



Facilities Committee

Monday, September 21, 2010, 6:00pm

Story Time Room, Library Lower Level

MINUTES

The meeting was called to order at 6:02pm by Chairman Jeff Finlay

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

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.

Based on requests made by Nancy Weller, Chairman Finlay directed staff to make the following changes to the binder:

- Book drop: plan to purchase in two years and move it into the 3-5 year plan.
- Add "stairs" to the description of carpet replacement estimated at \$12,000
- Include number of upholstered chairs in furniture items description
- Retain \$20,000 for staff furniture upgrades and replacements as a best guess
- Add remaining life debt service and HVAC loan on general capital improvements worksheet
- Add plant service to list of annual maintenance contracts
- In the Capital Projects 2008 worksheet, clarify elevator control upgrade work and note amount of remaining grant funds that need to be spent
- Floor Plans need to reflect Nancy Weller's markings and numbering scheme of window locations.

**Dewberry Proposal – Windows**

Staff reported that the engineer from Dewberry had inspected the Library and were waiting to receive the report.

### **Lighting Modification Schedule**

Project is in progress, staff is completing field work to determine final modifications. The number of transformers needed to achieve lighting change goals are still accurate.

### **Elevator Upgrade Project/Invoice Approval**

Phil Wade reported on the status of the project and punch list items. He recommended holding the invoice until the punch list is complete.

The Library received an invoice for 3 months of inspection and maintenance service. This will be credited according to terms of the project contract. The next bill will arrive according to the contract on Sept. 1 2012.

Phil noted the staff's remarks that there is a need for consistency in signage between Lower Level and Basement.

The sub-contractor, Simplex, still needs to finalize work on the fire alarm and is part of Coley's responsibility.

A full door scan will be installed in order to accommodate passengers of varying heights. Elevator will need to be taken out of service for approximately ½ a day.

Coley owes the Library close-out documentation on the project. Phil Wade has requested hard copy and CD records.

Patching and painting has been done on the exterior of the elevator by Library staff. Other project related repairs will be performed by Coley.

Coley representatives still need to train and give trouble shooting solutions of elevator shut-downs to the Library staff.

There are no cost changes to the budget as of this report. The project remains approximately \$12,000 under budget. Staff recommends waiting to spend additional funds until state money arrives. Nancy Weller suggested adding the full-door sensor feature for consideration.

### **Vending**

Staff has solicited vendor recommendations from area libraries and is reviewing a list of vendors. Several vending scenarios will be prepared by staff for committee review.

Staff was asked to include possible locations for vending equipment in their recommendations.

There being no further business before the committee, the meeting was adjourned 7:03PM.