

CHARLOTTE MECKLENBURG  
**LIBRARY**

Real Estate Committee  
Main Library  
Dowd Learning Studio, 1<sup>st</sup> Floor  
Monday, December 3, 2018 – 10:30 AM

*Trustees:*

Hyong Yi  
Joe Helweg

*Library Staff:*

Amanda Hutto – Administrative Support  
David Dillard – Real Estate Leader  
Peter Jareo – Operations Leader

*County Staff:*

Bryan Turner – Sr. Project Manager, AFM  
Charles Snow – Project Manager, AFM  
Jay Rhodes – Director, Design & Construction, AFM  
Mark Hahn – Director, AFM

*Absent:*

Angie Myers – Chief Capacity Officer  
Becky Miller – Project Manager, AFM  
Dana Eure – Interim Chief Customer Officer  
Dennis LaCaria – Sr. Assistant to the County Mgr.  
Lee Keesler – Chief Executive Officer

*Documents:*

- 10/01/18 Real Estate Committee Meeting Report

**Meeting Report**

Hyong Yi welcomed everyone to the committee meeting. Joe Helweg dialed into the meeting, everyone introduced themselves and the meeting commenced at 10:32 AM.

Hyong Yi and Joe Helweg approved the October 1<sup>st</sup> Meeting Report.

**Introduction of Amanda Hutto**

David Dillard introduced Amanda Hutto by stating she joined a couple of weeks ago and will serve finance, HR, real estate, innovation and technology. Ms. Hutto will communicate meeting information and will send out necessary documents.

**Story of Impact:**

Mr. Dillard accidentally left the story of impact in his office and Mr. Yi suggested we skip.

#### 7th & Tryon update

The project has been narrowed to two developers. Both developers were invited back to Charlotte to answer numerous questions. The impact of the New Main design and other elements of the block's development are being delayed until the Board of County Commissioners (BOCC) can review and decide on the preferred of the four options that have been presented regarding Spirit Square. The four new members of the BOCC are being inducted this evening. Mark Hahn will most likely need to present to the BOCC again since the members will not have any context. The four options include keeping almost all of Spirit Square except a small section, and three options that remove incrementally more of the existing complex. Ideally, the Board of Commissioners will decide in February 2019, but that is unlikely since four members will be new to the office and will likely want more meetings and community engagement. Charles Snow mentioned the Spirit Square decision needs to be made before re-engaging the architects for New Main's redesign efforts. Mr. Hahn stated once decision is made on Spirit Square, the Main architect can hit the ground running.

#### Main Library update

Mr. Dillard stated the redesign of Main won't gear up until decision is made about Spirit Square. Mr. Snow mentioned a meeting December 17, 2018 with architects that will include Main, but primarily focus on the Support Services Center, 335 Billingsley and Service Points (especially incorporating staffing model changes made for New Main).

#### Support Services Center (SSC) update

Fine tuning of the design continues although the construction schedule may be delayed pending the confirmation of a demolition date for Main which is currently scheduled for July 2020. It was noted that Mr. Keesler would like the staff to have ample time to get acclimated at SSC, so the construction schedule can allow for several months of occupancy prior to demolition of Main commencing. Support Services Center has a \$13.4 million construction budget and soft costs are included. Mr. Dillard mentioned while Main is under construction, two yet to be determined locations will be available (one on North Tryon and one on South Tryon). The locations will include some small space for customers to retrieve holds, get library cards and check out a small collection of popular books. Mr. Dillard is currently in communication to find a couple of spaces that can be used without any investment except technology. Hal Marshall Services Center is being considered for the North Tryon location. Mr. Hahn asked to be looped into consideration of Hal Marshall Services Center because AFM controls the building and he is very knowledgeable.

#### North County update

Becky Miller could not make the meeting, but she shared information with Mr. Dillard for him to pass along to the committee about multiple updates including North County. Mr. Dillard mentioned the interior demolition work is complete. There is a lot of site work in progress, including a new drive-up book drop which will be directly connected to an automated material handling system to save staff time. The site is getting a new HVAC system. The transformer has been replaced he believes at no cost to us. Temporary power is working as of this morning. The furniture order is finalized and will be placed by mid-December 2018. There is a meeting scheduled in January 2019 with the Arts and Science Council to discuss public art. There were a couple of unforeseen items including bad soil found for new drive-up book drop lane. Mr. Turner informed us that a sizable portion of the North County project funding was used to complete the Morrison renovation. Ms. Miller has compiled the expenditure data and will arrange a meeting with County Finance to recommend replacement of funding into the North County Budget.

