

Incentives Committee Meeting

Tuesday, August 21, 2018 | 10:00am

1) Roll Call

- ✓ Richard Swierat, Chair (D)
- ✓ Stuart Auchincloss (U)
- ✓ Sharon Davis (C)
- ✓ Kenneth Goldberg (U)
- ✓ Priscilla Goldfarb (P)
- ✓ Mary Linda Todd (G)
- ✓ Mark Wilson (ex officio) (C)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Joan Kay, MHLS (Staff Liaison)

2) **Call to Order:** Mr. Swierat, Committee Chair, called the meeting to order

3) **Review of process** for Construction Grant Award Recommendations

- a) 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. Rebekkah explained the pre-application work, which provided the member libraries the necessary information and criteria to present the grants. The pre-grant application process started in April and continued through the grant deadline with a number of training sessions in person and by webinar. The grant portal was open in June and the deadline was August 3rd.
- b) The Committee agreed to proceed with ranking member library applications using the priorities approved by the MHLS Board of Trustees at the March 2018 MHLS Board of Trustees meeting:
 1. Meet eligibility requirements as defined in NYCRR Title 8 – Education §90.12
[http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/9012.htm]
 2. 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
 3. 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); creation of climate controlled space to ensure access to historically relevant materials); 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 a Level 2 ASHRAE Energy Audit that has been conducted within the past five years. Libraries are expected to comply with the ENERGY STAR standards detailed in 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.

- 4) **Presentation of MHLS' Construction Grant Applications:** Rebekkah presented the MHLS application for funding through the program this year. The total amount sought for funding of MHLS projects through this program this year is 6.5% of the available 40% of the MHLS Allocation:

- i) Auditorium Renovation/Phase III: Improve energy conservation and increase usable public space by renovation of MHLS Auditorium to support public meetings, online meetings, and online presentation services. Total project cost: \$167,646

The committee recommends this project for funding in amount noted on the attached chart.

ACTION: The Incentives Committee recommends that the MHLS Board approve the MHLS application for Phase III of the Auditorium Renovation project.

- 5) **Review and Ranking of Member Library Construction Grant Applications:** The committee ranked 17 member library application using the process described in item #3 above and directed MHLS staff to develop an equitable funding formula based on those rankings. It was noted that all libraries' whose chartered service population meets the [board approved definition for an "economically disadvantaged community"](#) receive a higher award amount because of this via the formula. The award amount recommendations are attached to this report for the board's consideration.

ACTION: The Incentives Committee recommends that the MHLS Board approve the recommended award amounts presented in board document 8.A.1 for the MHLS portion of the 2018-2021 State Aid for Library Construction program.

- 6) **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.
- 7) **Debrief/Suggestions for 2019 Process:** The committee reviewed its own process and identified items to consider for the 2019 grant program.
 - a) As the words "handicap" and "handicapped" are no longer acceptable terms and advised MHLS staff to work towards using more currently acceptable language and encouraging member libraries to do the same. (e.g. "accessible to people with disabilities" and "ADA compliant")
 - b) The committee expressed concerns over the viability of projects that have not yet received the necessary local permits for their projects and discussed how the state judges these.
- 8) **Public Comment:** None.
- 9) **Other Items:** None.

2018-2021 MHLS Construction Grant Narratives

Project Abstract:

Phase III of a renovation project of our Auditorium to support public meetings, online meetings, and online presentation services.

Project Description:

The MHLS Auditorium is an approximately 4,000 square foot facility constructed of brick, masonry and wood, which was constructed in 1902. All events are held on the main floor. The main floor includes a stage, a large open meeting hall, recently renovated ADA-compliant bathrooms, and hospitality facilities. The basement is used for storage.

This facility is used to host approximately 100 events per year including: (1) MHLS Continuing Education and Training Programs for member library directors, staff and trustees; (2) meetings of the MHLS Board of Trustees and their committees; (3) meetings of the MHLS Directors Association and their committees; (4) Poughkeepsie Public Library District public programs; and (5) MHLS community organization partnership events.

