

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, December 20, 2024
12pm
Remote Meeting

1. Call to Order, Roll Call
 - a. April Brazier called the meeting to order at 12:05pm.
 - b. Present: Steve Stocker, April Brazier, Mark Chin
 - 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 November 22, 2024 minutes**
 - b. Chin (1); Stocker (2); motion passed

3. Citizen Appearances/Public Comment
 - a. None

4. Unfinished Business
 - a. Consideration and Discussion of RFB Proposals for Shelving and Furniture
 - i. Kevin Johnson reported. Both of these are now fully executed with vendors, they have received Library Board approval and approval from City Council. They are on schedule with where we want to be. They will now start submitting shop drawings.
 - ii. There are times after a contract has been executed that vendors have questions. All questions should be directed to Svetha and Kevin.

5. New Business
 - a. Consideration, Discussion and Possible Action on Current Facility Needs
 - i. There was a leak that happened with the air compressor two weeks ago, which staff and contractors took care of.
 - ii. Building maintenance staff will be assisting with disposal of furniture in 2025.
 - b. Consideration and Discussion of RFP Process for Move Management
 - i. Kevin Johnson reported. They will submit recommendations in early February for Library Board approval. They are giving respondents target windows that they need to achieve for the move management process.
 - c. Consideration and Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i. Kevin Johns reported. We are tracking right where we want to be. New windows have started to arrive. On the interior – framing, drywall, taping and painting will start in the new few weeks.

- ii. Kraemer Brothers are forecasting they will resume well drilling the first week in January. There is a high level of confidence in the dual rotary system.

6. Referrals

- a. None

7. Adjournment

- a. **MOTION: to adjourn the meeting at 12:19 p.m.**
- b. Chin (1); Brazier (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.