



## Document 8

### Report of the MHLS Facilities Committee Meeting of May 20, 2015

#### 1. Roll Call

- X Mark Wilson, Chair - (C)
- X John Bickford - (D)
- X Lynne Ridgeway - (U)
- O David Rolfe - (U)
- X Roland (Skip) Patterson (ex-officio)
- X Tom Sloan - (Staff Liaison)
- X Chris Herron - (Staff Liaison)

#### 2. Mr. Wilson called the meeting to order.

- a. Mr. Wilson reported on his plan to review facility projects with MHLS staff following MHLS Board meetings held at MHLS and invited his fellow Committee Members to join him.

#### 3. Mr. Wilson requested and received approval of the agenda.

#### 4. Mr. Sloan & Mr. Herron reported on the status of 2014 projects.

##### a. Window Replacement:

- i. In 2013, MHLS Board approved seeking Public Library Construction Grant Program Funds for the replacement of original aluminum windows in the MHLS Office Building with energy efficient windows.
- ii. In 2014, MHLS received a 50% match in Construction Grant Fund based on a \$24,482 Window Replacement Project.
- iii. Revised project plans included an asbestos abatement project for replacing the windows.
- iv. Old windows have been removed and new windows installed.
- v. Interior casing/finishing of window frame completed by Chris Herron.

##### b. Parking Lot

- i. In 2013, MHLS Board approved seeking Public Library Construction Grant Program Funds for repairs/resurfacing of the approximately 20,000 sq ft parking lot.
- ii. In 2014, MHLS received a 50% match in Construction Grant Fund based on a \$40,815 Parking Lot Project.
- iii. An RFP was issued for the project and the low bidder was selected.
- iv. The project has been completed.

##### c. Exterior Repair & Repaint of Office Building:

- i. In 2014, the Board approved exterior repairs and repainting of the MHLS office building & front property wall at a cost of approximately \$30,000.
- ii. With the removal of landscaping, it was discovered the front wall was damaged and needed repairs. Repair and refinishing of the front wall cost approximately \$6,000.
- iii. Repairs/repainting has been completed.

##### d. Exterior Landscaping of Office Building:

- i. In 2014, the Board approved the removal of overgrown landscape and the replacement of landscaping appropriate for the property.
- ii. The project has been completed at a cost of approximately \$6,850.



5. Mr. Sloan & Mr. Herron reported on the status of 2015 projects.
  - a. 2nd Floor Office Building Improvements
    - i. In 2015, MHLS undertook a refurbishing the 2<sup>nd</sup> floor, the area housing most MHLS staff members.
    - ii. MHLS purchased the supplies and Chris Herron provided the labor for: (1) Floor refinishing; (2) Wall/ceiling painting; (3) Relocation of copier; and (4) Building a staff lounge
  - b. Auditorium Basement Asbestos Abatement (Phase Two)
    - i. In 2014, MHLS Board approved seeking Public Library Construction Grant Program Funds for Auditorium Basement Asbestos Abatement - *Document 2*
    - ii. MHLS is waiting for announcement of a 50% match in Construction Grant Fund based on a \$52,530 asbestos abatement project.
    - iii. An RFP has been issued & six (6) vendor responses received and publicly opened.
    - iv. Vendor responses are under reviewed by Quest, the project's asbestos abatement consultant.
  - c. Auditorium Condenser and Furnace Replacement
    - i. In 2014, MHLS approved seeking Public Library Construction Grant Program Funds for replacing the Auditorium's 23 year old Lennox condenser and the 24 year old Lennox furnace with units meeting MHLS energy conservation useful life maintenance guidelines. - *Document 2*
    - ii. MHLS is waiting for announcement of a 50% match in Construction Grant Fund based on a \$36,563 HVAC project.
    - iii. HVAC equipment specifications have been developed by an HVAC engineer.
    - iv. Requests for vendor bids based on equipment specifications will be sought
    - v. Implementation of HVAC project will be scheduled following asbestos abatement project.
6. Review of Proposed 2016 Project - Mr. Sloan & Mr. Herron
  - a. MHLS staff proposes to the Facilities Committee and the MHLS Board the seeking of Public Library Construction Grant Program Funds for a project(s) with a total cost of under \$100,000. Approximately 50% of the cost would be sought from Construction Grant Funds and 50% funded from the MHLS Capital Fund. This 2015 proposal and amount are similar to approved projects in 2013 and 2014.
  - b. Project Priority 1 - Public Restrooms and Lobby Renovation
    - i. MHLS staff proposes to the Facilities Committee and the MHLS Board the seeking of Public Library Construction Grant Program Funds to renovate the ground floor public restrooms to be ADA compliant and the renovation the ground floor lobby outside the public restrooms to create a safer working environment for staff and visitors.
    - ii. MHLS has contracted with Alfandre Architecture, PC to develop construction documents and specifications for public restrooms and lobby renovation.
    - iii. Construction documents and specifications for public restrooms and lobby renovation will be used to obtain estimates on project costs, which are required for submission of a Public Library Construction Grant Program application.
    - iv. Timeline for project:



