



Report of the MHLS Facilities Committee **Meeting of October 9, 2015**

1. Roll Call

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

2. Mr. Wilson called the meeting to order.

3. Mr. Wilson noted a revised agenda was presented. Agenda was adopted.

4. 2015 projects

- a. 2nd Floor Office Building Improvements - The refurbishing of the 2nd floor and building a staff lounge have been completed. Still pending is the replacement of fixtures (price pending) in the 2nd floor bathroom.
- b. Auditorium Basement Asbestos Abatement (Phase Two) – The asbestos abatement by NSC Abatement Services and oversight management and monitoring services by Quality Environmental Solutions & Technologies, Inc. (QuES&T) are completed. NSC hasn't submitted final certified payroll, which is required for final payment.
- c. Auditorium Condenser and Furnace Replacement – Based on HVAC equipment specifications developed by an HVAC engineer, MHLS issued an RFP. A single response to the RFP was received, submitted by Airflow Air Conditioning, Highland (NY) in the amount of \$22,306. RFP response under review.
- d. Other Projects – The Committee reviewed: Window Gaskets/Sealing Window Frames of the Office Building Front Glass Wall (price pending); Gutter Repairs @ \$1,825; Masonry Repairs to Auditorium Exit Porches/Steps @ \$4,450, and Visible Building Security Cameras (price pending)

5. 2016 Project

- a. The project to renovate the MHLS Office Building first floor bathrooms to provide ADA compliant bathrooms for staff and public use, and to renovate the MHLS Office Building first floor lobby area to improve public safety and access to the ADA bathrooms, has been approved by the MHLS Board and an application has been submitted to the Public Library Construction Grant Program.
- b. Based on two responses to the RFP for bathroom renovation, Barone Construction Group, Inc., at a bided cost of \$99,000 has been selected. Based on pricing from several vendors for required asbestos abatement, NSC Abatement Services, Inc., at a bided cost of \$16,700, has been selected.



- c. ***MOTION: The Facilities Committee recommends the MHLS Board authorizes \$115,700 for the purpose of signing contracts in 2015 for the project to renovate the first floor bathrooms and first floor lobby area.***
6. Plans for Renovation of the Auditorium
 - a. The Committee approved a motion for MHLS staff to proceed with the development of plans and specifications for interior renovations of the Auditorium including the electrical system, window replacement, ceiling replacement, and carpet replacement
7. Possible 2017 Projects Funded with Public Library Construction Grant Program Funds
 - a. Office Building 1st Floor Condenser & Air Circulator - Replace 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.
 - b. Office Building 3rd Floor Renovation - Partial renovation of the 3rd floor based on specifications from Alfandre Architecture for implementing a full renovation using 3 stages of construction.
 - c. Auditorium Renovation - Interior renovation including electrical system, window replacement, ceiling replacement, and carpet replacement.
8. MHLS Capital Plan
 - a. The Committee reviewed the Plan, endorsing the format and information presented. The Committee agreed the Plan would be reviewed at least semi-annually by the Committee.
9. MHLS Storage Procedure
 - a. The Committee reviewed the proposed procedure and requested: (1) the procedure be reviewed by MHLS staff and comments/questions addressed; the procedure clearly recognize possible exceptions; the procedure be connected to the MHLS record retention procedures.
 - b. The Committee agreed the procedure should be implemented with ongoing evaluation.
10. MHLS Service Contracts
 - a. The Committee discussed service contracts including HVAC systems maintenance, elevator maintenance, security alarm services, trash removal, and snow removal.
11. Mr. Wilson offered to provide any MHLS Board member a tour of facilities following MHLS Board meetings held at MHLS.
12. The Committee toured the Auditorium, assessing the condition of: Outside Auditorium Emergency Exit Porches & Steps; Electrical System; Windows; Ceiling; Carpet

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.