

# LIBRARY

**Real Estate Committee  
Meeting Report  
Tuesday, January 11, 2022**

Trustees:

Brandon Neal – Chair  
Jon Buchan

County Staff:

Mark Hahn – Director, AFM  
Bryan Turner – Sr. Project Manager, AFM  
Charles Snow – Project Manager, AFM  
Becky Miller – Project Manager, AFM

Library Staff:

Caitlin Moen – Chief Library Services Officer  
Angie Myers – Chief Financial and Administration Officer  
David Dillard – Library Real Estate Director  
Peter Jareo – Senior Manager -Facilities  
Tony Tallent – Associate Director – Branches  
Elesha Roupp – Library Administrative Coordinator

Hamilton Stephens Steele & Martin

George Sistrunk – ex-officio

Board approved special member

Walker Morris – ex-officio

Absent:

Marcellus Turner “MT” – CEO/Chief Librarian

## Meeting Report

**Meeting and Report approval** 12/14/2021 – approved by Brandon Neal

**Story of Impact** given by Tony Tallent

### Curbside COVID-19 Test Project

Through our partnership with Mecklenburg County Public Health, Charlotte Mecklenburg Library has been doing its part to keep our community healthy and safe. On November 1st of last year (2021), we launched the Curbside COVID-19 Test Kit Project with the Public Health Department. Using data held by the Public Health Department regarding the lowest vaccination rates in the County and the highest CDC Social Vulnerability Index (SCI) ratings, our library established 4 branches as key locations for community members who were in most need of access to COVID tests. These four branches were Hickory Grove, South Blvd, Sugar Creek, and West Blvd. Within a week or so the interest and distribution rates began to grow.

On December 1, we expanded the Curbside program to the next rung of communities with most need for access and added 3 more library branches to the program: North County Regional, Mint Hill, and Steele Creek. In less than three days on the weekly schedule, North County Regional had distributed more COVID tests than all locations combined in the previous month! By the week of December 19, the supply of tests kits had been completely given away.

With COVID tests in high demand and not easy to obtain, it took quite an effort for Public Health to procure more supplies over the course of weeks. Knowing that the current Omicron variant has spiked need and interest, we paused the program at our branches as pick-up sites.

Public Health was able to procure enough tests for large event distribution. They secured Bojangles Coliseum and Phillip O Berry High School parking areas to distribute tests on Saturday, January 8. Over 35,000 tests were distributed between 10 AM and 2 PM at the two sites on that day.

This story of impact, of course, is still in the making. And I share this story to draw attention to the power of partnering and meeting urgent needs and to also share with you one more way that the library has become more personally engaged with its communities and the stories they hold and are willing to share...

These include stories of community members wanting to be able to take the tests in the privacy of their own homes, that at-home tests were too expensive for them to afford, and the Curbside program allowed them to receive what seemed out of reach; and there was the gentleman who asked for two kits: one for himself and one for a family member who recently arrived from another country. They planned to visit their 91-year-old mother that week but wanted to keep her safe and test themselves before visiting her. The Curbside Test Program allowed them to do that.

Finally, there was the teacher who picked up 3 tests--not for herself or her own family--but for a student who felt pinned at home because of COVID-like symptoms. She knew the family didn't have a car, so she picked up tests for all of them.

Knowing the motivations and concerns of the communities we serve allows us to make our services more relevant and timely. This project is showing us that again and again. This story isn't over, of course, as much as we'd like it to be. There will be more. And the library will be here and step up to continue to be a part of it.

### **Real Estate Leader's Report** given by David Dillard

#### **Sugar Creek Charter School lease FAQs**

FAQs are still being written per the Board's request. Rosalind Moore who is Branch Leader at Sugar Creek is adding context to the FAQ with regard to how the school has partnered with their branch. They participate in one of the outreach book-clubs consistently with 20-25 students participating. They have also partnered with "One for the Books" campaign in which they made birdhouses and are still on display at the library. Once these have been added into the document, we will take this to the full board.

#### **West Boulevard land purchase status**

AFM received approval from County to proceed with the acquisition of a few acres beside the Stratford Richardson YMCA specifically for the potential placement of a new West Boulevard Library location. That approval included some funding for the shared driveway that will go between our branch and a building that will be constructed between the branch and the YMCA. We don't have funding for our branch yet, but they will proceed with the driveway.

