

LIBRARY

Infrastructure Committee

Main Library – Dowd Learning Studio (1st Floor)

Monday, Jan 9th, 2017 – 10:30a.m.

Trustees:

Rob Harrington

Leland Park

Library Staff:

Frank Blair – Director of Technology & Operations

Dana Eure – Assoc. Director of Lifelong Learning

Angie Myers – Finance Director

Lee Keesler – CEO

Peter Jareo – Associate Director of Operations

Susan Green – Location Manager, Morrison Regional

Jo Ann Rodgers – Location Manager, North County Reg.

David Singleton – Director of Libraries

Donovan Craig, Administrative Support

County Staff:

Jay Rhodes, County AFM

Becky Miller, Project Manager, County AFM

Mark Hahn, Director, County AFM

Documents:

- Infrastructure Meeting Report – 12/12/16
- Nov 14 2016 Board Advisement authorizing A/E shortlist and selection for North County Regional Library
- Architect Selection Policy as adopted Nov. 17. 2014

Meeting Report

Rob Harrington called the meeting to order at 10:32am and Leland Park joined the meeting via phone. Mr. Harrington asked for any amendments to the previous minutes, Ms. Becky Miller clarified bullet 3 of the Morrison renovation update. With that amendment Leland Park motioned to approve the December 2016 Infrastructure Committee minutes which Rob Harrington seconded.

• **Main Library RFQ - Request for Board Action**

David Singleton stated that the library in conjunction with the Library Foundation are currently working on a capital campaign in anticipation of the revitalization of the Main Library. Library leadership has been working with County AFM to prepare the Main Library RFQ. The library's intent is to replace the existing building with an estimated 120K SQFT building which would have onsite parking. The required square foot calculation is based on removing current staff space out of the current footprint. David Singleton would like to expedite the Architect Selection Process for the next Board of Trustee meeting.

Mark Hahn followed up by stating that it would be in the library's best interest to have all 3 entities (Library, Architect & Program Planner) engaged at the beginning of the project due to its complexity. Mr. Singleton noted that currently the funding for the Program Planner is available. Mr. Hahn believes that the timing for selection will align with the funding even though the funding for the architect will only become available with the next Capital Improvement Program cycle.

David Singleton stated that if they were to aggressively pursue a Program Planner the library could have the program complete within approximately 4months. Mark Hahn mentioned that by selecting the Architect prior to selecting the Program Planner, allows

the library the ability to select a Program Planner that the Architect is most comfortable with.

Mr. Harrington clarified that the committee will request approval from the Library Board of Trustees to authorize Lee Keesler to enter negotiations with the top ranked firm as selected by the Infrastructure Committee. As well as to select the Architect who will then work with the Library to select a Program Planner knowing that funding for the Program Planner is available now and that funding for the Architect will become available within the next Capital Improvement Program cycle. Mr. Blair noted that this process is very similar to the selection process for the North County Library renovation which took place last month. Both Mr. Harrington and Mr. Park agreed with the aforementioned request and will review the Board Advisement for final approval prior to submitting to the Board of Trustees.

Lee Keesler joined the meeting at 11:15, and provided a brief update regarding the 6th and Tryon revitalization. Mr. Keesler mentioned that there is a possibility that the Main Library revitalization may incorporate the block north of the library. The next 6th and Tryon meeting is scheduled next week where Mr. Keesler will know more about the aforementioned opportunity. Mr. Park inquired about the timeline for the Main Library project, to which Mr. Keesler stated that for a project that has the potential to span multiple city blocks is too early to tell, yet could be anywhere from 2 to 4 years. Mr. Blair stated that by including the adjacent block the revitalization could be considered as a civic project rather than renovation.

- **Capital Improvement Program Update**

Mr. Blair announced that he is scheduled for a Capital Improvement Planning budget meeting tomorrow, 1/10/2017, and will report back to the committee during the February meeting. Mr. Blair stated that he feels comfortable with regard to the required documentation. Mr. Hahn suggested that the meeting will more than likely be for logistical reasons in order to anticipate any perceived issues.

- **Morrison Update**

Ms. Miller expressed that the demolition of the interior of the Morrison library was approximately 90% complete, Ms. Miller also provided a photo slide presentation for the attendees to review the current state of the facility. Tomorrow County AFM will meet with the Public Artist to review initial concepts, and on Jan 26th County AFM will meet with the Architect, HBM, to begin the furniture selection process. Ms. Miller also stated that the advertising of the Automated Materials Handling RFP will begin in early February and by mid-February the advertisement of the bid packet for the roof replacement will go out.

- **North County Update**

Ms. Miller mentioned that County AFM has begun negotiations with the selected Architect for the North County Library renovation and will review the initial contract within the next 2 weeks. Mr. Park inquired about the reallocation of funds from the North County Renovation budget to the Morrison Renovation budget and whether or not the Library intends to reimburse the funds. Mr. Blair stated that there were no plans to recompense the budget and that there are sufficient funds within the budget to complete the North County renovation as anticipated.

- **Matthews Lease Update**

Peter Jareo began by stating that the current Matthews lease is for 50 years, and the amortization for the facility was initially for 17 years, however with the depression in 2010 there was a 1 year carry over amended to the end of the amortization schedule set to conclude in 2018. Mr. Jareo mentioned that he had met with the Town of Matthews recently stating that the purpose of meeting was to determine the cost sharing for capital improvements over the next 10 years. The proposed calculation of \$0.89/SQFT per year

was agreed to by the town and the library. Mr. Jareo will meet with the individuals from the Town of Matthews in the coming weeks to amend the lease to reflect these changes. The library will work with County AFM and the Library’s legal team to construct the amendment. There are a number of items that still need to be discussed prior the amendment being finalized, and Mr. Blair mentioned that both entities are looking at this strategically to ensure that the amendment is acceptable for the lifetime of the lease. Mr. Harrington inquired about the circulation and use of the location, Mr. Singleton explained that the residents of Matthews are great supporters of the library and use the location extensively. Mr. Harrington then asked about which other locations serve as a dual use space similar to Matthews, Mr. Blair mentioned that only Sugar Creek has a similar situation whereby the building is cohabitated with the Charlotte Mecklenburg Police Department.

- **Other Business**

Mr. Blair explained to the committee that the library leadership recently executed the Continuity of Operations exercise, the exercise focused on different cyber-attacks. The single biggest takeaway from the exercise was ‘how to communicate or relay information that is usually electronically transferred’; for example ‘finance payroll’. Ms. Myers explained that the standard operating procedure in this example is to execute the previous payroll. Mr. Harrington inquired about the policy that guides the decision making in these instances. Mr. Blair stated that the library has a multitude of documents such as the ‘Continuity of Operations’ and the Emergency Response Plan among others, all of which can be found in the Safety and Security manual, either online via the staff only portal or in hard copy at every location. Mr. Harrington expressed that while looking at the land banking and acquisition policy, the library should also look at all of the policies and review them in order to provide an executive summary to the Board of Trustees. Mr. Blair mentioned that in the current Program of Work the Finance, Human Resources and Technology policies are under review and that timing may be favorable for bring these policies to the Board. Mr. Harrington asked that “Land banking / Land acquisition” and “Policy review schedule” be earmarked for discussion in the coming Infrastructure Committee meetings.

The meeting adjourned at 11:27am.

Upcoming

<i>Board of Trustee Meeting</i>	<i>January 23, 2017</i>	<i>12:00pm – 1:30pm</i>
Infrastructure Meeting	February 6, 2017	10:30am – 11:30am