Report of the Incentives Committee | Monday, August, 29, 2016 @MHLS

1. Roll Call
   * Richard Swierat, Chair (D)
   * Sharon Davis (C)
   * Debra Klein (G)
   * Michele Ment (P)
   * Myrna Sameth (U)
   * Camilla W. von Berger, ex officio
   * Tom Sloan (Staff Liaison)
   * Rebekkah Smith Aldrich (Staff Liaison)
2. **Call to Order:** Mr. Swierat, Committee Chair, called the meeting to order
3. **Approval of Minutes** from the February 2016 meeting – unanimously approved
4. **Review of process** for Construction Grant Award Recommendations
   1. Staff provided an overview of the funding program, noting that these funds are for both member library and library system capital needs. Within the Commissioner’s Regulations that govern the administration of this grant program 40% of the aid allocation is eligible to fund System projects.
   2. The Committee agreed to proceed with ranking member library applications using the priorities approved by the MHLS Board of Trustees at the March 2016 MHLS Board of Trustees meeting:
5. Meet eligibility requirements as defined in NYCRR Title 8 – Education §90.12 [http://www.nysl.nysed.gov/libdev/excerpts/finished\_regs/9012.htm]
6. Be part of the library’s board approved, prioritized facility plan which is reported to MHLS through the Construction Needs Action Memo issued annually in April. If a library is breaking a large project into phases this must be itemized with a timeline within the facility plan, and
7. Provide for at least one of the following outcomes:

**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

**An increase in access** (e.g., compliance with the Americans with Disabilities Act (ADA); improved broadband; optimization of a space to bring in a new or underserved population); and/or

**Energy conservation in the context of a professional’s recommendations** **or with an historic preservation element.** For the purposes of the MHLS 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). Libraries are expected to comply with the MHLS ‘*Useful life energy conservation standards*” for the purposes of this grant; and/or

**Disaster recovery** in the context of a substantial loss of access to library services due to a low probability-high consequence event(s) (e.g., fire, flood). This will apply to libraries: (1) located within a declared state or federal disaster area, or (2) not located within a declared disaster area if sufficient evidence documents a low probability-high consequence event resulted in substantial loss of access to library services. Within the grant narrative the library must adequately describe: a) length of forewarning; b) magnitude of impact; and c) duration of impact, meaning lack of access by the public to library services; and/or

**Leadership in sustainable design** in the context of pursuit of certification through the Leadership in Energy and Environmental Design program (LEED); Green Globes; Living Building Challenge; Energy Star; Net Zero Energy Building Certification and/or Passive House.

c) The committee agreed to assign one “point” per priority addressed by the applicant to generate the rankings of applications.

1. **Presentation of MHLS’ Construction Grant Applications:** Mr. Sloan presented the MHLS applications for funding through the program this year. The total amount sought for funding of MHLS projects through this program this year is 9% of the available 40% of the MHLS Allocation:
   * 1. Auditorium Renovation/Phase I: Total project cost: $92,879
     2. MHLS Office Building Condenser and Air Circulation Units: Total project cost: $29,200

The committee recommends these projects for funding in amounts noted on the attached chart.

1. **Review and Ranking of Member Library Construction Grant Applications:** The committee ranked each member library application using the process described in item #4 above and directed MHLS staff to develop an equitable funding formula based on those rankings. The award amount recommendations are attached to this report for the board’s consideration. These need to be voted on by the full board in order to move them on to NYS to meet the deadline of October 5th.
2. **Guidance on Assignment of Additional Funds:** The committee directed MHLS staff to reallocate any funds a) turned down by members recommended for funding or b) offered by NYS in addition to MHLS’ allocation as equitably as possible across all libraries recommended for funding.
3. **Debrief/Suggestions for 2017 Process:** The committee reviewed its own process and identified items to consider for the 2017 grant program:
   1. Whether or not to deduct points for incomplete applications
   2. More clearly state expectations for energy conservation standards in new construction projects
   3. Clearly note that “disaster prevention” projects are eligible under the “Increase in Access” priority or consider if and how “disaster prevention” might work under an expanded “Disaster preparedness, response, and recovery” category
   4. Address concerns that the NYS Energy Research and Development Authority’s Energy Audit program may no longer be free to libraries
   5. Set expectations for member library facility plans as they pertain to this grant program
4. **Public Comment:** None.
5. **Other Items:** None.