

**SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**Friday, November 22, 2024**  
**12pm**  
**Remote Meeting**

1. Call to Order, Roll Call
  - a. April Brazier called the meeting to order at 12pm.
  - b. Present: Mark Chin, April Brazier, Rex Owens
  - c. Absent: Steve Stocker
  - d. Also present: Sarah Michaelis, Staryoung Thao, Jan Holmes, Kevin Johnson
2. Approval of minutes
  - a. **MOTION: To approve the October 25, 2024 minutes**
  - b. Chin (1); Owens (2); motion passed
3. Citizen Appearances/Public Comment
  - a. None
4. Unfinished Business- None
5. New Business
  - a. Consideration, Discussion and Possible Action on Current Facility Needs
    - i. A motor was replaced this morning to address HVAC issues in the staff lounge and bookstore.
    - ii. The approved 2025 budget includes two library facilities positions, supervised by Building Maintenance, starting July 2025: A full-time Building Maintenance Technician and a full-time Custodian.
  - b. Consideration, Discussion and Possible Action and Amendments to the Geothermal Well Field Components Means and Methods Based on Existing Site Conditions and Obstructions Encountered to Date
    - i. Johnson reported. We'll be able to remobilize geothermal efforts after the 1<sup>st</sup> of the year with updated dual rotary technology. They will update well field design to reduce overall number of wells. Ultimately, Kraemer Brothers will be making a recommendation for us to potentially switch vendors for the drilling.
  - c. Consideration and Discussion of RFB Proposals for Shelving and Furniture
    - i. We received 2 bids for shelving and 5 bids for furniture. Based on the initial review, the apparent lowest bid respondents are within budget. Sarah Janssen and the team at FEH will do the technical review of the bids. We are on track to award contracts at the Library Board meeting in December.
  - d. Consideration and Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project

- i. No additional items to discuss at this time. The remainder of the project is on track.

6. Referrals

- a. None

7. Adjournment

- a. **MOTION: to adjourn the meeting at 12:17 p.m.**
- b. Chin (1); Owens (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Steve Stocker, Chair

A handwritten signature in cursive script that reads "Steve Stocker". The signature is written over a horizontal line.