

Missouri River Regional Library
Capital Facilities Committee
Mark Twain Room, 214 Adams Street, Jefferson City, Missouri
September 11, 2023
Minutes of the Meeting

The Capital Facilities Committee meeting was called to order at 5:03 p.m. by Anita Randolph, Committee Chair.

1. Roll Call of Members

Capital Facilities Committee members present: Chair Anita Randolph, Kay Kasiske, Becky Layton, Stu Murphy, Steve Nelson and Anne Rottmann

Member(s) absent: Stacy Fick

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; Jonathan Hickman, Maintenance Manager; and Debra Winter, Business Manager/Accountant

2. Approval of April 27, 2022 Minutes

Stu Murphy made a motion, seconded by Steve Nelson, to approve the minutes of the Capital Facilities Committee meeting held April 27, 2022. Motion carried.

3. MRRL Facility Improvement Needs

The committee agreed that following four items on the needs list continue to be the highest priority in maintaining the infrastructure of the Jefferson City facility:

- Elevators
- Electrical fuse panels
- Restrooms
- Pipes and plumbing, including sewer lines

The building's cast iron pipes are placed lower on the priority list due to the fact all plumbing would be replaced if the MRRL Board decides to seek and is successful with another proposed tax levy increase for expansion.

4. Questions and Responses

Staff provided the following details related to the other three prioritized improvement needs outlined on a spreadsheet provided by Anita.

Electrical: Jonathan Hickman, Maintenance Manager, explained that one electrical panel has been replaced recently, and one is original to the building. There are smaller panels as well. Stokes Electric is working on quotes to retrofit panels that can be moved (reusable parts) with expansion. The library is almost maxed out on the first floor, and is completely maxed out in the basement and on the second floor. New panels would also allow for security cameras outside. This electrical work would require closure of the building. (Jonathan recommends doing all electrical at the same time.)

Elevator: The cost estimate related to the front elevator is simply for repair, not to replace it, and the repair will not make the elevator ADA compliant. The repair will allow the front elevator to run more smoothly and more efficiently. This elevator has a leak that needs seal replacements. Hydraulic modification would trigger the code that requires this elevator to become ADA compliant (right now, it is grandfathered in). ADA compliance will require structural changes and reduce public space.

Restrooms:

There are 8 restrooms in the building, including staff restrooms – 2 in the basement, 2 on the first floor, and 4 on the second floor. To become ADA compliant, automatic door openers need to be installed and the size of the restroom stalls need to be expanded. It is possible for single-stall restrooms to meet ADA Compliance; however, if the restrooms are kept with multiple stalls, then other public space must be reduced. Jonathan Hickman, Maintenance Manager, is in the process of obtaining estimates for two options – partial or complete configuration for all.

Pipes and Plumbing:

Jonathan Hickman reported that the cast iron pipes are nearing the end of their life expectancy; however, sections of pipe can be replaced as leakage is identified and/or discovered. The library has spent \$1,600 over the past two years on repairs to the pipes. Committee members inquired as to having an inspection of the pipes; Jonathan will look into this and he is also waiting on estimates for pipe replacement throughout the entire building.

Another item regarding space needs was brought to the committee's attention. Claudia Young, Library Director, reported that staff were surveyed and indicated that it is important for the library's administrative staff to be moved back into the library. Some staff indicated a perceived disconnect with the administration being located in a different building. And, although after considering moving more behind-the-scenes staff to create additional space for programming and services, it was determined that such a move would not demonstrate the need for an expansion to the community.

5. Immediate Repair Needs

See notes under No. 4, Elevator. Stu Murphy moved, seconded by Steve Nelson, to recommend to the MRRL Board the need to move forward with the elevator repair. Motion carried.

6. Develop Schedule for Providing Information to the MRRL Board

The committee proposed meeting monthly, but this has not been finalized.

7. Next Steps

Stu Murphy moved, seconded by Kay Kasiske, for staff to continue to seek cost estimates related to the prioritized areas of pipes, restrooms and electric; and the cost of moving (and savings associated with) the administration being located back to the library facility. Motion carried.

8. Action Items

See notes under No. 5 and No. 7.

9. Adjournment

Meeting adjourned at 6:12 p.m.

Meeting minutes approved November 21, 2023.