

LIBRARY

**Infrastructure Committee
Main Library – 1st Floor
Dowd Foundation Learning Studio**

Monday, April 20th, 2015

10:30 a.m.

Trustees:

Bob Sink

Leland Park

Library Staff:

Frank Blair – Director of Technology & Operations

Dana Eure – Director of Lifelong Learning

Peter Jareo – Associate Director of Operations

Julie Ward – Location Manager, West Blvd

David Singleton – Director of Libraries

Donovan Craig – Library Admin. Coordinator

George Sistrunk - Legal Counsel

Susan Green – Location Manager, Morrison

County Staff:

Documents:

Proposed 2015 Meeting Schedule

Dec. 2014 Infrastructure Committee Report

Absent:

Angie Myers – Chief Financial Officer

Lee Keesler – Chief Executive Officer

Julia Smith – Location Manager, University City

Meeting Report

Bob Sink welcomed the group and called the meeting to order at 10:32am. On a motion by Leland Park seconded by Bob Sink the meeting report from March 9th was unanimously approved.

Mr. Sink noted and welcomed Mr. Sistrunk.

○ **New Business**

○ Rental of Spangler Library in ImaginOn

Frank Blair briefed the committee on the after action report regarding the recent visit to ImaginOn by the President of the United States. It took library staff and various vendors 2 days to retrofit the Spangler Children's Library for a town-hall-style meeting, and address areas of special concern along the President's route into and out of the building. The President was on site for about 2 hours for his meeting, and the library staff and vendors were able to re-fit the location in just 24 hours. Library and Theatre staff managed impeccably with the requirements of the White House and the Secret Service, and the event was a tremendous success. A rental agreement similar to the one used for the Democratic National Convention was used, and a further action by the ImaginOn Management Committee will be needed to allocate the funds received between the Theatre and the Library.

○ Continuity of Operations Program Plan

Mr. Blair briefed the group on the updates in the Continuity of Operations Program Plan saying that the team identified in the plan will be running a Table Top discussion and stress testing the plan within the next few weeks to ensure that the program is functioning correctly.

- **Old Business**

- Morrison Program Plan Update

Susan Green, location manager for Morrison Regional Library, briefed the group regarding Holzheimer Bolek + Meehan Architects recent visit last Monday. They conducted a program they call “Mind Breaking - Building Breaking” where they proposed an empty shell, just the exterior walls and were interested in the layout of the building. The architects took both public and staff input regarding the likes and dislikes of the current building. They intend to review the information and develop a vision for the location. Consensus was that the entrance way needs to be continuous; staff & public would like to be able to see from the front of the building to the rear which would open the first floor plan dramatically. The group was interested in drive up book drops that enter directly into the building. Another suggestion was to remove landscaping so that the public could more clearly see the location from the street. The expansion ideas included adding on to the back of the building, creating a porch on the 2nd floor at the front of the building and 2 smaller wings on either side of the building. Parking may present an issue, as the islands have trees and may not be able to move during the renovation/expansion.

- Transition Planning for Morrison Update

Peter Jareo updated the groups regarding the transition plan for Morrison Regional saying that the library is currently in a holding pattern as they are still reviewing available properties, yet have not been able to find a location within the size and/or price requirements. At this time they are vetting properties within the requested radius yet may have to look for locations between the 3-5mile radius of the current location. At this time Mr. Jareo is not looking to have the nearby locations absorb the overflow from Morrison. Susan Green added that the nearby location may have difficulty load-sharing as they to are reaching capacity. Mr. Jareo explained that the library is looking for 2 – 3 thousand square foot facility just to provide regular library services, however the library would require a property 3 – 5 thousand square feet in order to provide programming & public access to PCs etc. Bob Sink recommended the library to reach out to Johnny Harris or Childress Klein Properties to help expedite the process.

- Morrison Deed/Zoning/Architectural Control

Frank Blair provided a summary from Becky Miller with County AFM that discusses Milestones, Next Steps and Risks/Opportunities. (See Addendum #1)

Due to the confirmed square footage restriction the library would need to request rezoning the parcel in order move forward with the 4,000 square foot expansion. Rezoning adjustments could delay the project as much as 4 months and considerations would need to be made for increasing parking, storm water/run off expansion, an increase in trees in parking area and any objections from neighboring buildings. (See Addendum #2)

With the potential for restriction on expansion which could result in only a 2,000 square foot addition, the budget could be repurposed for interior use if the library does not move forward with the rezoning to include the proposed expansion of 4,000 square feet. Bob Sink asked if the library could seek an administrative adjustment which would increase the square footage up to 1,000 square feet without a rezoning permit, and therefore only 3 thousand square feet would be required to fulfill the expansion originally proposed expansion. This will be investigated and a report brought back the May meeting.

- **Capital/Technology Reserve Updates**

- FY15 Project Update

Peter Jareo provided a comprehensive list of capital project updates. (See Addendum #3)

On a motion by Bob Sink seconded by Leland Park the meeting adjourned at 11:29am.

