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**Real Estate Committee**

**Main Library – Dowd Learning Studio (1st Floor)**

**Monday, October 2nd, 2017 – 10:30a.m.**

*Trustees:*

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| Rob Harrington | Hyong Yi |

*Library Staff:*

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| Frank Blair – Director of Real Estate | Angie Myers – Finance Director |
| Lee Keesler – CEO |  |
| Peter Jareo – Associate Director of Operations | Donovan Craig – Administrative Support |
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| *County Staff:* | *Documents:* |
| Mark Hahn – Director, AFM  Jay Rhodes – Design & Construction Director, AFM  Becky Miller – Project Manager, AFM Dennis LaCaria – Sr. Assistant to the County Mgr. Charles Snow – Project Manager, AFM | August 28 Real Estate Committee Meeting Report  Draft: RFBA authorizing lease negotiations |
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| *Absent:*  Dana Eure – Assoc. Director of Lifelong Learning  David Singleton – Director of Libraries  Bryan Turner – Sr. Project Manager, AFM |  |

Meeting Report

Rob Harrington opened the meeting and greeted all attendees. Mr. Harrington then motioned to approve the August 2017 minutes which were seconded by Hyong Yi.

Frank Blair recommend to the committee that the meeting currently scheduled for October 31st continue to be held on calendars of the committee members, in case it should be needed before the November Board meeting. Should it not be required, a cancellation message will be sent. The next regularly scheduled meeting is December 4th.

**Morrison Update**

Becky Miller provided an update stating that the project is approximately 2 weeks behind schedule for public occupancy. The work on the location is about 90% complete, with telecom services to be completed by October 13th. Staff will begin occupying the building as early as October 16th to begin preliminary setup. The shelving will largely be completed by mid-October, allowing staff to begin bringing books into the Library. Staff will also use this time to becom~~e~~ familiar with the new technology and new service model.

While the Library prepares the interior of the building for use by the public, Barnhill Contracting will continue exterior work, including: the parking lot, complete roof replacement, exterior lighting, and landscaping.

Ms. Miller is excited to turn the building back over to the library. The projected public opening is December 9th with a rain date a week later, in case of weather delays between now and then. December 8th is the date being considered for the Gala Event. These dates will be firmed up at the October 5, 2017 OAC meeting with Barnhill.

Asset and Facility Management (AFM) staff is aware that the opening date is later than the Library desired, but noted several factors which contributed to the delay:

poor mechanical system installation, County IST A/V staff changes requiring an outside consultant, contractual delays with the Automated Materials Handling equipment vendor and increased scope to complete deferred maintenance items (roof and balustrade replacement and all new parking lot.)

Furniture for the 2nd floor terrace have not been ordered yet, as the project could not accommodate the cost. The library is interested to see if there are contingency funds to purchase these items, or whether the Foundation could help meet this need. Ms. Miller requested an opportunity to discuss options for the use of contingency funds.

**Facilities Condition Update**

Peter Jareo continued the discussion from the August 28 the meeting on the developing ability of the Library to track its locations by condition, capacity and suitability. “Condition” refers to physical state of the building – roof, building envelope, mechanical systems, plumbing, etc. Capacity refers to whether the location is large enough to meet community demand. Suitability refers to the extent to which the location is able to meet the expectations for a library operating on the Blueprint 2025 vision.

At the last meeting, the discussion focused on facility condition. Mr. Jareo indicated that this meeting would focus on facility capacity. The column in the tracking spreadsheet for capacity shows a number that will allow us to force rank then library locations based on number of people who live within fifteen (15) minute drive time divided by the square footage of the location. The population data used is from 2015.

Dennis LaCaria recommended calculating the utilization of the facility by dividing the number in attendance (door count) by the square footage of the location, which would show the impact on the location. Mr. Harrington then suggested that the rankings would be different between capacity, suitability and condition based on the rubric used. Hyong Yi agreed that utilization would be useful in defining ‘capacity’ more accurately. Mr. Jareo will review and update the spreadsheet accordingly with regard to conditions and suitability and continue efforts on defining the capacity metric to present at the December meeting. At a future meeting the committee will focus on suitability.

