

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, January 24, 2025
12pm
Remote Meeting

1. Call to Order, Roll Call
 - a. Steve Stocker 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, Staryoung Thao, Jan Holmes, Kevin Johnson

2. Approval of minutes
 - a. **MOTION: To approve the December 20, 2024 minutes**
 - b. Brazier (1); Chin (2); motion passed

3. Citizen Appearances/Public Comment
 - a. None

4. Unfinished Business
 - a. Consideration and Discussion of RFP Process for Move Management Plan
 - i. Kevin Johnson reported. The RFP for Move Management is currently out. Met internally with Sarah Janssen and others. Proposals are due next week Wednesday at 11am. They will be meeting with the review committee and will hopefully make a recommendation at the February Library Board meeting. With approval, it will go to City Council as a consent agenda item on March 4th.
 - ii. Stocker asked if Public Works could help with the move.
 - iii. Initially the budget was \$50,000 but they are now projecting north of \$100,000 and because they'll be touching everything in the library, with multiple moving phases. Some of the moving is quite specialized because it is public library materials.

5. New Business
 - a. Consideration, Discussion and Possible Action on Current Facility Needs
 - i. Hetzler reported. There were issues with badge access this week. Holmes worked to restore this. Hetzler also discussed the roof with Kraemer Brothers because we are currently on a preventative maintenance plan with Tremco.
 - ii. The automatic door opener to the men's room in the lobby will be fixed today.
 - b. Consideration and Discussion and Possible Action on Overall SPPL Remodel and Addition Construction Project
 - i. Kevin Johnson reported. Things are going well with construction. The crews are continuing with the penthouse. They are wrapping up with exterior aluminum windows and doors. Interior painting continuing.

There was complete demoing at the permanent opening between entry and atrium. Structural openings have been created. They are moving forward with ceramic tile installation.

- ii. The plan is for geothermal drilling to remobilize in February, on or before the 17th, working with the new well driller.
- iii. Phase One is still on track to be completed on time.
- c. Consideration, Discussion and Possible Action on 2025 Meeting dates
 - i. The committee discussed meeting on the 4th Friday at noon with a few exceptions. The meeting dates are the following: February 28th, March 28th, April 18th, May 16th, June 27th, July 25th, August 22nd, September 26th, October 24th, and December 5th.
 - ii. Michaelis will send out calendar invites.
 - iii. **MOTION: To approve the 2025 Meeting Dates**
 - iv. Chin (1); Brazier (2); motion passed

6. Referrals

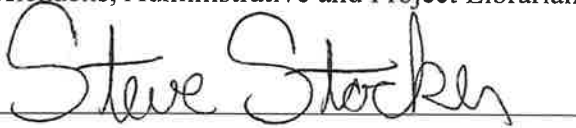
- a. None

7. Adjournment

- a. **MOTION: to adjourn the meeting at 12:21 p.m.**
- b. Chin (1); Brazier (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Steve Stocker, Chair



Steve Stocker