Close



ASSET & FACILITY MANAGEMENT

MECKLENBURG COUNTY

Date: April 17, 2015
 To: Frank Blair
 From: Becky Miller
 Re: **PROJECT SUMMARY: Morrison Regional Library Renovation**

MILESTONES for April 2015

3/31/2015

To assist in finalizing the project's scope, George Sistrunk of HSSM, PLLC performed the library's title search. Critical findings included the following:

- No third party design approval will be required if the library's renovation design is substantially consistent with the initially approved final plans and specs.
- Morrison Library is restricted to a total building area of 26,000 sf per Zoning. To go over 26,000sf, the Library would have to pursue re-zoning.

Early April

AFM prepared Architect's RFP (Request for Fee Proposal) for HBM's review and comments. AFM and HBM began fee negotiations.

4/9/2015

AFM created a Purchase order for Preliminary services to allow HBM to begin work this month. HBM's fee will be finalized when total scope is known.

4/13/2015

HBM Architects met with library managers to review McMillan Pazdan Smith Architect's programming report and begin locating functions within Morrison's building. Staff completed design exercises to further describe functions and identify adjacencies in the renovated library. HBM Architects will compile the information from staff and present a summary before proceeding to schematic design.

4/14/2015

HBM and engineers met with Morrison manager, Susan Green and FB to review mechanical system.

4/17/2015

BEM arranged same-day meetings for HBM in May 2015 with City Zoning and County Code Enforcement.

NEXT STEPS

- BEM to discuss possible meeting between Library leadership and adjacent property owners to introduce HBM Architects and renovation project. This is per HBM's recommendation.
- BEM to follow-up with GW re: obtaining contact information for adjacent owners and Master Assoc.
- BEM to finalize CM@Risk RFQ and obtain Library and HBM's input. Week of April 20.
- BEM to advertise CM@Risk RFQ in IPS and local newspapers. Week of April 27.
- HBM to conduct preliminary analysis of building codes, Zoning ordinances and ADA. By 5/5/15.
- HBM to meet with City Zoning + City Engineering. 5/5/15.
- HBM to meet with Code Enforcement. 5/5/15.
- HBM to meet with adjacent property owners. TBD
- BEM to conduct AFM short list meeting for CM@Risk. Three weeks after advertisement.
- ESP surveyors to provide updated site survey with utility information. By 5/1/15

- BEM to revise budget using new information re: technology, FF&E, utility work required. By 4/30/15
- BEM, Library and HBM conduct CM@Risk Selection Interviews. Last week of May-First week of June.
- AFM to execute formal contract with HBM as soon as final project scope is defined. Mid-end of May?
- AFM to execute formal contract with CM@Risk. Early-mid June?
- HBM to conduct Preliminary Design meeting. Present Zoning, Code, Master Assoc. and Programming parameters. Early June?

RISKS/OPPORTUNITIES

- 1) The decision to make a re-zoning application has the following consequences:
 - Delays the project a minimum of four months for re-zoning application, meetings, hearings, etc.
 - Increased the building area will trigger increase parking requirements which will increase storm water control requirements. On a limited site like Morrison's, underground cisterns would be necessary since retention ponds on site would not be possible. Cost \$150K+/-
 - Increase number of required parking spaces also increases costs.
 - Reworking parking lot would trigger the requirement of additional trees per Tree Ordinance.
- 2) Contacting adjacent owners may present the opportunity to propose better connectivity with other buildings as well as allow project team to learn any possible objections to renovation.

Name Key: **FB**=Frank Blair; **LK**=Lee Keesler; **BEM**=Becky Miller; **GW**=George Sistrunk; **SG**=Susan Green

This is a working document. Please feel free to add things and send it back to me. As we go beyond two weeks, the dates are not as set due to missing information which will affect dates.

Best regards,

Becky Miller, AIA

Project Manager
 Asset & Facility Management
 3205 Freedom Drive Suite 101
 Charlotte, NC 28208

Becky.Miller@MecklenburgCountyNC.gov

Completed in March

Independence – HVAC; FY13 Capital Reserve \$250,000

Mint Hill – storage room addition; \$3000

Parking lot aprons – West Blvd, North County; FY14 Capital Reserve \$92,000

Main - Read Charlotte renovation; paint, access card reader, carpet square & baseboards; \$5500

Main - Front entryway flooring; walk-off mat, vinyl tile, replace cracked terrazzo w carpet; end of FY 13 Capital Reserve flooring project at \$97,000

Main - Bathroom Reno – new automatic fixtures; FY13 Capital Reserve project at \$88,000

Davidson – Staff Office/Desk Renovation; \$27,000

Davidson – HVAC FY14 Capital Reserve \$115,000

Completed in April

Matthews – Vinyl door signage \$500

Mint Hill – Caulk & Seal; FY15 Capital Reserve \$100,000

To be completed in April

South County – Carpet to be completed by end of this month; FY14 Capital Reserve \$130,000

Starting in April

South County Regional Cooling Tower, new control system (completed mid-May); FY15 Capital Reserve \$110,000

Main – Parking Lot; FY14 Capital Reserve \$92,000

Starting in May

Sugar Creek (5/4-6/7) - Lab Renovation Construction; \$101,000

Parking lot paving TBD - WBL, SOR, NCO FY14 Capital Reserve \$92,000

TBD

Independence- Carpet; FY15 Capital Reserve \$31,000

Mint Hill – HVAC; FY13 Capital Reserve \$204,000

Peter Jareo

Associate Director of Operations

Charlotte Mecklenburg Library

310 North Tryon Charlotte, NC 28202

pjareo@cmlibrary.org