

LIBRARY

Infrastructure Committee

Morrison Regional Library

Conference Room

Monday, April 7th, 2014

10:30 a.m.

Trustees:

Leland Park
Bob Sink

Library Staff:

Frank Blair – Director of Operations & Technology
Donovan Craig – Administrative Support Coordinator

Meeting Report

Status Updates on Capital and Technology Reserve Requests

The Library's infrastructure needs are included in the Technology Reserve, Internal Service Request, and Capital Reserve processes. The submissions in these areas came as a result of collaboration with BSSA and/or Organizational Improvement.

Technology Reserve

Five technology reserve requests totaling just under \$2M for FY15 were included and ranked through the County's Technology Reserve submission process. The Library has some flexibility in adjusting the size of its RFID request downward, if this is required to secure a funding commitment.

Ten (10) Internal Service Requests totaling 282k were also submitted for projects costing under \$100k. These technology investments help bring our information technology platform to a reasonable standard; allowing us to serve our existing customers efficiently and effectively while also preparing for future growth.

With regard to the Technology Reserve Request for RFID, Park expressed:

- RFID allows the library to extend its services rather than reduce its staff
- Only companies with longevity should be considered for RFID bid

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Capital Reserve

Through continued recommendation from BSSA, the Library has \$658,000 in critical infrastructure upgrades included in the Capital Reserve process for five Library locations (South County, Main, Matthews, Mint Hill and Davidson) which are required prevent water intrusion, repair pump systems, or for the operation of the HVAC systems at these locations.

An additional investment of \$2.7 million is requested for 16 locations to maintain HVAC systems, roofs, entryways, plumbing, security cameras, and lighting to a reasonable standard. This 2.7 million was ranked as High, Medium or Low priority,

In addition, a \$638,935 investment is requested for items including: repair of parking lots; maintaining paint and carpet in a condition suitable for public use; renovations that allow our libraries to adapt to changing patterns of use as well as replace worn furniture; and meet current expectations for accessible facilities

With regard to Capital Reserve Projects, Sink noted:

Capital Reserve projects not ranked as “Critical” are still important to the operation of the Library, as

- they add to the overall value of the library and
- the Library risks reputational damage if it is not able to maintain an excellent external and internal appearance.

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CIP Update

On April 1, 2014 the Board of County Commissioners approved a capital ordinance for funding the Morrison renovation and expansion in the amount of \$8,017,000.

- Sink: Public bodies must select qualified firms for architectural services “on the basis of demonstrated competence and qualification for the type of professional service required without regard to fee” Only after a firm has been selected will the public body seek to “negotiate a contract for those services at a fair and reasonable fee with the best qualified firms.” The County and the Library will have the latitude to select an architect for renovation of Morrison on this basis.
- Park: was resolute that programmatic requirements are essential for build out/renovation and that there needs to be specific requirements written up in addition to spatial diagrams and adjacency charts.

At a future meeting, plan to review:

- Timeline, roles and responsibilities now that capital projects are managed by Mecklenburg County BSSA-AFM.
- Plans for additional space as part of the renovation and expansion project.

Discussion/Tour Morrison Library

- Park: recommended reviewing Morrison’s Architectural Appearance Ordinances prior to planning and to explore opportunities for reusing exterior materials (windows, columns etc)
- Sink: requested floor plans and plat of current Morrison Library

Discussion/Tour Scaleybark Library

Both trustees noted that the current location was too small for the community that uses it and the facility, in spite of recent updates to shelving, carpet and paint, is worn and in need of replacement.