

LIBRARY

**Infrastructure Committee
Main Library – Dowd Learning Studio
Monday, April 18th, 2016 – 3:30p.m.**

Trustees:

Rob Harrington
Leland Park

Library Staff:

Frank Blair – Director of Technology & Operations	Dana Eure – Assoc. Director of Lifelong Learning
Peter Jareo – Associate Director of Operations	Donovan Craig – Library Administration
David Singleton – Director of Libraries	Julie Ward – Location Manager, West Blvd
Angie Myers – Library Finance Director	Susan Green – Location Manager, Morrison Regional
George Sistrunk – Library Legal Counsel	

County Staff:

Jacqueline McNeil, Property Manager, County AFM
Mark Hahn – Director of County AFM

Documents:

Infrastructure Meeting Report – 3/7/16

Donovan Craig to take notes

Absent:

Lee Keesler – CEO
Julia Smith – Location Manager, University City

Meeting Report

Rob Harrington welcomed all and with a motion by Leland Park, seconded by Rob Harrington the March 2016 minutes were approved.

- West Blvd
Frank Blair provided an overview of the County's initiative to create Community Resource Centers (CRC's) throughout the county, one of which is earmarked near the current West Blvd location. A CRC on the west side of uptown could take approximately 5 years from current date to complete. The current CIP for West Blvd therefore could potentially be pushed back should the library choose to proceed jointly with the CRC. The recommendation therefore would be to apply the CIP funds designated for the upcoming renovation to be applied to the new construction at the CRC location.
Mark Hahn suggested that there would have to be a new CIP request from the library for funding for a new facility rather than a renovation. Mr Blair also mentioned that there would have to be some request for funding to be utilized during the waiting period until the CRC comes online. Mr. Singleton mentioned one advantage would be that the current facility could remain operational during the construction of the CRC which would highly benefit the community. Mr. Park and Mr. Singleton discussed co-location with regard to library locations. Mr. Singleton responded that co-location works best when the building itself is not shared.

- **Berewick Land Swap**
Frank Blair mentioned that the library has received a revised location map along with supporting documentation to assist with the re-zoning clarification. More discussion and planning is to come and the current timeline for finalization of documentation could extend beyond the end of the fiscal year, June 30, 2016.
- **Payment Card Industry Data Security Standards (PCI-DSS) Gap Analysis**
Mecklenburg County Information Technology Services (ITS), as part of its responsibilities under the Inter-local Agreement, has, at the request of the Library funded a gap analysis of the PCI Data Security. Agio, an IT Security consulting firm has been selected to provide the analysis which will take place over the next 6-8 weeks. The report will provide a prioritized road map to improvements in meeting the ever-changing PCI-DSS standards.
- **Automated Materials Handling (AMH) Contract**
Frank Blair used a recent video of the Chapel Hill Library to demonstrate their new AMH for all to see and understand a little more about AMH. Morrison Regional library is earmarked to have an AMH unit installed. Provisions have been made with regard to space within the workroom to accommodate such a unit.
- **Public/Private Partnerships**
Mr. Blair conveyed to the committee that he has received interest from various developers who are interested in “partnerships” to construct libraries at various locations in Mecklenburg Count. Apart from a straight commercial lease, however, all such “partnerships” require some sort of open bid process. A public/private partnership, in particular, has a set of legal requirements for a process that ensures an open bid. Mr. Blair brought this information to the committee for informational purposes, and to make the committee aware that developers are interested in library locations as community cornerstones.

In response to questions from the committee, Mr. Blair explained that there are several ways to fund a library's construction.

- Mecklenburg County's Capital Improvement Project (CIP) process is frequently used. The four renovation/expansion currently approved are CIP- funded.
- A public/public partnership can be used when two public entities are involved. The Matthews Town Hall/Library is an example.
- A commercial lease, or lease-to-own, can be a good option when a location is required for the short term rather than long term, or when it results in ownership of the property, but requires a commitment from County for an increase in the operational budget.
- A Public/Private partnership may create an opportunity to place a library in a location which would not otherwise be obtainable, or to re-develop a property the Library already owns in partnership with a private developer, subject to the legally-required open-bidding process.

Meeting adjourned at 4:33pm