

MHLS Facilities Committee

Friday, April 26, 2019 | 1:30pm | MHLS Conference Room

1. Roll Call

- ✓ Lynne Ridgeway (U), Chair
- ✓ Robert Culp (P)
- ✓ Rajene Hardeman (D)
- ___ Mark Wilson (C) (ex-officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Chris Herron (Staff Liaison)

2. Committee Charge

- a. The Committee reviewed its charge and agreed it is accurate for the coming year:
Provides oversight for the maintenance and management of MHLS facilities and grounds, including facility infrastructure, such as communication and IT systems.
Meets at least twice a year, including an annual physical inspection and review of the MHLS facilities.

3. Update on Facilities Projects

- a. Chris provided an update on recent, on-going and upcoming projects in both facilities:
 - i. Auditorium
 - 1. Phase III construction has been completed. Change orders authorized during the project were reviewed including the addition of a dishwasher to aid in the sustainability initiative; the repair of the waste line; increased outlets; and a new hot water heater.
 - 2. The Committee agreed that the final items, new tables and chairs, can wait until the state funds arrive, later this year.
 - ii. Office Building
 - 1. Chris shared the results of the recent roof assessment done on the office buildings:
 - a. The engineers feel the roof will be ok for another five years.
 - b. No barriers were discovered that would prevent a solar installation on the roof of the office buildings. The Committee directed the staff to further research the financial viability of a solar installation.
 - 2. Chris reviewed on-going projects including the renovation of the rear stairwell, landscaping and line painting in the parking lot.
 - 3. The staff reviewed the MHLS Sustainability Initiative's work under the New York Library Association's Sustainable Library Certification Program. The staff have completed the first portion, the Green Business

Partnership (GBP) checklist and will be submitting for GBP certification under that program within the next few weeks. Highlights of that endeavor include:

- a. Energy Conservation Audit conducted by an engineering firm
- b. Greenhouse Gas Emissions Inventory completed
- c. Phase-in of LED lighting throughout the facilities
- d. Optimization of energy settings on all computers used in the facility
- e. Introduction of reusable hospitality items (plates, utensils, etc.)
- f. Enhanced preventative maintenance schedules for major equipment
- g. Centralized purchasing on staff
- h. Shift to purchasing food from small, local businesses
- i. Suspension of the purchase of bottled water for events
- j. Waste Audits to ensure staff are recycling
- k. Reduction in the use of paper
- l. Now using green cleaning products
- m. "No idling" clause added to new delivery contract
- n. Introduction of a pilot composting program to kick off in June

4. Review and Prioritization of the MHLS Capital Plan

- a. The Committee reviewed the findings of the staff related to the MHLS Capital Plan and have prioritized the following projects for application under the next two rounds of State Aid for Library Construction Program:
 - i. 2019-2020: HVAC Replacement: office buildings, 2nd floor – two air handler units (AHU) and one condenser. Estimated cost: \$64,000
 - ii. 2020-2021: Office Building Renovation: Delivery Services area. Estimated cost: \$60,000
- b. The Committee reviewed the maintenance and critical component table and discussed the parking lot and fence installation item coming up in 2020. Staff will investigate the feasibility of this project being included in a future State Aid for Library Construction application.

5. 2019-2020 State Aid for Library Construction Program

- a. The Committee reviewed the available funds and timeline for the program.
- b. For 2019-2020, the Committee recommends that up to half of the total project cost of the HVAC Replacement project noted above be covered by MHLS Funds appropriated by the MHLS Board and that the other half be matched through the State Aid for Library Construction program.
 - i. **ACTION:** The Facilities Committee recommends to the MHLS Board that MHLS Staff develop a State Aid for Library Construction application for HVAC unit replacement for the 2nd floor of the office building.