#### South County update

Library staff is concerned North County would close before South County opens. Mr. Dillard stated this will not happen and South County will not start construction until North County is operational and open to the public. The design development phase will be complete by mid-December 2018. Cost estimates will be provided in January 2019. AFM is initiating contract for special inspection and materials testing. (This is a typical contract for construction projects.)

#### Morrison Warranty update

The warranty review was completed November 2018. There is an ADA issue with the drive-up book drop which is outside of the scope of the general contractor's work. As a result, the drive-up book drop is locked and not being used. The general contractor from the North County renovation connected Ms. Miller with a vendor who is willing to fabricate a new drop slot.

#### Scaleybark Replacement update

Mr. Dillard informed the committee the lease has been executed and they are working with the landlord on final design issues. The Improvements section of the lease is not based on scope or allowance, but somewhat of a hybrid which leaves gray areas. The Landlord is willing to pay for some items that were not on the original design. Mr. Dillard mentioned they have been frustrated with the civil engineer the Landlord selected. Although the landlord feels comfortable meeting their delivery date of July 1, 2019, we believe they will deliver one to two months later. There is no financial risk for the Library for Landlord's late delivery. The current location on Scaleybark requires either Landlord or Tenant to provide a 6 month notice to terminate. At the end of January 2019, we plan to reassess the viability of Landlord's ability to deliver timely. Mr. Yi questioned if the six month notice to terminate is Lee's decision or a Board of Trustees decision. Mr. Dillard will find out and inform the committee at the next meeting. Mr. Turner mentioned Ms. Miller has prepared an informational email that will go out today to identify shortcomings we need to successfully open. She will also attach dollar figures.

#### Real Estate Leader's Report

##### Shopton Road update

Mr. Dillard discussed the sale of the Shopton Road land that will not be utilized for our purposes with Mr. Hahn who stated the sale should be offered internally to other municipal departments before offering to private sector. Mr. Dillard will get it scheduled for presentation to the Joint Use Task Force (JUTF).

##### Myers Park Easement

The Duke Energy easement for access to the property for removal of a power pole and relocation of another power pole has been executed and delivered to Duke Energy.

##### New Locations Opportunities

Mr. Dillard informed the committee we are frequently contacted by municipalities and developers about expanding existing or providing new libraries. The University City branch has a land lease terminating at the end of 2020 and is exploring a short-term extension and options for relocation. Mr. Dillard was approached by a developer about a new Northeast Regional location, although Mr. Dillard has some concerns about the proposed location after visiting the site. Pineville is planning to construct a new Town Hall and would like to propose a model like Mathews and have a library on the first floor and their administrative offices on the second floor. Mint Hill has offered to provide land and site work for a new regional branch library.

Other Business

- The West Boulevard branch is undersized to effectively handle current and future programming needs, but it cannot be adequately expanded. Mecklenburg County had approved funding for a small expansion and renovations, but that work was put on hold because of the desire by the County to fund and include a new branch library at the new Community Resource Center (CRC) site adjacent to the Stratford Richardson YMCA on West Boulevard, only a block away from the current branch.
- Mr. Dillard provided Mr. Yi with a decisioning tree that shows what information is provided by whom and who is responsible for notifying staff, county and customers of inclement weather delays and closings.
- Mr. Yi summarized by stating that current and future project plans are progressing and there are no critical red flags at this point.
- Mr. Dillard will create a Gantt chart with all project schedules.
- Mr. Yi confirmed we will meet in January 2019 prior to the next Board of Trustees meeting taking place on January 14, 2019.
- David proposed meeting on the first Monday of each month to provide time for follow up for presentations to the Board of Trustees from the Real Estate Committee. Mr. Yi and Mr. Helweg agreed.
- Mr. Helweg mentioned a topic for next meeting should include what kind of information sharing we have with the staff for real estate updates and issues. Mr. Helweg wants to ensure staff are getting critical information to improve engagement level and eliminate confusion.

Meeting adjourned at 11:29 AM.

<b>Real Estate Committee Meeting</b>	<b>Monday, January 7, 2019, 10:30 AM to 11:30 AM</b> <b>Main Library - Dowd Learning Studio, 1<sup>st</sup> Floor</b>
<i>Board of Trustee Meeting</i>	<i>Monday, January 14, 2019</i> <i>Meeting: 4:00 PM – 5:30 PM</i> <i>Social 5:30 PM – 6:30 PM</i> <i>Offices of Robinson Bradshaw</i> <i>101 North Tryon Street, 19<sup>th</sup> Floor</i>