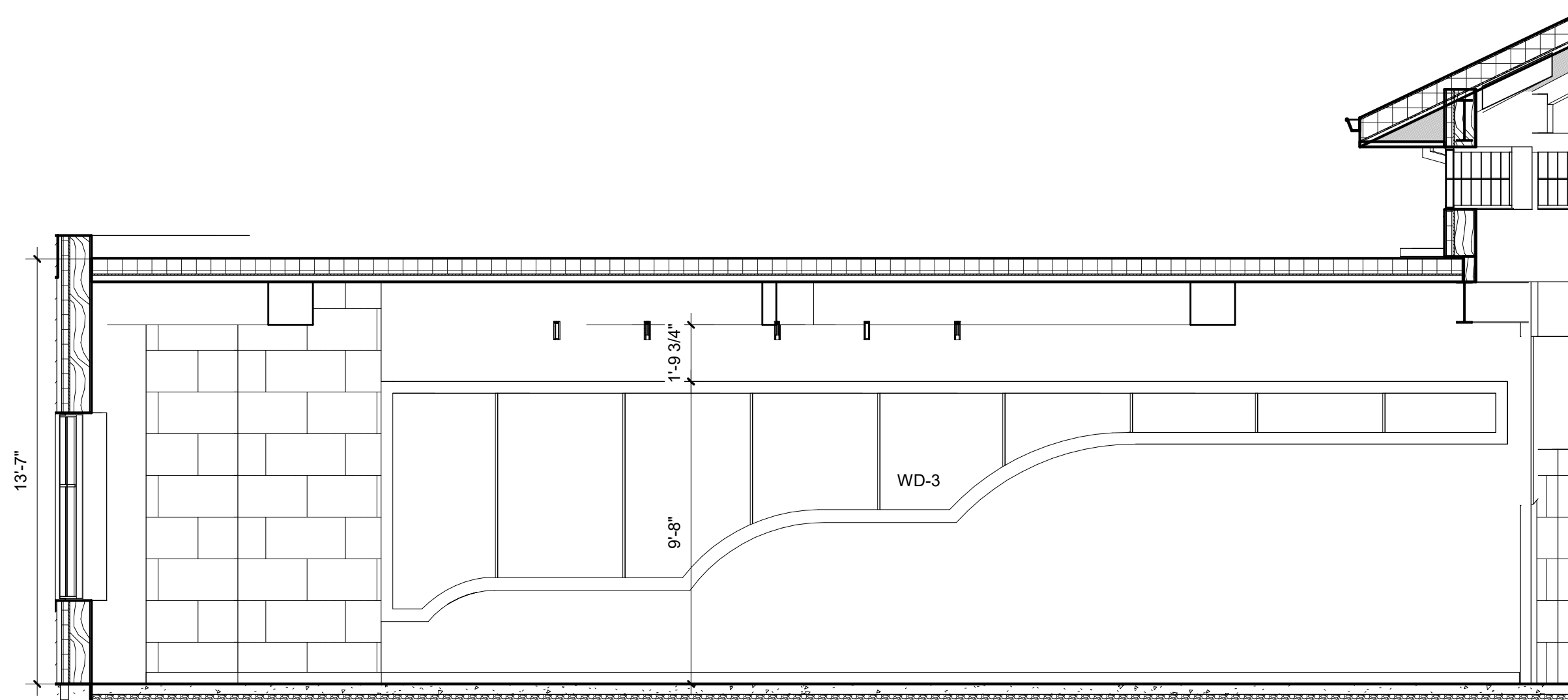
**3 DIR. OFFICE AND STUDY ROOMS**  
SCALE: 1/4" = 1'-0"



