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MINUTES

Standing Committee on Facilities • Board of Trustees • Batavia Public Library District

Special Meeting

Thursday • 9 August 2018

1. **Call to Order**

Trustee Smith called the meeting of the Standing Committee on Facilities to order at 6:31 p.m.

2. **Call the Roll**

Committee Members Present: Katherine A. Garrett, Richard A. Henders and Jo Ann Smith

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Kerry K. Halter, Patricia A. Leonard (arrived at 7:00 p.m.), Kathy A. Moecher, Interim Facilities Services Manager, and Deputy Director Joanne C. Zillman (arrived at 6:33 p.m.)

Visitors Present: None

3. **Approve the Agenda**

Trustee Smith asked whether there were any changes to the agenda.

Motion by Trustee Henders to approve the agenda, as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Thursday, 7 June 2018

Trustee Smith asked whether there were any changes to the minutes.

Motion by Trustee Garrett to approve the minutes of the special meeting, as presented. Seconded by Trustee Henders. All: Aye. The motion carried.

5. **RFID**

Trustee Smith stated that the purpose of this agenda item was to follow up (and receive a status report) on the RFID project.

Director Scheetz noted that this agenda item relates to the Strategic Plan (2017–2018), Objective / Project 3 (as “RFID”).

Zillman arrived at 6:33 p.m.

Background Information: In Summary¹

At its meeting on Tuesday, 4 April 2017, the consensus of the Standing Committee on Facilities was as follows:—

- Continue to support collection security and the use of security gates
- Incorporate RFID into the Capital Asset Plan

At said meeting, the RFID team distributed an outline of the components of a complete RFID system for the Library, as follows:—

- Tag the collection
- Install RFID peripherals: self-check units; security gates; work pads
- Install an automatic materials handler (AHM), including the patron interface

In October 2017, the consensus of the Committee supported the following recommendations (revised) of the RFID team:—

1. Given the migration to SWAN, delay the RFID project; begin to tag the collection in late 2018 / early 2019.
2. Given the end-of-life (EOL) notice on the self-check units, purchase hybrid self-check units, which will work with both the current system (Tattle-Tape™) and the RFID system.
3. In spite of the EOL notice on the security gates, keep the current system (Tattle-Tape™) until the conversion to RFID is completed.
4. Given the return on investment with an automatic materials handler (AHM), reconfigure the Circulation Services Workroom for maximum efficiency prior to installing an AHM.

Director Scheetz reported that the RFID Team—composed of Stephanie A. DeYoung, the Library’s Circulation Services Manager, and Kerry K. Halter, the Library’s Technical Services Manager—and he met recently with the Library’s representative from Bibliotheca. This vendor provides support for the Library’s self-check units and security gates. In addition, Bibliotheca is a major purveyor of RFID technology and RFID-compatible equipment.

Bibliotheca has proposed an “Interlocal Agreement” for highly competitive pricing. Further, Attorney Roger A. Ritzman has suggested that Bibliotheca, even without an “Interlocal Agreement,” may be a sole-source provider based on the need for compatibility with the Library’s DVD collection.

A lively, wide-ranging discussion ensued on a variety of topics, including but not limited to the proposed “Interlocal Agreement” and Bibliotheca as a sole-source provider; the need for compatibility with the Library’s DVD collection, which is housed in locked cases; and technical aspects of RFID.

¹For further details, please refer to the minutes of the Standing Committee on Facilities for Tuesday, 4 April 2017, and the report to the Standing Committee on Facilities from the RFID team on Thursday, 28 September 2017.

Leonard arrived at 7:00 p.m.

In response to a question from Trustee Smith, discussion followed on next steps.

6. **Walk Batavia / Bike Batavia**

Director Scheetz reported that Walk Batavia / Bike Batavia is an element of the Well Batavia Initiative.

At the Special Meeting on Tuesday, 3 July 2018, Trustee Garrett requested that the Standing Committee on Facilities review a “Library” case study produced by earlier this year by Walk Batavia / Bike Batavia.

The following reports were included in the Committee packet:—

- Well Batavia Initiative
- Walk Batavia / Bike Batavia
- Library: A Case Study of Walk Batavia / Bike Batavia (12 February 2018)

For purposes of discussion, the Committee reviewed the case study prepared by Walk Batavia / Bike Batavia and watched two (2) short video reports that accompanied the case study. Discussion followed.

In response to a series of questions from Trustee Smith, discussion followed on best practices for entrances to public libraries.

The consensus of the Committee was that a variety of factors, including but not limited to the Library’s site and the cost of operating multiple entrances, makes it difficult to accommodate multiple entrances to the Batavia Public Library.

Director Scheetz reported that the Library was scheduled to participate as one of several local destinations in a survey of pedestrian and cyclist traffic sponsored by Walk Batavia / Bike Batavia.

7. **Progress Reports**

a. **Guardrail Section Replacement Project** (Building Technology Consultants Inc.)

Director Scheetz reported that, on Thursday, 26 July 2017, Building Technology Consultants Inc. submitted drawings and specifications for the retaining wall guardrail section replacement to the contractor, O’Malley Welding & Fabricating Inc., of Yorkville, Illinois, with a request for comments or questions, pricing, and a preliminary schedule.

b. **Parking Lot Rehabilitation Project** (Building Technology Consultants Inc.)

Director Scheetz reported that the construction project was scheduled to begin on 19 August 2018. Building Technology Consultants Inc. is working to schedule a pre-construction meeting with the contractor, Schroeder Asphalt Services Inc., of Huntley / Marengo, Illinois.

8. **Future Agenda Items**

- Estimated Probable Cost of Elements of the Master Plan for Building Improvements / Request for Qualifications for Professional Services

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 21 August 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Staff Development Day (4th Friday in August), Friday, 24 August 2018, Library Closed (Scheduled Work Day for All Employees)*
- c. *Library Card Sign-Up Month, September 2018 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 2 September 2018, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 3 September 2018, Library Closed [F]*
- f. ***Standing Committee on Facilities, Thursday, 6 September 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 9 September 2018*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 18 September 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 23–29 September 2018*
- j. *152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- k. ***Standing Committee on Facilities, Thursday, 4 October 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- l. *Teen Read Week™ (same week as Columbus Day), Sunday–Saturday, 7–13 October 2018 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — Annual Theme: It’s Written in the Stars... Read!*
- m. *Columbus Day (Observed) (2nd Monday in October), Monday, 8 October 2018, Library Open [F]*
- n. *ILA Annual Conference (Peoria), Tuesday–Thursday, 9–11 October 2018*
- o. *Board of Library Trustees (Regular Meeting), Tuesday, 16 October 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

11. **Adjournment**

Motion by Trustee Garrett to adjourn the special meeting. Seconded by Trustee Henders. All: Aye. The motion carried.

Trustee Smith declared the meeting adjourned at 7:46 p.m.

Respectfully submitted,

George H. Scheetz
Director