**Main Library Update**

Charles Snow informed the committee that the initial kick off meeting with the architects took place in September. The RFQ for Construction Manager at Risk (CM@R) is next on the list to complete. Mr. Snow provided a summary of dates next steps of the project. Lee Keesler confirmed that the CM@R would have enough time to engage with the program planning team to ensure continuity of the project, to which Mark Hahn stated that they have built in sufficient time. Mr. Snow mentioned that there are a number of upcoming meetings between program planners, AFM and the library to begin conversations surrounding the project. Additionally, a team of AFM and library staff will visit the Boston Public Library to review their newly renovated location.

**Site Update for CRC/SSC**

Mr. LaCaria provided an update regarding the CRC/SCC. The County has identified a site for its North Tryon CRC. The location may have the capacity to host organizations other than the Library’s Support Services Center and County’s Community Resource Center, which will supplement the vision of an all-inclusive ‘wrap-round community resource center.’ Mr. LaCaria anticipates that the acquisition will be completed prior to the end of 2017. Mr. Keesler mentioned to factor in the timeline of the Services Support Center with the Main Library renovation. Mr. LaCaria is considering the Library’s needs and is aware of both projects running simultaneously.

**Lease Updates**

Frank Blair mentioned that the lease on Plaza Midwood comes due in 2020. Rent is currently $202,000/year, indexed to the Consumer Price Index (CPI). The location needs to be expanded, however, there is no funding in the current Capital Improvement Program (CIP). The Landlord and Library are both interested in expansion plans that would allow the library to remain on the current site. In light of this, the Library would like to extend the lease for 10 years, to 2030, on similar terms, but with an exit clause that would allow the library to exit the lease in approximately five years, should funding be obtained in a future CIP. Mr. Blair expects the landlord will ask for a reciprocal exit clause.

Mr. Keesler mentioned that this solution is acceptable, however there needs to be a concerted effort to provide the library with a final solution that does not require negotiating lease agreements in the future. Hyong Yi motioned and Rob Harrington seconded the motion to approve the recommendation to the Library Board of Trustees.

**Other Business**

Frank Blair mentioned that the Foundation for the Carolinas (FFTC) is proceeding with the reconstruction of the Carolina Theatre as well as a high rise building which will have impacts on the Main Library, and vehicle access within the area. FFTC is committed to being a good neighbor throughout the construction process and has developed a Maintenance of Traffic plan to mitigate, to the extent possible, impacts on the surrounding institutions (Hearst Tower, Dunhill, Discovery Place, Library). These impacts include a lane closure on 6th Street, across from Main Library; sidewalk closures across the street from Main Library, and tower cranes on the Carolina Theatre site. Neighbors of the FFTC are excited about the contribution the project will make toward the Sixth and Tryon vision, and have asked for an FAQ to provide to their customers. Construction will start at the end of October, and will continue for more than a 2 year period, to the end of 2019. Mr. LaCaria mentioned that the City is considering the impact on traffic in the area as vehicular traffic will be significantly impacted.

Meeting adjourned at 11:13am.

Upcoming

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| **Real Estate Committee Meeting** | **October 2, 2017 10:30 a.m. – 11:30 a.m.** |
| **Hold as an alt date for Nov. Real Estate Committee Meeting** | **October 31, 2017 10:30 a.m. – 11:30 a.m.** |
| South County Architect Selection Interviews | November 6, 2017 Hold for all day |
| *Board of Trustee Meeting* | *November 13, 2017 12:00 p.m. – 1:30 p.m.* |
| **Real Estate Committee Meeting** | **December 4, 2017 10:30 a.m. – 11:30 a.m.** |