

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, November 13, 2013
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. Resolution Honoring Boy Scout Troop 170 (page 1) – Marilyn Wood
3. Agreement with Bloomington Transit (page 2-5) – Sara Laughlin
4. Proposal to Provide Engineering for Chiller Replacement (page 6-8) – Gary Lettelleir
5. Public Comment
6. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>.

**Resolution Honoring St. Charles Boy Scout Troop 170,
Scoutmaster Daniel Winter, and
Scouts Adam Baker, Alek Knapowski, Gino Regoli, and Harrison Wager-Miller**

WHEREAS, St. Charles Troop 170 has long been active in encouraging young men to become engaged in the community through service projects; and

WHEREAS, the Monroe County Public Library has benefitted from Troop 170's community engagement through four recent Eagle Scout projects, with Scouts Adam Baker, Alek Knapowski, Gino Regoli, and Harrison Wager-Miller, under the leadership of Scoutmaster Daniel Winter; and

WHEREAS, the new landscaping installed at the Library includes native plants that are drought-resistant and attractive to birds; and

WHEREAS, the landscaping will dramatically improve the streetscape on Kirkwood Avenue and other streets surrounding the library, which are highly visible and heavily used, and will continue to grow and add interest over many years;

NOW THEREFORE, the Board of Trustees of the Monroe County Public Library expresses its thanks and appreciation to the Scoutmaster Winter and Scouts Baker, Knapowski, Regoli, and Wager-Miller for a job well done.

Resolved this 20th day of November, 2013.

Agreement

This Agreement between Monroe County Public Library (“Library”) and Bloomington Public Transportation Corporation (“BT”) made and entered into this _____ day of _____ 2013.

NOW THEREFORE, Library and BT agree as follows:

- 1) BT agrees to provide access to all Library employees to all BT fixed routes upon presentation of a valid Library-issued employee photo identification card. The BT bus operator or supervisor may examine the Library photo identification card to ensure validity. Library employees who do not present valid Library photo employee identification card shall be required to pay the appropriate cash fare for their trip. The Library agrees to strictly control and manage the issuance of Library photo employee identification cards so as to ensure that only current Library employees will possess such cards for passage on BT buses.
- 2) BT bus operators shall daily record the number of one-way passenger trips made by Library employees. This data shall be used by BT to calculate compensation to be made by the Library to BT.
- 3) Library agrees to reimburse BT for the provision of one-way passenger trips to Library employees at the rate of \$0.75 for every one-way passenger trip. Total compensation made by the Library to BT for employee one-way passenger trips shall not exceed \$9,000 in the first one-year period.
- 4) BT shall report the number of Library employee one-way passenger trips to the Library on a quarterly basis.
- 5) Library agrees to pay BT within 30 days following receipt of invoice from BT for Library employee one-way passenger trips.
- 6) The term of this agreement shall be for one year commencing January 1, 2014 and ending December 31, 2014. This agreement shall automatically renew at the same terms and conditions unless either party notifies the other of its intention to terminate or renegotiate with at least 30 days advance notice.
- 7) This agreement shall be subject to the appropriation of funding by the Monroe County Public Library Board of Directors.

BT and Library certify that they are enrolled in the E-Verify program and have verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the parties does not knowingly employ an unauthorized alien.

BT and Library affirm by their signatures that they are in compliance with Indiana Code 5-22-16.5 et. seq., and do not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

In Witness Whereof, the parties hereto have set their hands and seals as of the date set forth below.

Bloomington Public Transportation Corporation

Monroe County Public Library

By _____

By _____

Attest: _____

Attest: _____

Date: _____

Date: _____

PARKING FOR EMPLOYEES

rev 11-08-2013

The Library is faced with new challenges in finding parking for employees in downtown Bloomington. Three things have changed:

1. Parking meters are now active from 8 a.m. to 10 p.m., Monday through Saturday.
2. The City has reached the limit of 75 Zone 4 permits it can issue to the Library and other businesses on Kirkwood.
3. Old National Bank is proceeding with the sale of the lot on Fourth Street which the Library has leased for employee parking.

MCPL employee policy 5.0 Working Conditions, Section 5.02 Staff Parking says:

“MCPL strives to maintain high levels of patron access to all library facilities. To assist in these efforts, staff who are on duty shall not park in the library parking lot when the library is open to the public.

“Staff working at or calling at the Ellettsville facility while on duty shall park in the lot north of the branch library.

“MCPL may subsidize parking for regular employees as the annual budget permits.”

In the context of the more difficult parking environment and personnel policy 5.02, the Library proposes to implement new parking options, effective January 1, 2014.

The options:

- give employees more flexibility in choosing whether and where to park,
- include a new bus pass program with Bloomington Transit, paid by the Library, and
- limit the Library’s costs to approximately the current level of expenditure.

Parking options in the new plan are outlined in the chart below and include:

- Non-reserved parking in a City garage (4th & Walnut or 7th & College, depending on availability),
- Reserved spaces in the 6th & Lincoln lot,
- Zone 4 permits for parking on the residential streets north of the library, and
- Bloomington Transit bus passes paid by the Library

The Library will pay the entire cost of a bus pass for employees’ use in traveling to and from work and will continue to subsidize employee parking, as outlined in the chart below.

