

Facilities Committee

Monday, April 19th, 2021

1. Attendance

- ✓ Lynne Ridgeway, Chair (U)
- ✓ Michele Ment (P)
- ✓ Rajene Hardeman (D)
- ✓ Janet Schnitzer (C)
- ✓ Mary Linda Todd (G)
- ✓ Ric Swierat (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Chris Herron (Staff Liaison)

2. Review of Committee's Charge

- a. The Committee Members reviewed their charge and after a discussion about what is entailed in "communication and IT systems," endorsed the charge as it stands: "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."
- b. **Discussion:** Committee members discussed how the principles of equity, diversity, and inclusion (EDI) may influence the charge of the committee.
 - i. MHLS staff reported that MHLS is in compliance with the law that went into effect in March 2021 that requires all single-occupancy public restrooms be designated "...as gender neutral for use by no more than one occupant at a time or for family or assisted use...Such gender neutral bathroom facilities shall be clearly designated by the posting of such on or near the main entry of each facility." New signage at MHLS shown to the right:
 - ii. Ms. Aldrich suggested that at the annual physical walk-thru of the MHLS facilities that the committee members conduct in the fall that we consider an exercise to view the facilities "through the eyes" of those differently abled than current staff and committee members (e.g. someone who is legally blind, in a wheelchair, etc.)



3. COVID-19 Update:

- a. MHLS Facility Operations Manager, Chris Herron, reported on:
 - i. Recent HVAC system upgrades to increase filters to MERV-13 and to install air purification units into air handlers;
 - ii. Purchase and installation of four standalone air purification/filtrations units. These have been located in high-density staff areas such as the delivery operations area and business office; and
 - iii. Changes to the cleaning and disinfecting guidelines issued by the Centers for Disease Control and Prevention (CDC).
- b. MHLS Executive Director, Rebekkah Smith Aldrich, reported that all staff asked to telecommute due to COVID-19 have been informed that the temporary request for them to telecommute will expire on June 30th, 2021. At that time, impacted staff will return to work at 103 Market Street or use the existing MHLS

Telecommuting policy parameters found in the board-approved personnel policies and work with their supervisor on their work location/schedule from that point forward. This summer, once staff have settled into a new routine, the layout and office area assignments on the second floor will be assessed.

4. **Review of Facilities Plan:** Committee members reviewed the facilities plan from November 2020 and:
 - a. **ACTION ITEM:** Ms. Schnitzer moved, and Ms. Hardeman seconded, a motion to endorse an application by MHLS be submitted to the 2021-2022 State Aid for Library Construction Program for a renovation of the MHLS delivery operations area that would include a new flooring system and garage door; a redesign of the mailing/shipping area; address energy efficient lighting in the area; and improve the HVAC and exhaust system in that area. The motion passed unanimously.
 - b. Endorsed the inclusion of the resealing of the MHLS parking lot in an adjusted 2021 budget.
 - c. Received a report regarding the roof on the office building.
 - d. An updated MHLS Facilities Plan is attached to this report.

5. **Other:** Ms. Aldrich proposed that should grant funding from the federal or state government become available that MHLS consider installing an electric vehicle (EV) charging station in the parking lot. The Committee Members were interested to learn more about the specifics of such an installation and greenlighted more research on the topic.