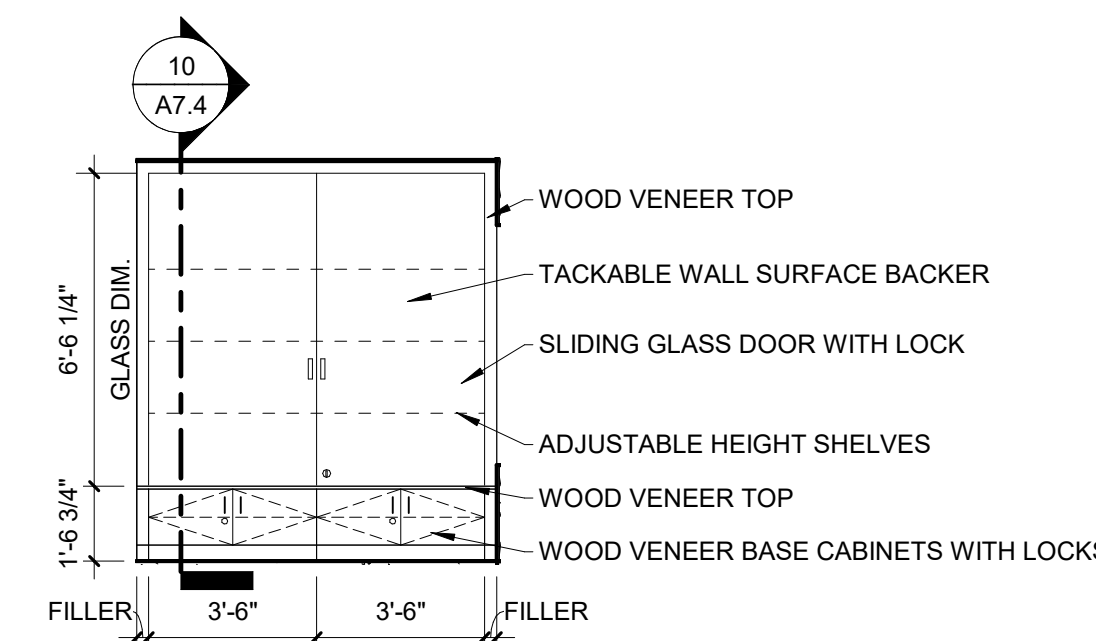
**4 CHILDREN ENTRY**  
SCALE: 1/4" = 1'-0"



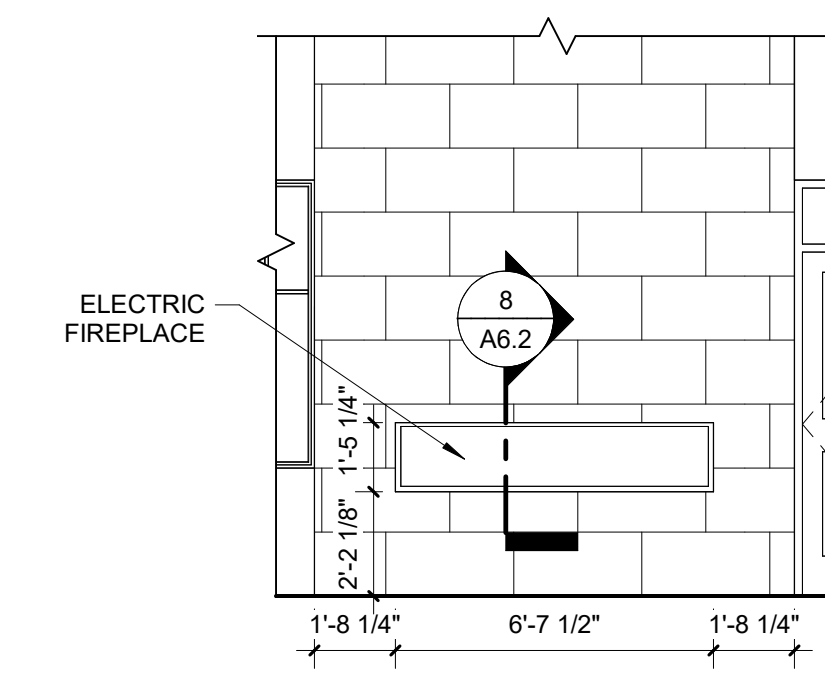
**5 CHILDREN'S FALLS WINDOW**  
SCALE: 1/4" = 1'-0"



