

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, February 23, 2024
12pm
Remote Meeting

1. Call to Order, Roll Call
 - a. Steve Stocker called the meeting to order at 12pm
 - b. Present: Steve Stocker, April Brazier (left at 12:22pm)
 - c. Absent: Mark Chin
 - d. Also present: Svetha Hetzler, Sarah Michaelis, New Lor, Kevin Johnson (Owner’s Representative, FVM), Rex Owens

2. Approval of minutes
 - a. **MOTION: To approve the January 26, 2024 minutes**
 - b. Brazier (1); Owens (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. Lor reported. There are no new current facility updates.
 - ii. Building Maintenance will be in charge of moving the outdoor statue and benches before construction begins. The timeframe will be in April or early May. They will be transported to the Public Works parking lot. Owens offered to contact the artist to see if they have any recommendations for transporting it.
 - iii. Lor and Hetzler met with Adam Schleicher and Ben John from the City to talk about future facilities staffing needs. They will be working on staffing recommendations for the City to consider.
 - b. Consideration, Discussion and Possible Action on Design and Construction Document Development
 - i. Johnson reported. We are preparing for the bid launch on March 22nd. There will be a walk through on April 3. The bid will conclude on April 18. Johnson anticipated a high volume of requests to access facilities. He suggested setting up two days per week between 8-9am where there can be walk throughs. It would be preferable to have Holmes or one of the Building Maintenance Technicians there.
 - ii. It is highly recommended that Sheehan Park be used for contractor personal vehicle parking during the project in lieu of parking on Linnerud, for safety.

- iii. Johnson is working with design team on critical infrastructure documents.
- iv. Johnson showed preliminary documentation of construction phasing. Phase 1 would be approximately 8 to 10 months and will include the new spaces. Phase 2 would be approximately 4 months. It will be the most challenging, as it will include relocating staff spaces.
- v. Amending library hours to a 10am opening time during the major interior renovation portion is being considered.

6. Referrals

- a. Stocker will request with Public Works that a cross walk be painted in late May or early June. Hetzler will let Stocker know as soon as the City Planning department approves everything.

7. Announcements

- a. The library will be closed on March 1st for a Staff In-service.
- b. The library will also be closed on March 13th from 9-11am for the City of Sun Prairie All Employee Summit.

8. Adjournment

- a. **MOTION: to adjourn the meeting at 12:25 p.m.**
- b. Owens (1); Stocker (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Steve Stocker, Chair


