



## **MHLS Facilities Committee** **Report on Meeting of June 5, 2017**

1. Roll Call

X Mark Wilson, Chair - (C)	O Camilla von Bergen (ex-officio) excused
X John Bickford - (D)	X Tom Sloan - (Staff Liaison)
X Robert Culp (P)	X Chris Herron - (Staff Liaison)
X Lynne Ridgeway - (U)	
2. Mr. Wilson called the meeting to order & the Committee approved the agenda.
3. Mr. Sloan & Mr. Herron reported on 2016-2017 projects receiving State Aid for Public Library Construction Grants.
  - A. Purchase & installation of new condenser & air circulator for the MHLS Office Building ground floor, to support energy conservation, is completed. Based on specifications by Synergy Design/Jordan Valdina (AIA, PE, LEED) an RFP was issued and bids evaluated. MHLS signed a contract with AirFlow Inc. for \$49,715. MHLS has received notification of a Public Library Construction Aid Program Grant for \$24,862 to support the project.
  - B. Purchase & installation of new energy efficient windows for the MHLS Auditorium, including window related asbestos abatement, is underway. Based on specifications developed by Alfandre Architecture/Joe Buglino, Project Manager an RFP was issued and bids evaluated. MHLS signed a contract with Barone Construction Group for \$119,000. MHLS has received notification of a Public Library Construction Aid Program Grant for \$46,435 to support the project. The project will be completed in July 2017.
4. Mr. Herron reported on general improvement/maintenance projects recently completed. These projects included purchase and installation of a security surveillance camera system, disposal of surplus furniture to member libraries, and improved landscaping & drip watering system.
5. The Committee reviewed and discussed proposed projects seeking State Aid for Public Library Construction Grants in 2017-2018.
  - A. Energy conservation in the context of a professional's recommendations
    - 1) Office Building 2nd Floor Air Handler Units (AHU) & Condenser - Replace the MHLS Office Building AHU (Lennox Model B24Q5-2P/Serial number), AHU (Lennox Elite Series Model CB30U-65-1P/Serial number), Condenser (Lennox Model HS29-120-10 ton unit)
  - B. An increase in services, through an increase in usable public space
    - 1) Phase III Renovation of MHLS Auditorium to Support Public Meetings, Online Meeting, and Online Presentation Services - IT Room; Interior Lighting; Drop Ceiling; Equipment; & Furniture
  - C. **COMMITTEE ACTION: The Committee approved MHLS staff developing Library Construction Grant Program applications for: (1) Office Building 2nd Floor Air Handler Units (AHU) & Condenser & (2) Phase II Renovation of MHLS Auditorium.**



6. The Committee reviewed and discussed proposed projects seeking State Aid for Public Library Construction Grants **IF** Construction Grant funds are available after MHLS fully funds all requests from member libraries.
  - A. **COMMITTEE ACTION: The Committee approved MHLS staff developing Library Construction Grant Program applications; in the case MHLS construction grant funds are available after MHLS fully funds all requests from member libraries. The information needed for applications will be developed for: (1) Flooring System for Delivery Services Area; (2) Parking Lot Repairs, Sealing, Improved Striping, Traffic Mirrors; and (3) Office Building Renovation of 2nd floor – Drop Ceiling, Energy Efficient Lighting, Carpet.**
7. The Committee reviewed the MHLS Capital Plan.
8. The Committee reviewed the MHLS Inventory List and recommended the addition of a column reporting target replacement date.
9. The Committee requested a MHLS Facilities Policy Manual, similar to the MHLS Fiscal Policy Manual, be composed and reviewed by the Committee
10. Meeting Adjournment – Mr. Wilson

Following the meeting, several Committee members conducted a tour of MHLS facilities including review of: (1) the Auditorium's windows, proposed IT room space, and basement; and (2) the Office Building's new condenser & air circulator, Delivery Services area, and 3<sup>rd</sup> floor.

### **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.*