

# LIBRARY

## Infrastructure Committee

Main Library – Dowd Learning Studio (1<sup>st</sup> Floor)

Monday, October 17<sup>th</sup>, 2016 – 10:30a.m.

*Trustees:*

Rob Harrington

*Library Staff:*

Frank Blair – Director of Technology & Operations  
Dana Eure – Assoc. Director of Lifelong Learning  
Peter Jareo – Associate Director of Operations

Susan Green – Location Manager, Morrison Regional  
JoAnn Rodgers – Location Manager, North County Reg.  
Donovan Craig, Administrative Support  
Lee Kaufmann, Associate Director of Library Experiences  
Susan McDonald, Associate Director of Library Experiences

*County Staff:*

Mark Hahn - Director, County AFM  
Becky Miller - Project Manager, County AFM  
Jay Rhodes – County AFM  
Peter Wasmer – Project Manager, County AFM

*Absent:*

Leland Park, Trustee  
David Singleton – Director of Libraries  
Lee Keesler – CEO  
Angie Myers – Finance Director

### Meeting Report

Rob Harrington welcomed all to the meeting which commenced at 10:35am, Trustee Leland Park joined the committee via phone. With a motion by Leland Park, seconded by Rob Harrington the previous minutes were approved.

- **Board Advisement: Architect Selection Committee**

Frank Blair provided a draft of the Architect Selection Policy for the committees review. This is the second selection process that they Library will participate in, in conjunction with County AFM. Mr. Blair explained the background for the policy and selection committee and expressed that he has asked Rob Harrington to chair the committee. The committee selection and the policy will be reviewed and approved by the library board of trustees prior to it being finalized. The objective of the committee will be to rank the firms for the North County Regional renovation, and select both the Program Planner and Architectural firm. The next Library Board of Trustee meeting is scheduled for Nov 14<sup>th</sup>, which gives the Infrastructure committee time to finalize the policy as well as any other committee selections. Mark Hahn recommended that the policy be reviewed for consistency regarding the use of language for clarification purposes.

- **North County Renovation RFQ update**

Becky Miller provided and update regarding the North County RFQ. RFQ's for Program Planning and Architectural Services were posted Thursday 10-13-2016, and public notices announcing the RFQ were placed in the Observer, the Post, NC IPS, the Library's website and the Charlotte AIA newsletter.

Ms. Miller explained the shortlist and architect selection process and stated that the statement of qualifications is due Nov 10<sup>th</sup>. The interview day for the architectural selection committee may be lengthy due to firms requesting to be listed both as the Architectural firm and Program Planner. Lee Keesler, CEO of the Library, will be authorized by the Board of Trustees to enter into negotiations with the top ranked firm in accordance with the Architect Selection Policy. The Library and AFM are optimistic to have both the Architectural firm and Program Planner selected by January 2017.

- **Morrison Update**

Becky Miller provided an update from the county manager’s office, requesting that Morrison Regional Library be reopened to provide a location for the Board of Elections in order to conduct early voting. The request was approved and Morrison has been placed back in the hands of AFM. Up fitting has already begun in order to accommodate the request, electrical, plumbing etc. has been restored and the building is able to accommodate patrons. November 6th is the anticipated turn over date where construction on the building may resume. The start of construction will be delayed approximately 2 months. However, construction completion should only be delayed by one month, since the original schedule was considered generous. Morrison should be back in service mid-Fall 2017. Bid packages for the roof replacement and telecom/security will be advertised in early 2017. The rest of bids have been received and the cost of construction is approximately \$803,315 over budget. Ms. Miller has set a meeting with the Library to look over Value engineering items in order to mitigate costs. County Finance has agreed to the reallocation of funds from the North county Regional Project to the Morrison project. Ms Miller is also set to meet with Barnhill Contractors to begin to negotiate the GMP for the project the week of October 24, 2016.

- **Capital Project Ranking**

Frank Blair expressed that the Infrastructure Committee already has the Library CIP list ready to go which has been reviewed by the Library Board of Trustees. Mr. Harrington would like the committee to review it once more to ensure that there are no further comments or suggestions. Leland Park raised the question regarding the ranking of the Davidson Library. Mr. Blair offered to provide an updated list which will rank Davidson within the ranking structure appropriately. Ms. Miller indicated that the County will look to request CIP’s early January 2017. It was also noted that the Independence library have lobbied to be included on the list. Mr. Harrington suggested that this item be added to the November Infrastructure Committee meeting and to send out the list prior to the meeting to include the Davidson updated ranking and have this as a final discussion for the committee.

- **Other Business**

Rob Harrington requested that the cost estimates for North County renovation be provided as early as possible for the committee to review it in a timely manner. Ms. Miller explained that the scope of work drives the estimates and therefore it can sometimes be difficult to provide accurate information without the scope of work in place.

The meeting adjourned at 11:27am.

Upcoming

<b>Infrastructure Meeting</b>	<b>November 7, 2016 10:30am – 11:30am</b>
<i>Board of Trustee Meeting</i>	<i>November 14, 2016 12:00pm – 1:30pm</i>
<b>Infrastructure Meeting</b>	<b>December 12, 2016 10:30am – 11:30am</b>