



Report of the Facilities Committee

Facilities Committee Meeting - July 16, 2014 @ 2 PM

1) Roll Call

- X Steve Mac Nish, Chair
- X John Bickford
- X Lynne Ridgeway
- X David Rolfe
- o Mark Wilson (absent due to MHLS technical error)
- X Roland (Skip) Patterson (Ex-officio)
- X Tom Sloan, Chris Herron (Staff Liaisons)

2) The agenda was reviewed and approved

3) Committee Charge

The Committee's charge was reviewed and discussed - *FACILITIES COMMITTEE - Provides oversight for the maintenance and management of MHLS facilities and grounds, including facility infrastructure, such as communication and I.T. systems. Meets at least twice a year, including an annual physical inspection and review of the MHLS facilities.*

4) 2014 Facilities Projects Awarded Public Library Construction Grant Program Funds

The Committee reviewed the approved and funded 2014 facilities projects. The projects are: (1) original aluminum windows in 1966 office building will be replaced with energy efficient windows; and (2) the approximately 20,000 sq ft parking lot will be repaired and resurfaced. The estimated cost of the two projects is \$81,631. The funding for the projects are: (1) Public Library Construction Grant Program at \$40,815; and (2) MHLS Board approved matching funding of \$40,815.

5) 2015 Facilities Projects Proposed for Public Library Construction Grant Program Funds

a) Priorities

- i) The Committee agreed MHLS requests should match the MHLS Board Construction Grant Funding Priorities, which are:
 - (1) An increase in services, through an increase in usable public space or increased staff efficiencies (e.g., new buildings, additions to current buildings, renovation of existing areas for new uses); and/or
 - (2) An increase in access (e.g., handicapped accessibility); and/or
 - (3) Energy conservation in the context of a professional's recommendations or with an historic preservation element. For the purposes of the board's ranking a "professional's recommendation" will, at least, include the results of an Energy Audit by the NYS Energy Research & Development Authority (NYSERDA).



- b) Project One - Auditorium's Condenser and Furnace
 - i) The Committee discussed a proposal for the replacement of the MHLS Auditorium's 23 year old Lennox condenser and the 24 year old Lennox furnace with units meeting or exceeding MHLS energy conservation useful life maintenance guidelines.
 - (1) The replacement of the condenser and furnace would match the MHLS Board Construction Grant Funding Priority to support energy conservation projects.
 - (2) Staff reported an evaluation of all MHLS mechanical equipment had been conducted, including dates of equipment purchase and availability of replacement parts. Based on the equipment evaluation, the replacement of the Auditorium's condenser and furnace is recommended.
 - (3) The estimated cost is \$15,000. (Public Library Construction Grant Program Funds for \$7,500 & MHLS Board approved matching funding of \$7,500)
 - ii) The Committee agreed MHLS staff should proceed with preparing a Public Library Construction Grant Program application which includes the replacement of the Auditorium's condenser and furnace.
- c) Project Two - Auditorium Basement Asbestos Removal/Phase Two
 - i) The Committee discussed a proposal for the removal of drywall with asbestos containing joint compound and the removal of asbestos containing pipe insulation from the Auditorium Basement.
 - (1) The MHLS Board approved in 2012 "the removal of broken and cracked asbestos flooring and mastic to allow approximately 2,000 square feet of space in the Mid-Hudson Auditorium basement to be used as safe and secure storage of materials presently located on the third-floor of the Mid-Hudson Office Building. The third-floor of the Mid-Hudson Office Building will then become available for meetings, small-group training and additional office space." The project to remove broken and cracked asbestos flooring was funded in 2013 and completed in 2014.
 - (2) The Committee agreed the Auditorium Basement Asbestos Removal/Phase Two project, resulting in the use of the 3rd floor as meeting space, would match the MHLS Board Construction Grant Funding Priority to support an increase in services through an increase in usable public space.
 - (3) Based on the request of Facilities Committee members to determine if the Auditorium Basement had mold, MHLS contracted for an assessment of the Auditorium Basement for mold. The mold inspection resulted in a recommendation for an asbestos inspection. Based on an asbestos assessment, it has been confirmed the Auditorium Basement has drywall with asbestos containing joint compound and asbestos containing pipe insulation.
 - (4) The estimated cost is \$30,000-\$35,000. (Public Library Construction Grant Program Funds for \$15,000-\$17,500 & MHLS Board approved matching funding of \$15,000-\$17,500)
 - ii) The Committee agreed MHLS staff should proceed with preparing a Public Library Construction Grant Program application which includes the removal of drywall with asbestos containing joint compound and the removal of asbestos containing pipe insulation from the Auditorium Basement.



