

SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE
MEETING MINUTES
Friday, March 22, 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, Mark Chin
 - c. Absent: None
 - d. Also present: Svetha Hetzler, Sarah Michaelis, Ben John, Kevin Johnson (Owner's Representative, FVM)

2. Approval of minutes
 - a. **MOTION: To approve the February 23, 2024 minutes**
 - b. Brazier (1); Chin (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. Hetzler reported. The sensor on the compressor for the sprinkler system stopped working. Dave Jones was contacted. A new sensor was ordered.
 - ii. We had a few roof leaks last week. The membrane has shrunk due to age, which causes water to get in through the building. Tremco conducted a patch and repair.
 - iii. Tremco conducted the spring preventative maintenance.
 - b. Consideration, Discussion and Possible Action on Design and Construction Document Development
 - i. Johnson reported. We are live with bidding documents today. We have requested that anyone who wants to take a behind the scenes tour of the library notify us in advance. Pre bid meeting will take place on Wednesday, April 3 at 1:30pm.
 - ii. The replacement of the shingles on the gabled roof area was added to the bid as an alternate. Johnson highly encourages that we replace the shingles during the project, because it will reduce cost.
 - iii. Sun Prairie Forestry is working on relocation of five trees from the construction area.
 - iv. Ben John will work with staff to move the sculpture and benches prior to construction.

6. Referrals

a. None

7. Adjournment

- a. **MOTION: to adjourn the meeting at 12:25 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.