

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, May 16, 2025
12pm
Remote Meeting

1. Call to Order, Roll Call
 - a. April Brazier called the meeting to order at 12:05pm.
 - b. Present: April Brazier, Mark Chin, Steve Stocker
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Jon Landsverk, Jan Holmes, Kevin Johnson
2. Approval of minutes
 - a. **MOTION: To approve the April 18, 2025 minutes**
 - b. Chin (1); Brazier (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. Tomorrow, there will be a spring preventative maintenance inspection on the roof. The Library Board approved awarding the weekend janitorial service contract to City Wide Solutions. It's been discovered that the front door is not functioning properly. Building Maintenance has done some temporary repairs. Kraemer suggests replacing the door.
 - ii. There have been over 20 applicants for the Custodial position. The application closes this weekend. Interviews will be the end of May or early June.
 - b. Consideration and Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i. Kevin Johnson reported. Concerning the front entry doors – discussed high level alternatives to the current doors with Kraemer Brothers. The current exterior doors are a metal with a simulated finish on them and have reached end of useful life.
 - ii. On track with expansion. Tours with staff, city staff and stakeholders were held in May. Crews are in the process of finishing new flooring, as well as fit and finish and final startups on mechanical and electrical system. Next up will be final inspections, and the certification of

substantial completion for the addition. New shelving will arrive on June 2nd in anticipation of the closure and move.

c. None

6. Adjournment

a. **MOTION: to adjourn the meeting at 12:22 p.m.**

b. Chin (1); Brazier (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Steve Stocker, Chair

A handwritten signature in dark ink, appearing to read "Steve Stocker", is written over a horizontal line.