#### **First United Presbyterian Church location update**

Revised copy of the lease is going back to the church to be signed. We have our technology vendor ready to go within a 2-3-week window of signing the lease to get the data lines installed. The church agreed to allow us to move some shelving in once we have the lease signed. They will also allow us to move in some additional office equipment.

#### **New University City update**

We are meeting weekly with the public/private partnership developer which is EB Arrow, and it is going very well. We are working on the development agreement.

We are still on target for a delivery in a couple of years, that does mean we will need to get formal approval to hold over the lease for the existing building from the hospital authority, but we think once we sign our agreement, they will extend the lease knowing there is a concrete plan in place.

### **FMP Ad Hoc Committee**

Ad Hoc committee will be reviewing the Facilities Master Plan and coming up with a list of priorities that we're going to use as a basis for our Capital Improvement Plan. That request will go out about a year from now to the County. The two of our meetings have been set and we will present our results to the Board after these meetings.

### **7th & Tryon development update given by Mark Hahn**

We now have pricing on the demo work that is now being evaluated by our contractor. Once we agree on pricing it will be worked into the Master Development Agreement. Also working with the 7<sup>th</sup> & Tryon stakeholder's attorney to outline other expectations for the Master Development Agreement including future temporary and permanent easements as well as operating agreements.

The TIG (Tax Increment Grant) amount has now been agreed upon and is ready for Board consideration. This will be presented at the same time as the Master Development Agreement.

### **Main library update given by Becky Miller**

We have given the design team the notice to proceed for design development after working on this with design team and library leadership.

This week we reviewed with the design team the new work and have planned workshops that are scheduled from now until June and that will take us up through the 50% cost estimates.

We met with Seth Ervin, Chief of Strategy, and Innovation with the library twice this week before his departure from the library to ensure we have captured what his vision for the space is accurate. We walked through infrastructure, equipment, and content development.

We also met with Spirit Square and Blumenthal Theater leaders. We needed to change some of the floor plan on the service level to improve their operational flow.

### **LAC/Kimbrell's update given by Mark Hahn**

The Condominium agreement was finalized, and terms were approved by the Board of County Commissioners. The board approved buying the land in front of Kimbrell's store. We run into a bit of a roadblock there due to a new city street that will run through the property. Because it's a city required street and the county is in essence the developer, they want a bond from us to ensure that we build it. We are working on getting the bond (from our insurance risk management group). There are also some comments that the city made on the plans that are going to require some revisions. Once that is all taken care of and approved by the city, we can then proceed with closing the land sale recording.

### **LAC project update given by Charles Snow**

Building is coming along nicely. The shelving is almost completed installed.

Desks are still being assembled and installed.

"Living Room" space is looking good. Soft furniture will be moved in after we receive the TCO.

The Automated Materials Handler is installed and there will be future training on that.

Finance and HR Office Furniture has been moved in.

Initial Punch list being put together on the 19<sup>th</sup> of the month.

We are working on getting a temporary generator as ours is being affected by supply chain issues.

We are also waiting on Piedmont for the natural gas line.

**Pineville construction update** given by Becky Miller

Construction moving along nicely as seen in a slide show. Map of land and surrounding buildings shown including parking lot. They have just started to do the brick. They put in all of the curbs for the parking lot side.

Becky walked through where spaces would be in the building including the Children's area, Community Room, Service desk, staff areas etc.

They have stored most of their supplies onsite due to supply chain issues.

**Operations update** given by Peter Jareo

Carpet installation is occurring at West Boulevard this week and should be completed by Monday of next week which is a holiday.

Cornelius carpet installation was recently completed. There is a punch list walkthrough for that installation tomorrow.

Davidson is also getting new furniture starting today.

We are getting ready to engage in the Capital Reserve Request process. When I first started it was mainly projects that range anywhere from \$25,000 - \$250,000 that the county would fund and perform at our request for the first few years that I did this job it was mainly deferred maintenance so replacement of hvac systems, furniture, carpet etc. Then after that we had a little more latitude about some things that we could request like finishes. If there were certain renovations we wanted to make, for example, we recently finished the Plaza Midwood manager's office which was a small construction project came in at about \$100,000 that created a new manager's office, some finishes and also added some furniture and some changes to shelving for service staff.

Every year we submit a list of things that we would like to see performed in capital reserve. We send this to AFM and they go through our requests. Caitlin's team and my team have gone through and looked at some things we would like to see done including finishes, security related projects and some that we feel necessary to do over the next few years.