



Facilities Committee

Monday, August 30 2010, 2:00pm

Story Time Room, Library Lower Level

MINUTES

The meeting was called to order at 2:09pm by Chairman Jeff Finlay

Attending: Chairman Jeff Finlay, Trustee Nancy Weller, Executive Director Lynn Elam, Assistant Director Tiffany Auxier

Absent: Trustee Jan Letts

Also Attending: Phil Wade, Morris- Wade Associates, Owner's Representative

Capital Improvements/ Maintenance Schedule Binder

The Committee continued its review and revisions of the Library's Capital Improvements and Maintenance Schedule Binder.

Chairman Finlay directed staff to make the following changes to the binder:

- Use a calendar year basis for schedule development
- Synchronize project completion dates between the schedule created by Morris-Wade and Finlay
- Add future replacement dates through extended life cycles
- Add a column to the master schedule for a review year related to expected life of each item
- Change exterior painting project completion to 2008
- Re-adjust the principle and interest payments for debt service on the master schedule

Trustee Weller requested that the Library's current floor plans be added to the master binder.

Chairman Finlay directed staff to reconcile conflicting replacement amounts on the Morris-Wade and Finlay schedules.

Chairman Finlay noted that the price range to replace the current telephone system and AV equipment was acceptable.

Chairman Finlay further directed staff to:

- Add a Book Return with corresponding pricing to the master binder
- Create a separate schedule to include all service contracts and repairs associated with the slate roof
- Separate and represent the flat roof replacement project as different from slate roof maintenance

The committee continued its discussion on the amount of windows in the Library and how best to represent a repair and replacement project on the improvements schedule. Following discussion and any adjustments made resulting from the Dewberry assessment; the committee recognizes 82 windows and 13 skylights.

Staff was directed by the committee to represent the window repair and replacement projects as two separate lines on the 3-5 year priority capital improvements schedule.

Dewberry Proposal – Windows

The assessment is being scheduled with Dewberry and is anticipated to occur during September.

Lighting Modification Schedule –

Assistant Director Tiffany Auxier reported that the project will require 4 four hour days for installation of transformers and associated labor. She will schedule this project to be completed before the November Dining at Dewey's event.

Capital Asset Definition & Threshold Amount

Chairman Finlay noted that the Finance Committee would be discussing this topic at their next meeting.

Elevator Upgrade Project Status and Change Order

The Library was granted on August 30, a 30 day temporary use permit. The fire recall mode smoke detector that is tied to the fireman's box fire panel needs to be tested by inspectors. Additionally, patching to the ceiling of the elevator's machine room needs to be completed.

The application for payment has been received from Colley Elevator. Owner's representative Phil Wade reported that inspection costs were included in the master vendor bill.

Wade further reported that the project is currently under-budget and that he would create a final budget reconciliation to close out elevator project.

Executive Director Lynn Elam reported that the Library must spend the remaining budgeted funds on a similar type of project in order to meet construction grant requirements. Elam and Auxier recommended closing out the elevator project and issuing new contracts for a second project.

Vending

Elam asked for further direction regarding a vending solution for the Library. Weller reported that the Library could choose from 3 scenarios: buying the equipment and product outright; leasing the equipment and buying the product; and using a turnkey vending solution where the vendor is responsible for maintaining equipment and loading product into the machines. Weller said that good profit margins exist under the first scenario.

The committee discussed the logistics of operating vending machines in the Library and directed Elam to continue investigating all solutions for the next meeting.

Vestibule

Trustee Nancy Weller presented stain samples for the committee to review. Following discussion, #48 Pale Maple Suede was selected. Elam was directed to place the order for the bench which had been approved at the August board meeting. Finlay directed staff to purchase two boxes of carpet squares.

Plant Rental

Chairman Finlay asked the status of the plant rental proposal. Staff reported that the plants had been placed in the Library and patrons were giving positive feedback.

There being no further business before the committee, the meeting was adjourned 3:25PM.

The next meeting will be held on Tuesday Sept. 21, at 6:00pm for the purpose of approving the elevator projects final billings.