

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, July 25, 2025
12pm
Remote Meeting

1. Call to Order, Roll Call
 - a. Mark Chin called the meeting to order at 12:02pm.
 - b. Present: April Brazier, Mark Chin, Steve Stocker
 - c. Absent: Jon Landsverk
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Kevin Johnson
2. Approval of minutes
 - a. **MOTION: To approve the June 27, 2025 minutes**
 - b. Brazier (1); Stocker (2); motion passed
3. Citizen Appearances/Public Comment
 - a. None
4. Unfinished Business
 - a. None
5. New Business
 - a. Consideration, Discussion and Possible Action on Current Facility Needs
 - i. Hetzler reported.
 1. We now have dedicated building maintenance staff at the library including a FT Custodian and FT Building Maintenance Technician.
 2. The Building Maintenance team can now regularly communicate with Kraemer Brothers when staff submit building maintenance tickets.
 3. Hetzler met with landscapers to get quotes on the prairie and traditional landscaping.
 4. There was a roof leak earlier this week in the section of the original roof.
 5. On the new roof, the downspouts are causing drainage of debris onto the sidewalk. We are working with design team on a solution.
 - b. Consideration and Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i. Kevin Johnson reported. Met with Kraemer Brothers and FEH onsite yesterday, they are currently in the process of constructing the carport, underfloor rough ins, concrete in fills, overhead duct work, and new electrical.

- ii. Everything is going well, and we are on schedule for Phase 2 completion in November. We are locking in last week of September for existing parking lot rehab. The library will be closed during this time.

6. Staff Updates

- a. None

7. Referrals

- a. Chin discussed an individual that lives on South Walker Way who reached out to him. There is a berm on the library property near their yard with old trees that haven't been maintained. Snow also gets piled up there in the winter. Chin will email Hetzler with the information.

8. Announcements

- a. There is a Ribbon Cutting for the Kind Stage and Amphitheater on Monday, July 28. The following week the Foundation will be hosting Music Mondays all August.

9. Adjournment

- a. **MOTION: to adjourn the meeting at 12:22 p.m.**
- b. Brazier (1); Chin (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Mark Chin, Chair 