

## Facilities Committee

Monday, April 13<sup>th</sup>, 2020 | 10:00am | Online

### Agenda

#### 1. Roll Call

- ✓ Lynne Ridgeway, Chair (U)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- Robert Culp (P) [excused]
- ✓ Chris Herron (Staff Liaison)
- Rajene Hardeman (D)
- ✓ Janet Schnitzer (C)
- ✓ Ric Swierat (D) (ex officio)

2. **Chair's Comments:** Ms. Ridgeway noted the impact of the state budget this year both in terms of the initial cut to funding and the uncertainty of more cuts coming and how that needs to be a lens through which we have our committee discussions.

3. **Review of Committee's Charge:** The Committee reviewed their charge and found it reflective of their work.

- a. **FACILITIES COMMITTEE:** *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.*

#### 4. COVID-19 Shut Down & Restart Update

- a. Rebekkah and Chris provided an overview of how the facilities are currently being maintained and cleaning protocols that are being enacted in preparation for when the staff comes back to the facility. Chris is routinely inspecting the facilities and mechanical systems during this time. It was noted that the set temperatures have been lowered to conserve resources. NYS Department of Health guidance for cleaning during the pandemic are being used as our guide.
- b. Research and a plan are being developed to manage the re-opening of the facility and restarting of the delivery service.

#### 5. Update on Facilities Projects

- a. Office Building
  - i. The second floor HVAC project has been completed. In May the system will be started and tested.
- b. Auditorium
  - i. Construction grant project was amended to include the brick restoration for the auditorium. It is required that we complete this project by June 30<sup>th</sup>, 2020.

#### 6. Review of Facilities Plan

- a. Chris provided a report on the elevator in the office building. It has been identified that the cylinder and seals will need to be replaced. This item has been added to the top itemized projects in the MHLS Capital Plan & Timeline document.

- b. As a result, the Committee re-prioritized the top 5 projects in the attached MHLS Capital Plan & Timeline document.
- c. It was noted that the sealing of the parking lot is on hold due to the state budget forecast but should funding stabilize for the year this would be a project staff recommends be addressed sooner rather than later.

**7. 2020-2021 State Aid for Library Construction Program**

- a. The Committee reviewed the timeline for the State Aid for Library Construction Program. It was agreed to endorse the Finance Committee's recommendation to suspend the pursuit of a grant application this year in light of the uncertain financial landscape created by the state budget situation.