

Facilities Committee

April 18, 2022

1. Roll Call

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| ✓ Lynne Ridgeway, Chair (U) | <input type="checkbox"/> Richard Swierat (D) (ex officio) |
| ✓ Rajene Hardeman (D) | ✓ Rebekkah Smith Aldrich (Staff Liaison) |
| <input type="checkbox"/> Carla Taylor (P) | ✓ Chris Herron (Staff Liaison) |
| ✓ Janet Schnitzer (C) | |
| ✓ Mary Linda Todd (G) | |

2. **Review of the Committee's Charge:** The Committee reviewed their charge and agreed that no changes are needed.

3. EDI Working Group Recommended Action

- a. Thanks to the full participation of MHLS board and staff in the Equity, Diversity, and Inclusion Assessment last fall, the MHLS Equity, Diversity, and Inclusion Working Group has created an action plan based on the recommendations received from the Michigan Nonprofit Association assessed our collective answers to the assessment. The Facilities Committee has an assigned action which is the Americans with Disability Act (ADA) Assessment of Facilities. This is an activity the committee had already agreed to engage in last fall.
- b. Staff are currently working through the "Priority 1 – Approach & Entrance" section of the [ADA Checklist for Existing Facilities](#). Initial findings indicate the need for a second accessible parking spot that is also a van accessible space, and new signage for the two spots. This will be addressed during the parking lot resealing project later this year.

4. Electric Vehicle Charging Station Project Update

- a. This is the priority project for 2022 as designated through the board-approved Capital Plan.
- b. Staff have researched the [EV Make-Ready Program](#). Initial inquiries indicate we may be eligible for up to 100% reimbursement for the project due to the location of our facilities in an environmental justice zone.
 - i. Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys: 1) the same degree of protection from environmental and health hazards, and 2) equal access to the decision-making process to have a healthy environment in which to live, learn, and work. (US EPA definition)
- c. The Committee identified the need to make decisions about access to the units after business hours as well as how to create fees to help with cost-recovery of the cost of electricity. They also discussed the ongoing costs for these units post-installation, which would kick in after year five.
- d. **ACTION:** Janet Schnitzer moved, and Mary Linda Todd seconded, a resolution to recommend to the full board that MHLS staff pursue funding for this project through the EV Make-Ready Program. The motion passed unanimously.

5. **Recording Room Construction:** This is the second prioritized project for 2022 as designated through the board-approved Capital Plan. MHLS staff have completed the asbestos testing of the carpet adhesive. It was negative for asbestos. Staff have created a project budget and begun purchasing the necessary materials, furniture, and technology to outfit the space.
6. **Facility Updates:** MHLS Facilities Manager & Assistant Delivery Operations Manager, Chris Herron, reported on several ongoing projects including an update on the elevator seals, which will be replaced this month; the new fence in the parking lot and the resealing of the parking lot, which will take place later this year; and the decision to install an Automated External Defibrillator in or near the delivery area of the office building.
7. **Sustainable Library Certification Program Update:** MHLS Executive Director, Rebekkah Smith Aldrich, reported that our organization is 93% complete with our efforts to become certified through the Sustainable Library Certification Program. In addition to the installation of the EV Charging Stations, remaining items are primarily tied to documentation of our sustainable building operation and maintenance procedures. Additionally, we will be reviewing our disaster preparedness and response plans; working to identify all plants on the site to ensure they are native to the northeast region; amending the staff travel policy to prioritize sustainable choices; and helping member libraries connect with more sustainable choices in their own operations.
 - a. **ACTION:** Rajene Hardeman moved, and Janet Schnitzer seconded, a motion to recommend to the board that our Capital Plan be amended to require the purchase of [ENERGY STAR](#) rated equipment whenever possible, something we do in practice but has not been documented in our plan. This is a required item for the SLCP. This motion passed unanimously.
 - b. **ACTION:** Linda Todd moved, and Janet Schnitzer seconded, a motion to recommend to the board that our Capital Plan be amended to prioritize the use of locally available, renewable, or reclaimed resources, when financially feasible, in projects. This is a recommended item for the SLCP. This motion passed unanimously.
8. **Other**
 - a. Chris provided an update on the replacement of the railing along the ramp to the front entrance of the office building. This has been completed. However, it is recommended that we install safety bollards to prevent future damage. Staff are researching the cost of this and will update the committee later this year.
 - b. Staff reported on measures to increase staff safety in the aftermath of the bullet strike to the office building later this year.
 - c. Dave Haspel, our new Delivery Operations and Facilities Associate, has joined the MHLS Sustainability Initiative Team to help close out the certification process.

The meeting was adjourned at 2:15pm.