- d) Project Three - Renovate 3rd floor of MHLS Office Building for Use as Meeting Space
 - i) The Committee discussed a proposal for renovation of the 3rd floor of the MHLS office building for use as meeting space and the renovation of the 1st floor elevator lobby of the MHLS office building to improve public safety and access to the 3rd floor.
 - (1) The MHLS Board approved in 2012 “the removal of broken and cracked asbestos flooring and mastic to allow approximately 2,000 square feet of space in the Mid-Hudson Auditorium basement to be used as safe and secure storage of materials presently located on the third-floor of the Mid-Hudson Office Building. The third-floor of the Mid-Hudson Office Building will then become available for meetings, small-group training and additional office space.”
 - (2) The Committee agreed the 3rd floor renovation project would match the MHLS Board Construction Grant Funding Priority to support an increase in services through an increase in usable public space.
 - (3) Staff reported an assessment of the 3rd floor, in support of the Board’s stated goal for the floor to “become available for meetings, small-group training and additional office space,” resulted in recommendations for: (a) finishing the ceiling, walls, and floor of the large meeting space; and (b) finishing the 1st floor elevator lobby of the MHLS office building to improve public safety and access to the 3rd floor.
 - (4) The estimated cost is \$30,000-\$35,000. (Public Library Construction Grant Program Funds for \$15,000-\$17,500 & MHLS Board approved matching funding of \$15,000-\$17,500)
 - ii) The Committee agreed: (a) the architecture design would be forwarded to Committee Members for review and comment, and (2) MHLS staff should proceed with preparing a Public Library Construction Grant Program application which includes the renovation of the 3rd floor of MHLS office building for use as meeting space and the renovation of the 1st floor elevator lobby of the MHLS office building to improve public safety and access to the 3rd floor.
- e) Timeline
 - i) The Committee reviewed the timeline for the three projects to be considered for 2015 Public Library Construction Grant Program Funds
 - (1) July - MHLS Facilities Committee Review & Considers Approval of Projects
 - (2) July/August - Determine if State Historic Preservation Office (SHPO) approval is required for Auditorium, which is more than 50 years old we may need SHPO approval.
 - (3) July/August - Project cost estimates from vendors
 - (4) August 22 - MHLS application ready for submission to Incentives Committee
 - (5) August 28 - Review by Incentives Committee
 - (6) September 17 - Board considers Incentives Committee recommendations



6) Project Proposed for Full Funding from MHLS Capital Fund

- a) The Committee discussed how routine maintenance projects were not covered by MHLS Board Construction Grant Funding Priorities.
- b) Project One – Exterior Repair & Repaint
 - i) The Committee discussed a proposal for exterior repairs and repainting of the MHLS office building & front property wall
 - (1) The estimated cost is \$30,000. (MHLS Capital funding of \$30,000)

BOARD ACTION ITEM – THE FACILITIES COMMITTEE RECOMMENDS TO THE MHLS BOARD: (1) THE REPAIR & REPAINTING OF THE MHLS OFFICE BUILDING EXTERIOR & FRONT PROPERTY WALL; AND (2) THE AUTHORIZATION OF \$xx,xxx FROM THE MHLS CAPITAL FUND TO FINANCE THE PROJECT.

- c) Project Two – Landscape Around Office Building
 - i) The Committee discussed a proposal for the removal of overgrown landscape prior to building repair/painting and the replacement of landscaping appropriate for the property.
 - (1) The estimated cost is \$7,000. (MHLS Capital funding of \$7,000)

BOARD ACTION ITEM – THE FACILITIES COMMITTEE RECOMMENDS TO THE MHLS BOARD: (1) THE REMOVAL OF OVERGROWN LANDSCAPE PRIOR TO THE MHLS OFFICE BUILDING REPAIR/PAINTING AND THE REPLACEMENT OF LANDSCAPING APPROPRIATE FOR THE PROPERTY; AND (2) THE AUTHORIZATION OF \$x,xxx FROM THE MHLS CAPITAL FUND TO FUND THE PROJECT.

- d) Timeline
 - i) The Committee reviewed the timeline for the two projects to be considered by the MHLS Board
 - (1) July - MHLS Facilities Committee Review & Considers Approval of Projects
 - (2) September 17 - MHLS Board of Trustees Review & Considers Committee's Project Recommends
 - (3) October/November - Based on Board approval, projects implemented

7) Facilities – General Update

- a. The Committee reviewed recent facilities issues
 - (1) Removal of Auditorium Basement tile with asbestos completed
 - (2) Administrative area on the 1st floor refurbished
 - (3) Two staff offices on the 2nd floor refurbished
 - (4) Key code lock installed for Auditorium front doors



- (5) Improved audio/visual communication services for Conference Room implemented
- (6) Back check valves planning completed, installation pending

- 8) Next Committee Meeting – October
 - a) Agenda includes:
 - i) Annual Physical Inspection of Facilities
 - ii) Review of 2014 Facilities Projects
 - iii) Continuing Discussion on MHLS Facilities Master Plan
- 9) Mr. Mac Nish requested and received approval to adjourn

Following the meeting, Committee members toured the MHLS office building.

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