**6 ADULT FALLS WINDOW**  
SCALE: 1/4" = 1'-0"

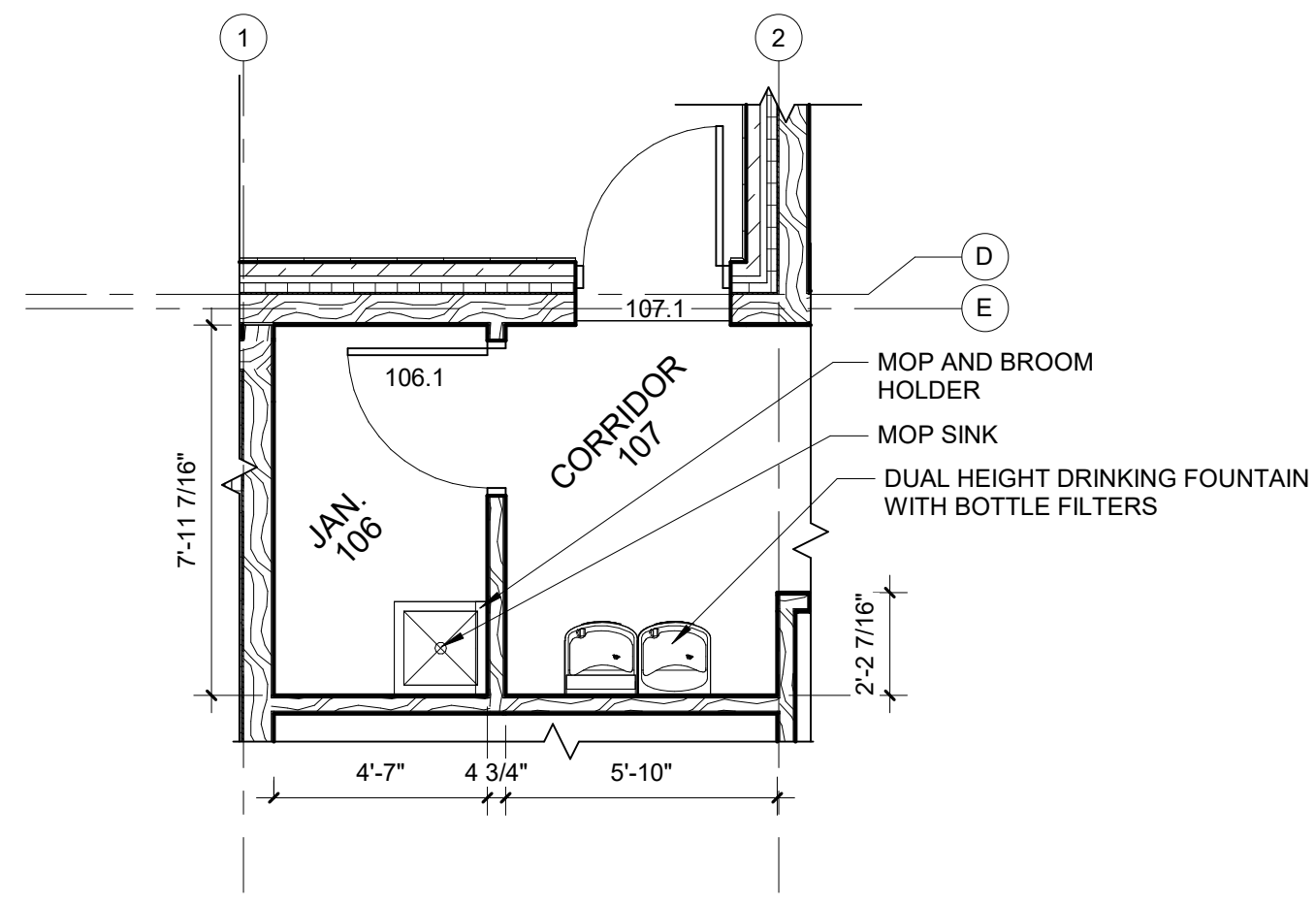


**7 CORRIDOR - DISPLAY CASE**  
SCALE: 1/4" = 1'-0"

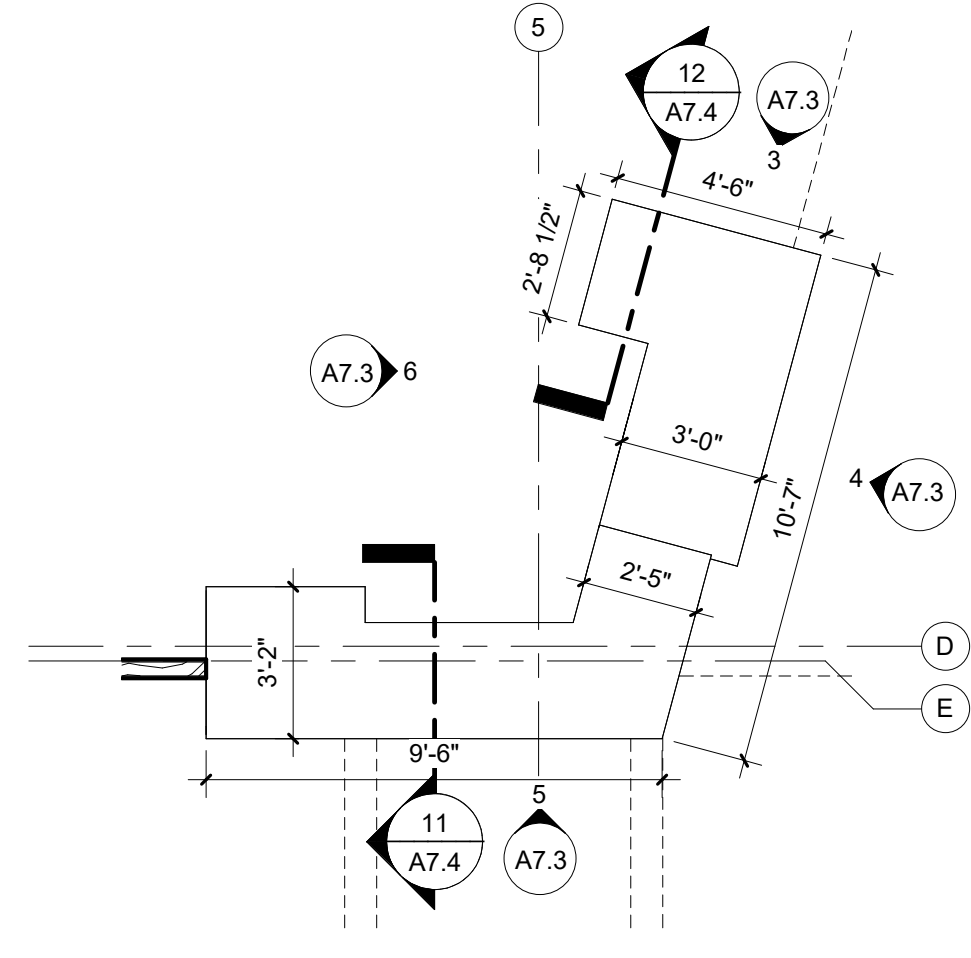


**8 FIREPLACE ELEVATION**  
SCALE: 1/4" = 1'-0"

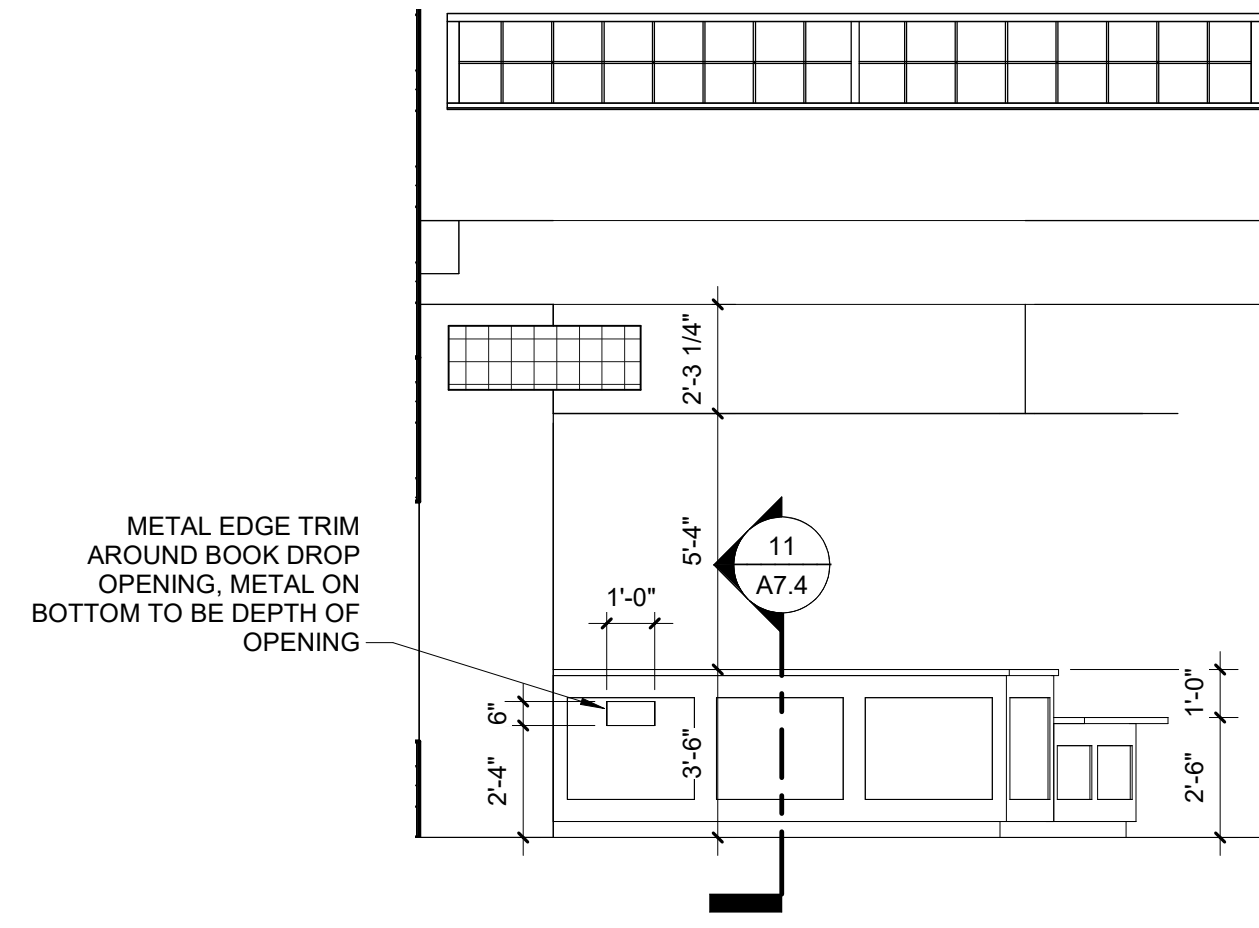
