

## Facilities Committee

Friday, November 13<sup>th</sup>, 2020

### Meeting Notes

#### 1. Roll Call

- ✓ Lynne Ridgeway, Chair (U)
- ✓ Rajene Hardeman (D)
- ✓ Janet Schnitzer (C)
- ☐ Ric Swierat (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Chris Herron (Staff Liaison)

2. The meeting was called to order at 1:32pm by Ms. Ridgeway.

3. **Approval of the Agenda:** Moved by Ms. Hardeman, seconded by Ms. Schnitzer. Unanimously approved.

4. **Chair's Comments:** Ms. Ridgeway noted that due to the fiscal duress caused by the decrease in state revenue caused by COVID-19 MHLS is not in a position to pursue the State Aid for Library Construction Program next year which requires matching funds.

#### 5. Review of 2020-2021 Facilities Plans

- a. Ms. Aldrich and Mr. Herron provided a review of an adjusted MHLS Facilities Plan which takes into account the financial realities and changing priorities due to COVID-19. Detailed in the attached document, *MHLS Capital Plan – November 2020*, projects have been reprioritized in the following order with an implementation timeline starting in 2022, with \*one possible exception.
  - i. Renovation of Delivery Operations Area
    1. \*A component of this project is the potential installation of a heat recovery ventilation unit (HRV). Staff are researching this component immediately as it will contribute to increasing the air exchange rates in the delivery area, the area with the most concentration of staff at any one time. This is part of an overall ventilation/air purification strategy to protect staff from COVID-19 particles in the workplace.
  - ii. HVAC Replacement – 3<sup>rd</sup> floor office building
  - iii. Office Building Roof & Solar Installation
  - iv. Renovation – 2<sup>nd</sup> floor office building
- b. Mr. Herron provided an update on the state of the office building elevator. Mitigation measures and monitoring of the oil leak discovered in the elevator pit in December 2019-January 2020 has proven successful. There is no immediate cause for replacement of major components of the elevator but the seals are coming to the end of their useful life and should be budgeted for accordingly.
- c. Mr. Herron noted that routine sealing of the parking lot was postponed this year due to financial concerns but that this should be addressed next year to avoid any future degradation of the surface of the lot which

could cause more costly interventions in the future.

- d. Ms. Aldrich reported on the implications for the facility given that half of the staff are currently telecommuting due to COVID-19 concerns. Should the current work-from-home arrangements be extended beyond a year staff are considering a reorganization of workspaces in the office building to maximize prime locations in the facility for those staff who report to the building routinely. Should the work-from-home construct become the norm, staff proposed the consideration of other uses for the facility including rental of space to outside organizations during business hours.
  - i. Ms. Hardeman noted that rental of the office space and auditorium comes with a cost to the organization and that additional staff would be required to manage this type of business activity.
  - ii. Staff will continue to work with the Facilities Committee to make the best use of the facilities.

## **6. COVID-19 Protocols & Planning**

- a. Mr. Herron detailed the cleaning and disinfectant protocols currently in place to combat COVID-19 in the workplace. Mr. Tsahalis was commended for his efforts in this work.
- b. Mr. Herron outlined plans to increase ventilation and air purification in the office building for the winter. Ms. Aldrich reported that there are two grant opportunities available that would not require matching funds from MHLS to achieve the goals of this effort.

Ms. Schnitzer moved and Ms. Hardeman seconded that the meeting be adjourned at 2:32pm.