



Report - MHLS Facilities Committee
Meeting of October 7, 2016, 10 AM, MHLS

1. Roll Call

X Mark Wilson, Chair - (C)	X Camilla von Bergen (ex-officio)
X John Bickford - (D)	X Tom Sloan - (Staff Liaison)
X Lynne Ridgeway - (U)	X Chris Herron - (Staff Liaison)
2. The meeting was called to order by Mr. Wilson and the agenda for the meeting was approved.
3. 2016 Maintenance/Improvement Projects
 - A. Mr. Herron provided an update on 2016 projects underway including: Auditorium Exterior/Shake Cleaning & Staining; Front Lobby & Stairwells/Stairs Renovation; Security Surveillance Cameras/Service; Third Floor Cleanup; and Auditorium Basement Plumbing (Water Heater & Toilet).
4. 2016-2017 Capital Projects
 - A. Mr. Sloan provided an update on 2016-2017 projects seeking 50% matches from the State Aid for Public Library Construction Grant Program. Those projects are: (1) replace the MHLS Office Building ground floor's condenser and the air circulator with units meeting MHLS energy conservation useful life maintenance guidelines; and (2) replace Auditorium windows with energy efficient windows (requires asbestos abatement) as Phase I of the Auditorium's renovation to support public meetings, online meetings, and online presentation services.
5. 2017-2018 Capital Projects
 - A. The Committee reviewed two proposed 2017-2018 capital projects. First, Phase II of the renovation of the MHLS Auditorium to support public meetings, online meeting, and online presentation services. Second, parking lot sealing and restriping.
6. MHLS Capital Plan
 - A. The Committee reviewed a draft of the MHLS Capital Plan.
 - B. The Committee discussed the importance and practicality of reporting sustainability and energy-efficiency strategies in the Plan per project.
 - C. The Committee agreed the Plan should inform MHLS budget planning, including scheduled contributions to the MHLS Capital Fund.
 - D. The Committee accepted the Plan as the framework for MHLS to develop and fund capital projects.
7. MHLS Storage Plan
 - A. The Committee conducted its annual review of the MHLS Storage Plan.
 - B. Mr. Herron reported on his use of the Plan in managing MHLS surplus furniture and equipment.



8. MHLS Guiding Principles for Sustainable Buildings

- A. The Committee reviewed proposed MHLS Guiding Principles for Sustainable Buildings, which are:
- 1) Energy Conservation: MHLS facilities capital projects will generally comply with the MHLS “[Useful life energy conservation standards](#)” as established by MHLS for the projects seeking State Aid for Public Library Construction Grant Program Funds.
 - 2) Sustainable Design and Refurbishment: MHLS capital projects will be developed, reported, and evaluated in the context of sustainable design and refurbishment, which includes, but is not limited to, energy consumption, renewable energy sources, reduction in water consumption, reduction in overheating, improved ventilation, and improve internal comfort. MHLS will pursue implementing the best practices of sustainable design and refurbishment (e.g., [Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings](#)).

B. **ACTION ITEM:**

The MHLS Facilities Committee recommends the MHLS Board adopt the proposed MHLS Guiding Principles for Sustainable Buildings.

9. The meeting was adjourned.

10. The Committee toured MHLS facilities.

FACILITIES COMMITTEE

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.