

Loutit District Library  
Building and Grounds Committee Meeting Minutes  
September 24, 2020

Present: Burton Brooks, Dennis Craun, Kerry FitzGerald, Michelle Moore and John Martin

Absent: Bruce Hinrichs and Cathy Rusco

Also present: Shawn Wolfe, Ross Smith and Peter Klein

Chair Brooks called the meeting to order at 10:10 AM in Program Room A.

Minutes from the January 23, 2020 meeting were approved as submitted.

1. **Rooftop Solar Panel Proposal** – Peter Klein from Energy Conservation Source, 200 Viridian Drive, Muskegon, presented a proposal to place solar panels on the library roof. This proposal would provide less expensive electricity to the library, provide environmental benefits and help shade the library roof, thus extending its life. Under Klein's proposal, ECS would provide at no cost to the library the solar array, arrange financing, and sell electricity back to the library at 12.4 cents per kilowatt hour. Klein estimates this will save the library approximately \$5,000 in electricity usage charges in the first year.

If the library is interested in proceeding with this project, ECS will conduct an energy audit to determine more closely actual costs and savings for this project. If the library decides to proceed the audit will be provided at no charge. If the library decides to not proceed, the engineering costs for the energy audit will be billed to the library.

Wolfe to contact Great Lakes Systems, installers and company that maintains the roof, to check on numbers of years they estimate the current roof will last before needing to be replaced. Current roof is 12 years old with a 15 year warranty.

Craun suggested Martin contact the Grand Haven Area Community Foundation regarding grant funding to purchase the solar system from ECS rather than having a third party vendor own the system. He also recommended that Derdowski provide a present value calculation for 25 year electrical savings for installing the solar panels.

2. **Fire Protection System Main Drain** – The library's wet fire protection system has never been completely drained, as recommended by the library's fire protection contractor, Kingdom Fire, due to the drain being placed in the boiler room. If the drain were emptied it would flood the lower level.

A proposal in the amount of \$2,550 has been received from Kingdom to route the drain to the exterior of the building to allow the system to drain into the service driveway. The library's insurance company, The Par Plan, offers matching grants up to \$2,500, for projects intended to help prevent insurance claims. This project is a good prospect for that grant and Martin will be applying for a match from the insurance company.

**Motion by Craun, second by Brooks, to recommend to the board that this project proceed and that Martin apply for grant funding to offset half of the cost. Motion carried.**

3. **Service Entrance Drive Drains** – At the garage and service drive entrances are drains designed to capture leaking fluids (oil, gas, etc.) before those liquids get to the city sewer. The service entrance drive drain is in need to replacement due to crumbling concrete and missing drain grates. The garage service drive is currently OK but will probably need replacement within a few years.

A proposal has been received from A & R Concrete Cutting of Ferrysburg in the amount of \$2,600 for removal of the old drain system and replacing it with new concrete and grates.

**Motion by Craun, second by Brooks, to recommend to the board that A & R Concrete Cutting proceed with replacement of the service entrance drive drain. Motion carried.**

4. **HVAC Contractor** – In 2019, the library bid out HVAC services and a contract was awarded to Trane. Grand Valley Automation (GVA) is the company that installed and services the library's HVAC control system and Trane's software does not easily integrate with GVA's system.

Van Dyken Mechanical partners with GVA, comes with excellent credentials and references, and has been contacted a few times recently to provide second opinions on service requests from Trane. Maintenance Technician Shawn Wolfe and myself both recommend contacting Trane and informing them that we will be moving service to Van Dyken. Annual cost of the new contract is approximately the same as Trane's contracted cost.

**Motion by Craun, second by Brooks, to recommend to the board that the HVAC contract with Trane, May 2020 – June 30, 2023, be cancelled with a 30-day notice as required in the contract, and that a new contract for HVAC service with Van Dyken be accepted. Motion carried.**

5. **Entry Door Seals, Thresholds and Hinges** – Wolfe presented estimates received from Architectural Hardware regarding air and water leakage under entry door thresholds, door hinges and door seals. Due to age and use several of these are in need of replacement, in particular the staff entry doors.

**Motion by Brooks, second by Craun, to recommend to the board that entryway door seals and thresholds be replaced at the staff entry door, the garage entrance and the shipping/receiving door to prevent water and air leakage into the building. Motion carried.**

6. **Staff Entry Mold & Water Damage** – Due to water seepage into the building via the staff entrance door threshold, mold has been noticed in the wall shared by the entryway and the staff lounge. Wolfe has obtained an estimate for drywall removal, mold remediation and replacement repairs, totaling \$2,206.27 from Flagship Restoration, a Ferrysburg firm. This work, if approved, will not begin until the thresholds and door sill seals have been replaced.

**Motion by Brooks, second by Craun, to recommend to the board that Flagship Restoration be hired to complete the necessary work after the door seals and threshold have been replaced or repaired. Motion carried.**

7. **Building & Grounds Committee Charter Revisions** – Martin presented the current Statement of Purpose for the Committee along with proposed language for a new Committee charter. It was recommended to add a statement regarding periodic review of maintenance agreements, renovation projects and new construction.
8. **Other** – Moore reported that LED conversion for all interior and exterior library lighting with Rycenga Electric cost approximately \$71,000, with energy rebates offsetting that cost in the approximate amount of \$16,500.

Moore reported that the historical plaque placed by the city at 4<sup>th</sup> and Columbus is in need of replacement. Staff to check with Museum and City to determine next move.

Wolfe discussed the eyewash station in receiving. It is currently manually filled with water but ideally would have water piped to it. Consensus was to add a water line to the eyewash station.

When the library was expanded in 2009, additional shelving was purchased and stored for future use. The amount of extra shelving is well beyond what the library will ever need and Wolfe asked permission to either find libraries in need of shelving and sell or donate unneeded shelving or scrap the unneeded extra shelving. Consensus was to keep a supply of extra shelving to meet anticipated future needs and to dispose of the rest. A memo detailing what is in storage, what is to be kept and what is to be disposed of will be distributed to the Building and Grounds Committee and board members.

Meeting adjourned – 12:46 PM

Respectfully submitted -- John Martin, Library Director