

**SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**Thursday, June 10, 2021**  
**4:30pm**  
**REMOTE MEETING**

1. Call to Order, Roll Call
  - a. Theresa Stevens called the meeting to order at 4:32 pm.
  - b. Present: Theresa Stevens, Rex Owens
  - c. Absent: None
  - d. Also present: Svetha Hetzler, Sarah Michaelis, Mark Chin
2. Approval of minutes
  - a. **MOTION: To approve the February 11, 2021 minutes**
  - b. Owens (1); Chin (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 HVAC Improvements
    - i. The contract for the HVAC system improvements has been signed and was approved by City Council earlier this month. The total is \$27,100. These funds are currently being taken out of the library's repair budget, but there is a possibility they will be reimbursable through a federal relief grant.
    - ii. The work will begin mid-June and take about two weeks to complete the work.
  - b. Consideration, Discussion and Possible Action on Contract for Design Services
    - i. FEH Design came in with the highest score during the rating process. The recommendation to contract with FEH Design for Design Services will be discussed at tonight's library board meeting.
6. Referrals
  - a. Stevens has been charged by the City Council President to discuss resuming in-person meetings in all committees, which includes the Library Board and its committees. This will be discussed further at tonight's Library Board meeting.
7. Announcements
  - a. None

8. Adjournment

a. **MOTION: to adjourn the meeting at 4:46pm.**

b. Stevens (1); Owens (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Theresa Stevens, Chair

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