

Facilities Committee

Monday, March 26, 2010, 10:00am

Large Meeting Room, Lower Level

MINUTES

The meeting was called to order at 10:05am by Chairman Jeff Finlay.

Attending: Chairman Jeff Finlay, Trustee Jan Letts, Trustee Nancy Weller

Elevator Controls and Operating System Upgrades:

The committee began by discussing the proposed agreement with Gary Kerr as designate architect of the Library's elevator system. Bid documents generated for the Helen M. Plum Memorial Library were made available by Phil Wade. The committee believed the bid documents were thorough and that Mr. Kerr is qualified to do comparable work for the Library.

The agreement was reviewed and found acceptable. On a motion by Jan Letts and seconded by Nancy Weller, the committee voted to approve the agreement between the Library and Mr. Gary Kerr for \$3,900. Chair Finlay will communicate the decision to Phil Wade and Lynn Elam so work can proceed as quickly as possible on the preparation of bid documents.

Capital Improvements:

Discussion on the Capital Improvement Scheduled¹ centered on how to move forward. All agreed that some items on the schedule need some additional review to get a better grasp of future repair/replacement needs. These likely include carpeting, furniture including shelving, and possibly some windows.

Additional items will be considered for inclusion based on the board's direction. These could include art work, parking, and backup generator. This will be done over the course of the next year. It was also noted that as things are replaced/repared, the schedule should be adjusted with the latest information available so future boards have the most recent information for decision making purposes.

Based upon a proposal by Chair Finlay, the committee felt that by including a cover memo with the Capital Improvement Scheduled, future boards would have input outlining prior board's reasoning for capital expenditures in its budgeting process. Elements that should be considered for inclusion are:

¹ Capital items are defined as having a cost of \$3,000 or more with a life expectancy of greater than one year.

- A schedule of expected replacements/repairs of specific items over the next five years².
- A recap of the Board of Trustee's then current policy on funding of capital items³. Once established, the policy would be changed or reaffirmed by the then current board. The policy would state whether funding of future capital items would be from referendum, current revenues, reserves or some combination of the above.
- A statement established by the board on the targeted minimum capital reserve level to protect against unexpected capital expenses⁴.

Each of these elements impact budgets and need to be considered on a regular basis. The elements above may be needed to be adjusted or eliminated, while others may need to be added.

There being no further business before the committee, the meeting was adjourned at 11:10am.

² For 2010/2011, it would include the elevator (\$70,000.00) and at a minimum two items identified on the current schedule as having their expected life end during the five year time frame. They are the water heater in the boiler room (\$5,000) and a computer server (\$10,000).

³ While being cognizant of the first two years of capital needs, the policy should emphasize capital items further out in the schedule.

⁴ As a committee, no one knew if the current level was too high, low or at an appropriate level.