

LIBRARY

**Infrastructure Committee
Main Library – Dowd Learning Studio
Monday, June 15th, 2015 – 10:30 a.m.**

Trustees:

Bob Sink

Leland Park

Library Staff:

Angie Myers – Chief Financial Officer

Peter Jareo – Associate Director of Operations

Lee Keesler – Chief Executive Officer

Dana Eure – Assoc. Director of Lifelong Learning

Julie Ward – Location Manager, West Blvd

Donovan Craig – Library Admin. Coordinator

Susan Green – Location Manager, Morrison

County Staff:

Becky Miller – Project Manager, AFM

Jacqueline McNeil – Real Estate Manager, AFM

Mark Hahn – Director of Meck. County AFM

Documents:

June Agenda

May 2015 meeting notes

June Project Update

Absent:

Julia Smith Location Manager, University City

Frank Blair – Director of Technology & Operations

David Singleton – Director of Libraries

Donovan Craig to take notes

Meeting Report

Bob Sink welcomed all and commenced the meeting with a motion to approve the May 2015 minutes which was seconded by Leland Park.

Mr. Sink expressed condolences to Frank Blair and his family and noted the absences of Julia Smith and David Singleton.

Conversation with donor re: Morrison Deed of Gift

Lee Keesler mentioned that he had spoken with Johnny Harris recently to discuss the status of the Morrison Regional Library Expansion/Renovation project. The Morrison Library is situated on a parcel that was gifted in part by the Harris family among others. Mr. Harris offered to reach out to other family members regarding the project to share the schematics with family members as they become available. Mr. Keesler will keep the committee abreast of any subsequent conversations.

Morrison Transition Planning

The Library is seeking a temporary location in order to provide some limited services during the upcoming renovations. One possible site is located off of Park Rd near the intersection of Selwyn Ave. The location is smaller than the Library would prefer, however the proximity to the current location is good.

Susan Green, location manager for Morrison Regional, did manage to review the site and thought the space may be adequate. Becky Miller also reviewed the site and only

has a few questions regarding code compliance, for example, are the restrooms adequate. Angie Myers spoke regarding the operational budget and how the library would need to cover upfit costs and additional items as these are not included in the project budget. Peter Jareo mentioned that the upper level is available immediately and the lower would be available at the end of the calendar year. There are currently no requirements to hold the location in the meantime.

Morrison Design and Construction

CM@Risk selection process update:

Becky Miller attended a mandatory meeting with all the Construction Management at Risk companies and provided them with the necessary documentation that is required. Ms. Miller expects all applications in by June 24th.

Zoning and Code Enforcement update:

Becky Miller has been in contact with City Zoning who expressed that only 711 of the requested 1000 SF is available under the administrative amendment, additionally they requested landscaping plans and elevations prior to moving forward with the request. Bob Sink asked if this process would hold up the project, to which Becky Miller responded that we need to move forward regardless of whether or not we receive it. It would not be cost efficient to have two different schematics drafted assuming that we would or would not receive the additional 711 SF. Mr. Sink would like to continue perusing the administrative amendment. Becky Miller stated that we are reaching a point where these hurdles will begin impacting the schedule of the project.

Architect Contract status update:

Becky Miller will contact the Library's Attorney in order to make contact with the Morrocroft neighbors and notify them of the Library's intent to renovate the building.

Berewick/Shopton Road land swap

Jackie McNeil provided background information regarding the Library's intent to exchange its parcel of land near the intersection of I-485 & Shopton Rd. Ms. McNeil has requested a meeting to discuss the zoning and to ensure that the library's interests are considered. A test sketch was drafted to ensure that a library location of the requested size could fit within the proposed lot. Ms McNeil thinks that the Berewick property will appraise for higher than the price of the Shopton Road property. Mr. Keesler noted that the area is growing and not only neighborhoods are moving in but the new Outlet Mall has also been erected. Ms. McNeil stated that in order to move forward the Library would be required to submit a mandatory referral by the County among other items which would need to be approved by the Library's Board of Trustees.

West Blvd Planning

Peter Jareo briefly discussed a new option regarding the West Blvd location which is next up on the CIP list. A new project, still in the planning stages by the county, may encouraged the Library to explore a new building rather than renovate the current site. Concerns regarding the current site include the lack of parking and whether or not the adjacent property would provide a parking solution if the Library could secure the site. Julie Ward the location manager for West Blvd, is interested in exploring the proposed new development and this option would be very appealing as there are a number of new facilities coming into the area where partnerships could be cultivated. In addition, the West Boulevard Library would not have to close while a new building is being built, but

would have to close during renovations. Mark Hahn commented that AFM is not certain when funding would become available for the new County project. Mr. Hahn asked what the impact would be for the current location to not have any renovations or additions for the next 5+years, could the library continue good programming and services in its current state? Bob Sink proposed that the Library solicit feedback regarding the proposed new site.

FY15 Library Projects Update

Peter Jareo provided an update for the current and proposed Library projects. (Attachment #1)

Printer Replacement Update

Mr. Jareo expressed that the contract will require board action in the near future however the Library is in the final stages of negotiation. Angie Myers expressed that this contract should provide the Library with a long term printer/copier solution.

Other Business

Mr. Jareo updated the committee regarding the Continuity of Operations tabletop exercise which library staff conducted this past month to test the Continuity of Operations plan. Mr. Jareo noted that while the document did aid the group in exercising their continuity plan, there were a few areas that needed attention. Mr. Jareo said that the Library would roll out the exercise to a larger audience in the next few months.

Close

Upcoming

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|---|--------------|
| <i>BOT Meeting - June 22nd 2015</i> | Main Library |
| CM @ Risk Interviews - July 13 th 2015 | Main Library |
| Infrastructure Committee - August 17 th 2015 | Main Library |

(Attachment #1)

Infrastructure Committee Meeting Project Update**June 2015****Completed last 30 days:**

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|---|---|
| Cooling Tower replacement at South County Regional (control system work complete July 1; chiller repairs made by maintenance contractor June 8) | FY15 County Capital Reserve - \$110,000 |
| Parking lot repairs at South County Regional & North County Regional | FY14 County Capital Reserve - \$92,000 |
| Branch safety training at all locations | FY15 Library Ops Budget - \$9,000 |
| Removal of unusable furniture and shelving from 3707 | FY15 Library Ops Budget - \$1,200 |
| Created people centered space at University City Regional (moved shelving, replaced carpet, added furniture) | FY15 Library Ops Budget - \$1,000 shelf moves/carpet; \$8,000 new furniture |
| Furniture replacement at North County Regional | FY15 Library Ops Budget - \$12,000 |
| Sugar Creek Lab Renovation and Expansion | FY15 Library "One-time" Budget - \$101,000 |
| Reorganized Telephone Reference office at Main (removed book carousel, new data run, new shelving installed) | FY15 Library Ops Budget - \$700 |

Looking ahead:

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| Upgrade Card Access Systems at Main, ImaginOn and Myers Park – to be completed end of July | FY15 Library Ops Budget - \$34,000 |
| Carpet Replacement at Independence Regional – installation to begin in July | FY15 County Capital Reserve - \$31,000 |
| New interior signage at Sugar Creek – to be installed in July | FY15 County Library Budget - \$7,000 (using contingency from lab renovation budget) |
| New exterior signage at Plaza Midwood – to be installed in July | FY15 Library Ops Budget - \$25,000 |
| HVAC replacement at Mint Hill – construction beginning mid to late July | FY13 County Capital Reserve - \$204,000 |
| Replace pump stations at Main – in design, construction date TBD | FY15 County Capital Reserve - \$25,000 |