

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, September 27, 2024
12pm
Remote Meeting

1. Call to Order, Roll Call
 - a. Steve Stocker called the meeting to order at 12:07 pm.
 - b. Present: Steve Stocker, Mark Chin
 - c. Absent: April Brazier
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jon Landsverk, Jan Holmes

2. Approval of minutes
 - a. **MOTION: To approve the August 23, 2024 minutes**
 - b. Chin (1); Stocker (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. Landsverk reported that parking lot lights were replaced this morning.
 - ii. Hetzler reported that there are now thermostats in the library that are enabled so that library staff can control them as needed. She has been discussing with Kraemer Brothers the need to bring facility related items up to them in case it is construction related.

 - b. Consideration, Discussion and Possible Action on SPPL Remodel and Additional Construction Project
 - i. Hetzler read the report from Johnson. The structural framing is in progress. Geothermal well drilling is in progress. Under slab plumbing piping is being installed. Masonry is being worked on at the Amphitheater. Overall the project is on schedule. There have been 5.5 days of weather delays.
 - ii. The Next Chapter Team is working weekly on furniture. The three BID categories being issued are: Shelving, furniture, and move management. Selections in progress through mid-October. Visit to a show room on October 9th. The high level milestone targets are: late October. This will allow for a three week bid period to receive bids before Thanksgiving. Board approval for the awarded contracts would be in December. It's an aggressive timeline because there's a need to place orders for Phase 1 by February for a June delivery and install.
 - iii. There was an initial meeting with FEH, Kraemer Brothers and Kevin on door hardware to discuss the keying. Outlined approach. Once we

have a formal schedule it will be submitted to City of Sun Prairie Facilities. Shared information with Rachel at the Media Center. As much as possible we'd like to have electronic logging in with badges. There will be lock box for emergency situations with public safety.

6. Referrals

- a. None

7. Adjournment

- a. **MOTION: to adjourn the meeting at 12:20 p.m.**
b. Chin (1); Stocker (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.