

Facilities Committee

October 15, 2021 | 10:00am | Online

1. Roll Call

- ✓ 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. Facility Updates: Mr. Herron and Ms. Aldrich reported on issues relevant to the committee including:

- a. COVID-19 Enhancements: Mr. Herron noted that he is continuing all COVID-19 era HVAC practices including the continual running of air handlers which are outfitted with MERV 13 filters and portable air purification units in the most populated areas of the facility.
- b. Auditorium Basement: Mr. Herron reported on standing water in the Auditorium basement after two significant rainfall events brought more than a foot of rain fall to the Hudson Valley which saturated the water table. He described his approach to drying out the space and the continual monitoring of this situation. The Committee agreed that for now the current pump system is adequate but that if more frequent heavy rain fall events result with a similar outcome that this should be revisited.
- c. Delivery Operations Renovation: Mr. Herron provided a status report on the delivery operations area renovation project. All aspects of the project with the exception of the replacement of the garage door are scheduled to be completed by the end of the year. The garage door project is delayed due to supply chain issues caused by the impact of COVID-19.
- d. Parking Lot Projects: Ms. Aldrich reported that the project to seal and re-line the parking lot is scheduled for this fall. Mr. Herron noted that the fence project timeline may be impacted by COVID-19 impacts on the supply chain and labor force.
- e. New faucet and sink in breakrooms: As per recommendations identified by the MHLS Sustainability Team as part of their bid to achieve Sustainable Library Certification through the Sustainability Libraries Initiative a new faucet in the downstairs breakroom has been installed to solve a chronically leaking faucet and a new, larger sink has been installed in the 2nd floor breakroom to better facilitate dishwashing as there are no more single-use plates/utensils/cups in the facility.

3. Review of the Capital Plan (*attached*)

Committee Charge: 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.

- a. Prioritized projects: The Committee reviewed the existing prioritized projects and recommends adding an Electric Vehicle (EV) Charging station to the list of top priorities to best position MHLS to take advantage of current grant programs from the New York State Energy Research & Development Authority (NYSERDA). **BOARD ACTION NEEDED**
- b. Discussion: Long-term use of facilities
 - i. Auditorium:
 - 1. Introduction of online meeting capabilities means we are using the Auditorium less. Increase in use is expected as the COVID surges ebb in the next 1-2 years. However, likely not to the previous level of use.
 - a. Staff are working to convert existing space on the third floor of the office building to a “recording booth” so staff have a quiet place to broadcast and record webinars and on-demand training offered online.
 - 2. Use of the MHLS Auditorium by Outside Agencies (*draft policy attached*)
 - a. Given the reduced use of the Auditorium by both MHLS and the Poughkeepsie Public Library District the Committee agreed that loosening the policy for who may book the Auditorium would make sense at this time and are proposing edits to the policy for the boards consideration (see attached). **BOARD ACTION NEEDED**
 - ii. Office Building:
 - 1. Telecommuting is here to stay. Of our twenty (20) staff six (6) or 30% are routinely telecommuting. (1 person: 100% of the work week; 5 people 60-80% of the work week.)
 - 2. The Committee agreed to pause discussions of renovating the 2nd floor until more permanent telecommuting agreements are in place to ensure planning is based on long-term arrangements.

4. Other

- a. The Committee agreed to do an on-site tour of the MHLS Office Building and Auditorium before the December board meeting.
- b. Rebekkah provided an update on the status of MHLS’ efforts to complete the Sustainable Library Certification Program.
- c. The Committee concurred with the staff goal for next year to go through the [ADA Checklist for Existing Facilities](#)

Ms. Ment moved, and Ms. Hardeman seconded a motion to adjourn at 11:20am.