

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Thursday, April 28, 2023
11am
Remote Meeting

1. Call to Order, Roll Call
 - a. Steve Stocker called the meeting to order at
 - b. Present: Steve Stocker, April Brazier, Mark Chin
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, New Lor (City of Sun Prairie Facilities Supervisor), Rex Owens, Kevin Johnson (Owner's Representative, FVM)

2. Approval of minutes
 - a. **MOTION: To approve the September 8, 2022 minutes**
 - b. Chin (1); Brazier (2); motion passed

3. Citizen Appearances/Public Comment
 - a. None

4. Staff Report
 - a. Hetzler attended CDBG grant workshops and is still working through questions on the requirements, and also reached out to the City Attorney to see if she saw any other potential issues.
 - b. The Fire Department wasn't able to conduct a burn of the prairie this season due to conditions. Hetzler consulted with the Department of Forestry. They recommended doing a mow, which will be done next week.
 - i. Hetzler is looking to see if Forestry and Library can put together a budget to do burns in the future.
 - ii. Hetzler will check to see it is safe to do a mow with concerns about nesting season.
 - iii. Hetzler will check on prairie burns for 2024 and if and how that will align with the construction project.

5. Unfinished Business- None

6. New Business
 - a. Consideration, Discussion and Possible Action on Current Facility Needs:
(New Lor, Facilities Supervisor)
 - i. Lor reported. They recently retrofitted about 400 light fixtures at the library. Wiring is at end of life.
 - ii. Lor asked about the goals of the project. Johnson said one of the goals is to go fully electric. Head end systems will be upgraded. There will come a time where the systems will do a crossover. We'll need to maintain the existing systems until that's all ready.

- iii. Lor asked about the geothermal, specifically if we're aware where the wells will be set up. Johnson said a formal recommendation will be made by mechanical designers and the architect. This will be refined throughout this summer.
 - iv. Johnson would like to get through the programming process with Dahlgren's recommendations before meeting with Lor. Johnson would like to meet with Hetzler and Lor the week of May 22nd.
- b. Consideration, Discussion and Possible Action on SPPL Expansion & Renovation Full Design (Kevin Johnson, Owner's Representative, Senior Project Manager, FVM)
- i. Johnson reported. We are currently in the data collection phase of the expansion process. There were detailed meetings this week with library consultant Anders Dahlgren and staff.
 - ii. At the June 8th Library Board meeting, Dahlgren will be presenting the programming summary. Over the next couple of weeks, there will be tasks and specific workgroups with Dahlgren and FEH Design.
 - iii. If there are any questions, they will be reaching out to the individual stakeholders. Prior to the programming document coming out, no further action from the committee is needed.
 - iv. The Facilities Committee should meet two weeks after the milestones. The Library Board will make recommendations to this committee to make follow-up items. The next meeting will be after June 8th.

7. Referrals

- a. Hetzler will email Johnson and Lor to arrange a meeting.

8. Adjournment

- a. **MOTION: to adjourn the meeting at 11:27am**
- b. Chin (1); Brazier (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Steve Stocker, Chair