Employees will share in the cost of parking. The Library will deduct the employee portion of the cost on a per payroll basis. When an employee leaves the library, the Zone 4 permit will be collected and transferred to another employee.

Option 5: Employees Pay Fixed Percentage of Costs

This version gives employees maximum options, including bus pass. Employee contributions are based on percentage.

<i>Where</i>	<i># needed</i>	<i>Cost per year</i>	<i>Total Cost</i>	<i>Employee Annual Contribution/per permit*</i>	<i>Total Library Cost w/ contribution and all spaces reserved by staff</i>
FT/30 Garage	20	\$ 480.00	\$ 9,600.00	\$ 110.00	\$ 7,400.00
PT Garage	15	\$ 300.00	\$ 4,500.00	\$ 65.00	\$ 3,525.00
6th & Lincoln	31	\$ 684.00	\$ 21,204.00	\$ 171.00	\$ 15,903.00
Zone 4**	50	\$ 75.00	\$ 3,750.00	\$ 75.00	\$ -
No permits needed	40				
Bus Pass***	3,600	\$ 0.75	\$ 9,000.00	\$ -	\$ 9,000.00
24 hr libr vans (6th & Lincoln)	3	\$ 912.00	\$ 2,736.00	\$ -	\$ 2,736.00
TOTAL employees	156		\$ 50,790.00		\$ 38,564.00

*Based on employee contributing 25% of cost for garage or lot and 50% for Zone 4 permit.

**Limited by City ordinance to 50 for library

***Bus passes = 25 employees X 10 rides per week = 250 rides/week x 48 weeks = 12000 rides/year x \$.75/ride = \$9,000.

Assumptions:

The library will continue to reserve and pay for 6th & Lincoln spaces, even if there are not enough employees choose this option.

The number of garage permits will fluctuate as employees make choices every year and with new hires.

Zone 4 liability will fluctuate. As employees leave and others choose this option we will purchase 50 and transfer them during the year. The \$10 charges for transferring the permit will be paid by the library and not included in this budget.

Proposal to Provide Engineering for Library Chiller Replacement

From: Tom Durkin [<mailto:TDurkin@dvpe.net>]
Sent: Wednesday, November 06, 2013 4:55 PM
To: Mark Mobley
Cc: Keith Cecil
Subject: RE: chiller replacement

Per your request, see answers below in bold.

In addition to the basic design, we would prepare plans and specifications and all of the paperwork necessary for competitive bidding of the work. We would act as your agent during the bidding, award and construction process and do a commissioning check-out at the end of the job. This is basically the full scope of services spelled out in a standard AIA contract with the additional commissioning work for free.

We do not charge for extras such as mileage or phone calls. The only additional costs to the Library would be fees for state and city review of the project, if required, and the cost for printing plans and specs for contractor use.



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From: Tom Durkin
Sent: Tuesday, October 22, 2013 6:21 PM
To: 'mmobley@mcpl.info'
Subject: chiller replacement

Mark:

Thanks for your time today.

Again, some quick checks would have the chiller requirements for a 145,000 SF building in the 300T range, versus the 2@250T you currently have. **If chillers cost \$1000 per ton, we just saved about \$200K versus replacing in kind.** The budget cost for installing two 150 to 200T water cooled machines is right at \$100,000 each. If we are fortunate enough to work with you, I will want to run load calculations to verify. **Again, with the changes in lighting technology that you have already implemented, we will land on the right size chillers. And we will factor in some of the additional technology improvements we discussed to ensure that we're getting the best bang for our buck.** Typically, we would install two machines at 50 to 60% of max load. With the multiple-scroll machines that Jason was talking about, we would have a comfortable level of redundancy.

The \$300,000 budget seems appropriate, and would allow for some control enhancements such as we discussed. **In the article that I gave Jason, in the 1996 revision of chiller technology, a variable primary flow conversion would save 6.7% of the total cooling season energy by eliminating double pumping. Another one we would want to include in the project is CO2 sensors (I do not have an estimate of impact) but if you consider how the original system operates, i.e. enough ventilation air for max anticipated occupancy all the time, and if you consider that conditioning outside air is at between 1/3 and half of you total cooling bill, your ability to better match the ventilation air to the actual patrons will have a significant and positive impact. We also discussed a leaving air temperature control for the chiller, similar to the one I implemented at Franklin Branch Library. That would allow raising CHW temperature, lowering the chiller cost per ton of cooling by 3 to 5% and that involves just programming, no hardware.** All of them would have positive energy savings implications. The project would be eligible for a utility rebate, although I don't know what level yet. As a reference, the high efficiency machine we recommended for Eastern Greene carried a utility rebate of \$19,200. **I have not done this calculation or checked with Duke, but I know it is there.**

And, I could make a reasonably accurate projection of the monthly savings after analysis of your bills. **This is usually worth \$1000 when we do it for other folks, included at no charge for you.**

DVPE's fee for doing the design would be \$24,000. That would include plans, specs, construction contract administration, and the energy analysis we talked about.

Please let me know if you need anything more formal than this.

P.S. I would love to be your “go-to-guy” for all your mechanical, electrical and plumbing concerns.



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