We have developed a three phase approach to renovating this facility to increase usable public space, increase staff efficiency and increase energy conservation. Phases I & II have been completed, this year we are applying for Phase III. All three phases are described below:

- **Phase I:** This project improved energy conservation and public meeting space by purchasing and installing twenty-five (25) Energy Star rated windows replacing windows more than 50 years old, and conducting asbestos abatement as required for the removal of all windows and installation of new windows.
- **Phase II:** This project improved energy conservation and public meeting space by: (1) replacement of suspended ceiling tiles with new suspended ceiling system with R-10 insulation value; (2) replacement of lighting systems with energy efficient LED lighting; (3) construction of an enclosed and climate controlled room for IT and online meeting/presentation equipment; (4) purchase and installation of IT and online meeting/presentation equipment; and (5) conducting asbestos abatement as required.
- **Phase III:** This project will increase usable public space, improve staff efficiency and improve energy conservation by: (1) expanding meeting space and providing new furniture storage room by removal of the stage; (2) renovation of serving room for easier use and management; (3) purchasing new user and IT friendly meeting room tables and chairs; (4) replacing carpet with Gold

Certification level carpet tiles; (5) interior painting; (6) basement improvements: centralized dehumidification system, repair stairs, outdoor spigot; and (7) conducting asbestos abatement as required.

Phase III Details:

- **Expanding meeting space and providing new furniture storage room by removal of the stage:**
The Contractor will remove a stage, construct a new wall with double doors, install 2,200 square feet of carpet tile, and install 100 square feet of rubber floor tile. The flooring systems will be installed in strict compliance with the manufacturer's guidelines and at the time and under conditions that will ensure the best possible results. Contractor will maintain conditions required for product performance until substantial completion and conduct construction operations so no part of the work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy. Contractor will provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the work, allowing for building movement, including thermal expansion and contraction. All work shall comply with current applicable codes including governing building and electrical codes, OSHA and DOL.
- **Serving Room:**
The Contractor will install new cabinets, countertops, and light fixtures with necessary anchors, support wires, and electrical wiring. Light fixtures will be Prescolite LED ENERGY STAR qualified recessed downlights. All components will be installed in strict compliance with manufacturer's guidelines and at the time and under conditions that will ensure the best possible results. Contractor will maintain conditions required for product performance until substantial completion and conduct construction operations so no part of the work is subjected to damaging operations. Contractor will provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the work, allowing for building movement, including thermal expansion and contraction. All work shall comply with current applicable codes including governing building and electrical codes, OSHA and DOL.
- **Tables & Chairs:**
Flip top tables and café tables that are easy to rearrange will be purchased along with high density sled base armless stacking chairs, café height stools and a cart for the stacking chairs so they are easily moved throughout the room and into and out of the storage area. The new storage room has been designated to house these furnishings.

- **Basement:**

The contractor will form and pour new concrete stairs with 11" treads and 3 equal risers with bull nose at tread front. New 2" pipe handrail will also be installed and anchored to the concrete floor and brick wall. This is necessary for the safe access to the basement space by staff. The contractor will install a new frost free outdoor hose faucet bib cock with janitor keyed operator. The contractor will supply and install a new Soleus air dehumidifier. Installation will include hard plumbing dehumidifier to the basement sump as well as installing a dedicated electrical circuit. All work shall comply with current applicable codes including governing building and electrical codes, OSHA and DOL.

- **Asbestos Abatement Services:**

Removal of Asbestos Containing Materials (ACM) will be completed as per scope of work provided by Quality Environmental Solutions & Technologies, Inc. (QuES&T). Scope of work consists the removal and disposal of approximately 700 square feet of friable ACM Joint Compound on non-ACM Sheetrock ceiling and walls as well as removal and disposal of approximately 220 square feet of non-friable ACM Floor Tile and ACM Mastic on plywood flooring throughout the Serving Room. All removal is to be conducted as per 12 NYCRR Part 56-8.4 (Multiple Abatement within a Single Regulated Work Area). Wall and ceiling removals will include any wall and/or ceiling insulation materials. Floor Tile and Mastic removals will include, as possible, the removal and disposal of non ACM plywood flooring beneath ACM Floor Tile and Mastic. The abatement contractor will be responsible for complete demolition and disposal of all floor and wall mounted cabinetry and other fixtures, inclusive of hangers, attached/recessed light fixtures, etc. The abatement contractor will also be responsible for performing all demolition activities required to access materials identified in work scope, as well as for providing all equipment necessary to access material(s). The abatement contractor will install nailers to intact ACM Plaster and Non-ACM Sheetrock with ACM Joint Compound Walls, as per the supplied architectural drawings, with exact mounting locations to be marked out by the General Contractor. The contractor will use methods as approved in site-specific variance issued by the New York State Department of Labor. A breakdown of material locations and special conditions are as follows:

- Installation of new 2"x6" (min) nailers, fastened to the walls in serving area to be used for wall mounted tables and/or counters.
- Installation of new 2"x4" (min) nailers, fastened to the walls in stage area in order to construct partition walls.

The abatement contractor will provide temporary security and environmental protection throughout all remaining openings, as required; be responsible for all demolition required to access material(s), as well as for providing all equipment necessary to access material(s). They will also provide full and proper dust control required during the entire job; and transport debris in enclosed and dust tight containers. Project Management will be coordinated by QuES&T in accordance with OSHA Regulations, including all required monitoring, and New York State Department of Labor Industrial Code Rule (IRC)

56. Project management will ensure asbestos liability insurance of \$5 million per occurrence and \$6 million in the aggregate for pollution; abatement is conducted by a licensed and fully certified asbestos abatement contractor; proper air monitoring during all abatement measures; and all asbestos waste will be removed from the site by a fully licensed and insured waste hauler and properly disposed of at an EPA-approved landfill or facility. A detailed post-job submittal package will be provided at the end of the project that includes:

- Asbestos waste manifests, signed by the landfill operator.
- Asbestos abatement New York State Department of Labor Notifications.

All work shall comply with current applicable codes including governing building and electrical codes, OSHA and DOL.

Impact of Project:

Increased effectiveness of library service due to increased and improved building space and capacity:

Removal of a seldom used stage, constructing a storage room, and adding carpet tile will increase meeting room capacity to better support both in-house and online meeting/presentation services for sixty-six (66) member libraries with staff and trustees located through our five (5) county service area which spans approximately 3,000 square miles.

More efficient utilization of the building due to energy conservation:

This project will add HI-R insulation in several exterior walls that will improve energy conservation. The new lighting system is made up of energy efficient, ENERGY STAR rated, LED lighting to improve energy conservation.

More efficient utilization of the building due to staff efficiencies:

The creation of much needed storage space and the purchase of new tables and chairs will streamline room set up and break down. The serving area renovation also addresses long-standing issues to expedite hospitality services to program attendees.

Budget Narrative:

Total Project Cost: \$167,646

- General Contracting for Phase III: \$145,365
 - These services will include the demolition of the existing stage, construction of the storage room, renovation of the serving room, insulation, carpeting, plumbing and electrical work and basement upgrades.
- Asbestos Specifications, Project Management & Monitoring: \$6,640

- Scope of work consists the removal and disposal of approximately 700 square feet of friable ACM Joint Compound on non-ACM Sheetrock ceiling and walls as well as removal and disposal of approximately 220 square feet of non-friable ACM Floor Tile and ACM Mastic on plywood flooring throughout the Serving Room.
- Furniture: \$15,641
 - Flip top tables: \$6,760.80
 - 24x72 table (14)
 - 24x48 table (4)
 - Café table: \$1,177.20
 - 24x48 table (3)
 - Chairs: \$4,446.00
 - Armless chairs (60)
 - Chair glides: \$114.00
 - Café stools: \$531.20
 - Café height stool (4)
 - Chair cart: \$340.00
 - Cart for stacking sled base chairs (2)
 - Delivery: \$2,272.00

Timeline:

Auditorium Renovation Phase III

DATE	ACTION
June 2018	Construction Specifications & Documents Completed
July 2018	RFP Issued & Vendor Bids Submitted for Ceiling, Lighting, & IT Room Construction
August 2018	Vendor Bids Submitted
August 2018	General Contractor & Furniture Vendor Selected Based on Bids
October 2018	Contract Signed with General Contractor for the Auditorium Renovation Phase III
October 2018	Contract Signed with Furniture Vendor for Purchase of IT Friendly Meeting Room Tables and Chairs
February 2019	Auditorium Renovation Phase III Completed