



Report - MHLS Facilities Committee **Meeting of May 27, 2016**

1. Roll Call
 - ✓ Mark Wilson, Chair - (C)
 - ✓ John Bickford - (D)
 - ✓ Lynne Ridgeway - (U)
 - ✓ Camilla von Bergen (ex-officio)
 - ✓ Tom Sloan - (Staff Liaison)
 - ✓ Chris Herron - (Staff Liaison)
2. Mr. Wilson called the meeting to order.
3. Mr. Wilson requested and received approval of the agenda.
4. Update on 2015 Projects
 - A. The Committee reviewed and discussed 2015 facilities projects.
 - 1) 2nd Floor Office Building Improvements – Completed
 - 2) Auditorium Basement Asbestos Abatement (Phase Two) – Completed
 - 3) Auditorium Condenser and Furnace Replacement – Completed
 - 4) Auditorium Accessibility Enhancement – Completed
 - 5) Office Building Front Entry Glass Walls - Window Gaskets/Sealing Windows – Completed
 - 6) Gutter Repairs – Completed
5. Update on 2016 Projects
 - A. The Committee reviewed and discussed 2016 facilities projects.
 - 1) Renovation of the MHLS Office Building first floor bathrooms to provide ADA compliant bathrooms for staff and public use. Renovation of the MHLS Office Building first floor lobby area to improve public safety and access to the ADA bathrooms. – Completed
 - 2) Staff Lockers on 1st & 2nd Floors – Completed
 - 3) Refurbishing Office Building Front Stairwell – Underway
 - 4) Replacement of Office Building Side Main Entry Door – Underway
 - 5) Security Surveillance Cameras/Service for Outside Buildings/Parking Lot and Inside Auditorium/Office Building – Developing Proposal
6. Guiding Principles for Sustainable Buildings
 - A. The Committee reviewed and discussed how best to ensure sustainability concerns are addressed in proposing, bidding, and implementing MHLS construction projects seeking State Aid for Public Library Construction Grant Program Funds.
 - B. The Committee requested MHLS staff review the U.S. Green Building Council (USGBC) Guiding Principles for Sustainable Existing Buildings and recommend to the Committee guidelines the MHLS Board may wish to adopt to inform planning and implementing MHLS construction projects seeking State Aid for Public Library Construction Grant Program Funds.



7. Proposed 2017 Projects

- A. The Committee reviewed and discussed proposed projects for seeking 50% match from the State Aid for Public Library Construction Grant Program.
 - 1) Energy conservation in the context of a professional's recommendations or with an historic preservation element.
 - a. MHLS Office Building 1st Floor Condenser & Air Circulator - Replace the 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 - \$16,972-\$29,200
 - 2) 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)
 - a. Renovation of MHLS Auditorium to Support Public Meetings, Online Meeting, and Online Presentation Services - \$70,000-\$80,000 (Phase I)
 - i. Architectural
 - a) Window Replacement
 - b) Drop Ceiling Replacement of Damaged Tiles
 - c) Replace Ceiling Lighting with LED Ceiling Lighting
 - d) Carpet Replacement
 - e) IT/Equipment Closet (climate controlled)
 - f) Basement Dehumidification System, Water Pump/Sensors, Water Heater/Toilet Plumbing
 - g) Renovated Refreshment Area with New Cabinets, Counter, Sink, Flooring
 - h) Electrical System Upgrades to Support Online Meeting & Online Presentation Equipment
 - ii. Equipment & Furniture to Support Online Meetings/Presentations
- B. The Committee Board agreed MHLS staff should develop project specifications and draft an application for the State Aid for Public Library Construction Grant Program for proposed 2017 projects, as outlined.
- C. Timeline
 - 1) June - Architect's Assessment and Report on Auditorium
 - 2) June - Findings of Assessment and Report on Auditorium Forwarded to Facilities Committee
 - 3) July 13 - MHLS Board of Trustees Reviews & Approves Project Recommendation
 - 4) August 5 - Grant Application Deadline
 - 5) September 16 - MHLS Board Recommendations for Construction Grant Program Applications
 - 6) October 1- MHLS Due Date to State Library/DLD
 - 7) May/June 2017 - Notification of Award from State Library
 - 8) Sept 2017 - 90% of award paid out
- D. ***MOTION: Facilities Committee recommends the MHLS Board approves the proposed 2017 MHLS construction projects, as outlined.***

- 8. Mr. Wilson reviewed agenda items for the next Committee meeting planned for October. The agenda will include the annual review of the MHLS Capital Plan and the annual review of the MHLS Storage Procedure.
- 9. The Committee toured: (1) the MHLS Auditorium basement and main floor, and (2) the 1st and 2nd floors of the MHLS Office Building.
- 10. The Committee meeting adjourned.