1. May 20 - MHLS Facilities Committee Review & Considers Approval of Project
  2. July 8 - MHLS Board of Trustees Review & Considers Committee's Project Recommendation
  3. September 16 - MHLS Board of Trustees Review & Considers MHLS Application
  4. October/November - Based on Board Approval, Project Implemented
  5. June 2016 - Announcement of State Matching Grants
- v. **ACTION: The Committee recommends to the MHLS Board the Board authorizes MHLS staff to develop, as a first priority, a Public Library Construction Grant Program Application for the renovation of the ground floor public restrooms to be ADA compliant and the renovation the ground floor lobby outside the public restrooms to create a safer working environment for staff and visitors.**
- c. Project Priority 2 – Office Building 1<sup>st</sup> Floor Condenser & Air Circulator
- i. MHLS staff proposes to the Facilities Committee and the MHLS Board the seeking of Public Library Construction Grant Program Funds for replacing the MHLS Office Building ground floor's condenser (Lennox) 10 ton unit and the air circulator (Trane Model BHP-10B) with units meeting MHLS energy conservation useful life maintenance guidelines.
  - ii. Information created and collected regarding the replacing the Auditorium's condenser and furnace will inform how be to proceed with the pricing and procurement of 1<sup>st</sup> floor units.
  - iii. Timeline for project:
    1. May 20 - MHLS Facilities Committee Review & Considers Approval of Project
    2. July 8 - MHLS Board of Trustees Review & Considers Committee's Project Recommendation
    3. September 16 - MHLS Board of Trustees Review & Considers MHLS Application
    4. October/November - Based on Board Approval, Project Implemented
    5. June 2016 - Announcement of State Matching Grants
  - iv. **ACTION: The Committee recommends to the MHLS Board the Board authorizes MHLS staff to develop, as a second priority, a Public Library Construction Grant Program Application for replacing the MHLS Office Building ground floor's condenser and the air circulator with units meeting MHLS energy conservation useful life maintenance guidelines.**
  - v. **ACTION: The Committee recommends the MHLS Board authorizes MHLS staff to proceed immediately with the purchase of MHLS Office Building ground floor's condenser and/or air circulator if the equipment fails and can't be repaired.**



7. The Committee reviewed the format of the draft MHLS Capital Plan. The Committee recommended: (1) providing column headers on every page, (2) adding a “target year” column; and (3) upon a project completion, move the project information to the appropriate section of the plan. Mr. Sloan reported a draft MHLS Capital Fund Policy would be reviewed by the Finance Committee in July and the Capital Plan and Capital Fund Policy presented to the MHLS in September.
8. Other Business – Mr. Wilson
  - a. Mr. Bickford recommended and his fellow Committee Members agreed on the importance of establishing a space management plan prior to relocating stored items to the MHLS Auditorium Basement. Mr. Sloan & Mr. Herron agreed to develop a space management plan with guidelines for the retention and disposal of equipment, furniture, files, and other materials stored by MHLS.
  - b. Mr. Bickford recommended and his fellow Committee Members agreed on MHLS staff obtaining estimates for replacement of window gaskets and the sealing of window frames for the MHLS Office Building front glass wall and doors.
9. Committee members, along with Mr. Sloan and Mr. Herron, toured the facilities and grounds.
10. Mr. Wilson requested and received approval to adjourn the meeting.

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### **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.*