**PRELIMINARY**  
NOT FOR CONSTRUCTION



**1 JANITOR'S CLOSET**  
SCALE: 1/4" = 1'-0"

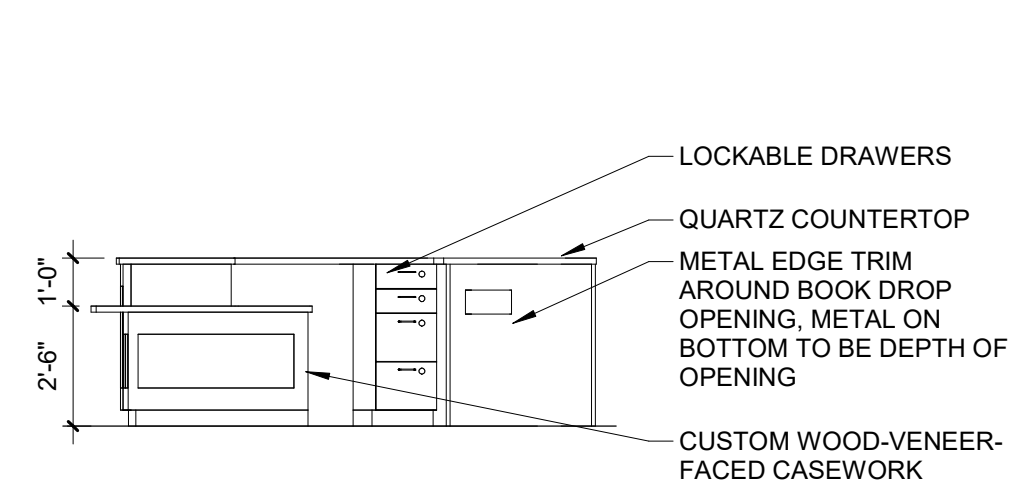


**2 CIRCULATION DESK**  
SCALE: 1/4" = 1'-0"

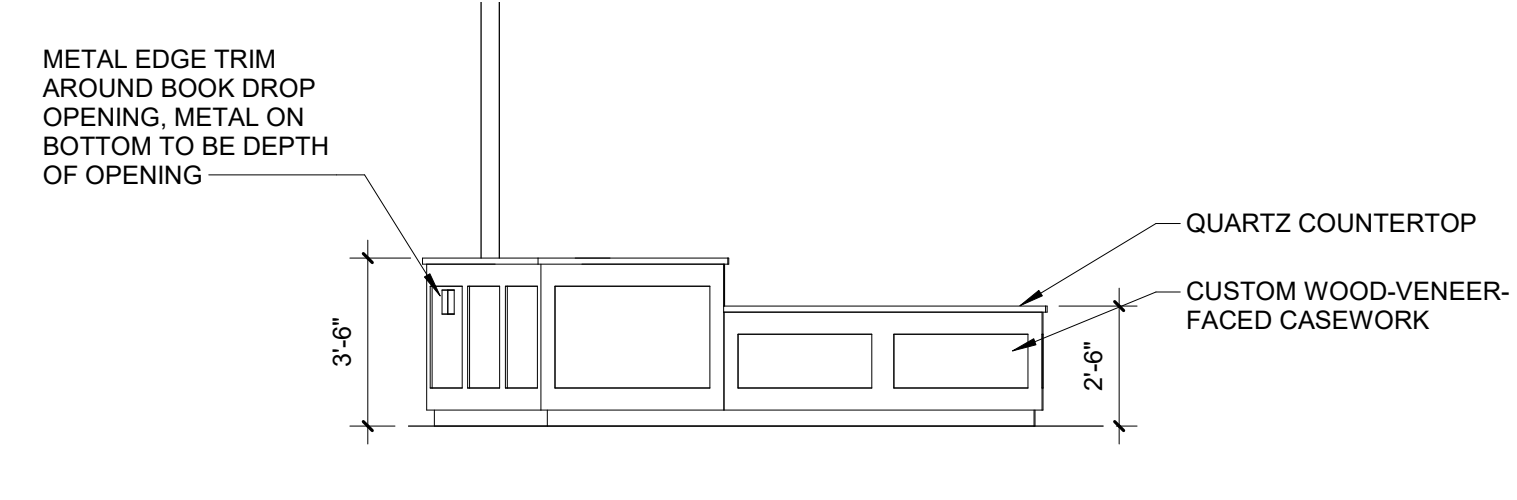


**5 CIRCULATION DESK - SOUTH**  
SCALE: 1/4" = 1'-0"

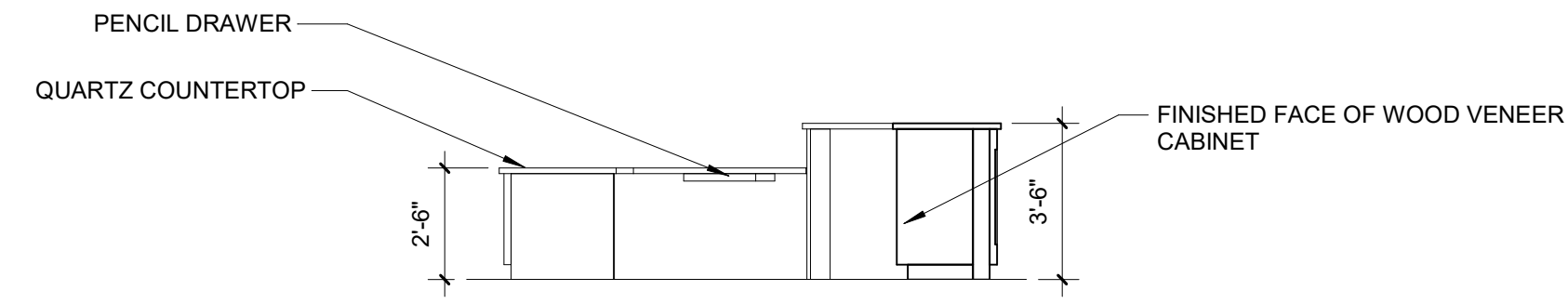
**3 CIRCULATION DESK - NORTH**  
SCALE: 1/4" = 1'-0"



**4 CIRCULATION DESK - EAST**  
SCALE: 1/4" = 1'-0"



**6 CIRCULATION DESK - WEST**  
SCALE: 1/4" = 1'-0"



**PRELIMINARY**  
NOT FOR CONSTRUCTION

IN ASSOCIATION WITH

SHEET TITLE  
ENLARGED PLANS

PROJECT TITLE  
CITY OF CASCADE  
CASCADE PUBLIC LIBRARY  
SECOND AVENUE SW,  
CASCADE, IOWA

DATE ISSUED	7 JULY 2023
REV. NO.	DATE
PROJECT NUMBER	2021310
SHEET	<b>A7.3</b>

FEH DESIGN

SIOUX CITY, IA  
(712) 252-3889

DES MOINES, IA  
(515) 288-2000

DUBUQUE, IA  
(663) 983-4600

OCONOMOWOC, WI  
(262) 968-2055

© FEH DESIGN  
FEHDESIGN.COM