



## Facilities Committee Meeting

### Minutes

January 17, 2008

The meeting was called to order at 1:00pm by Chair Bob Shutack.

Attending: Chair Bob Shutack, Trustee Jack Fredrickson, Trustee Jeff Finlay, Executive Director Lynn Elam, Assistant Director Tiffany Auxier, Owner's Representative Phil Wade, PSA-Dewberry representatives Randy Gibson and Doug Pfeiffer

Project Status Update: Phil Wade presented a project update and reported that he will begin reconciling final billings from contractors. He forecasted no new large change orders through the end of the project.

Chair Shutack asked if a final date had been set for project completion and whether the general contractor would invoke an extension of general conditions. Wade reported that a final date had not been set and he had not been advised that the project would be extended.

Trustee Fredrickson requested a list of items added to the project which increased the total cost from 2.8M to 3.5M. Wade said he would prepare a list and include it for the February board of trustees meeting.

Trustee Finlay remarked that the incremental costs of the project's change orders which were charged to the library gave the trustees and Foundation a rationale for requesting a substantial donation from the architects.

Trustee Fredrickson expressed concern regarding the amount of entry keys distributed to various people related to the library. Director Elam was instructed to explore costs of re-keying the exterior doors of the library.

PSA-Dewberry representatives left the meeting at approximately 2:10pm and were asked to bring their mechanical engineer to the next committee meeting to discuss HVAC upgrades and replacement.

HVAC System: The committee discussed continuing with PSA-Dewberry as designing architects for any upcoming HVAC system replacement. Trustee Fredrickson asked what value PSA brought to the project over an engineering firm.

Trustee Finlay remarked that PSA is more familiar with the library's current situation than any other firm.

Chair Shutack recommended that the committee review the engineering report of August 2006 which was performed by PSA and re-certify and examine existing pieces of the system for functionality. He remarked that a cost update would also be required from PSA.

Shutack further remarked that while he agreed action needs to take place to improve the HVAC system, he also wanted to ensure a thorough and updated review of existing components.

Technology Proposal: The committee reviewed the revisions to the Technology proposal submitted in December. The plan outlines the library's technology needs and priorities focusing on network upgrades, increased bandwidth, improved computing capacity and upgrades to network and pc security. Following discussion, the committee agreed to recommend approval of the plan to the board of trustees at the meeting on January 22.

There being no further business before the committee, the meeting was adjourned at 3:15pm.