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MINUTES

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

Special Meeting

Thursday • 8 November 2018

1. **Call to Order**

Trustee Smith called the meeting of the Standing Committee on Facilities to order at 6:35 p.m.

2. **Call the Roll**

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

Committee Members Absent: Katherine A. Garrett

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Kerry K. Halter, Kathy A. Moecher, Interim Facilities Services Manager, and T. Ross Valentine

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 Smith. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Thursday, 9 August 2018

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

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

5. **Columns** (Lakeshore Decorating Inc.)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal from Lakeshore Decorating Inc., of Highland Park, Illinois, to repair damage to and paint the exterior columns.

Director Scheetz noted that the new columns—now three years old—have suffered a variety of damage, some accidental, some intentional.

Moecher reported that Building Technology Consultants Inc. (BTC) recently consulted with representatives of the Sherwin-Williams Company to determine the best long-term paint solution for the columns and developed specifications based on those findings.

The columns were originally painted with Sherwin-Williams products. The new, specialized products identified by the Sherwin-Williams Company include Sherwin-Williams Extreme Bond Primer and Sherwin-Williams SherCryl Paint.

Director Scheetz reported that, based on the specifications developed by BTC, the Library received two proposals to prepare and paint the columns, as follows:—

- Sherwin Community Painters, of Schiller Park, Illinois: \$4,975.00 (Option A; spot prime only) or \$6,600.00 (Option B; full prime)
- Lakeshore Decorating Inc., of Highland Park, Illinois: \$3,560.00

BTC has recommended the proposal from Lakeshore Decorating Inc., which fully satisfies the specifications, and the Library Director and Interim Facilities Services Manager support that recommendation. Discussion followed.

The consensus of the Committee was to proceed with this project.

Motion by Trustee Henders to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Lakeshore Decorating Inc., of Highland Park, Illinois, in the amount of \$3,560.00, to repair damage to and paint the exterior columns, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

6. **RFID: Phase 1** (Bibliotheca LLC)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal from Bibliotheca LLC, of Norcross, Georgia, for tagging services in completion of Phase 1 of Batavia Public Library's RFID project.

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

Director Scheetz introduced the Library's RFID Team composed of Stephanie A. DeYoung, Circulation Services Manager, and Kerry K. Halter, Technical Services Manager.

Halter noted that certain elements of the proposal from Bibliotheca, which likely would affect the total cost of the project, required further clarification. Discussion followed.

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

Director Scheetz observed that he and the RFID Team could not recommend approval of the proposal in its current form. Discussion followed.

The consensus of the Committee was to defer this agenda item to December.

DeYoung left the meeting at 7:01 p.m.

Halter left the meeting at 7:01 p.m.

7. **Drainage: Circle Drive** (Building Technology Consultants Inc.)

Trustee Smith stated that the purpose of this agenda item was to approve a proposed change in scope of services related to the Parking Lot Rehabilitation Project (Project No. 17-355) from Building Technology Consultants Inc., of Arlington Heights, Illinois.

Director Scheetz reported that, subsequent to the completion of the Parking Lot Rehabilitation Project, a drainage issue was identified in relation to the circle drive, particularly in relation to the delivery / loading area and the adjacent employee / delivery entrance.

In conjunction with a review of the drainage plans (as described in the civil engineering drawings for this area), Building Technology Consultants Inc. has proposed a survey of this area to confirm the accuracy of the drawings, in preparation for developing a proposal to resolve this new drainage issue.

The proposed change in scope of services included the following additional tasks:—

- **Elevation Survey:** Perform an elevation survey of asphalt and concrete surfaces adjacent to the employee entrance at the southeast corner of the building.

The purpose of this survey is to evaluate general slope characteristics and compare spot elevations to known elevations prior to the parking lot rehabilitation project.

Fee: Not to Exceed \$2,000.00; work performed on a time-and-materials basis

- **Report:** Prepare a brief report indicating the findings of the elevation study and recommendations for minimizing water accumulation near the employee entrance.

Fee: \$1,500.00 (lump sum)

Discussion followed.

The consensus of the Committee was to proceed with this project.

Director Scheetz noted that the original approval by the Board of Library Trustees for the Parking Lot Rehabilitation Project (on Tuesday, 20 March 2018) authorized Director Scheetz and Trustee Smith to act on behalf of the Board of Library Trustees under certain circumstances, as described in Paragraph (4):—

MOVED, to

- (1) accept the Base Bid and Alternate 1 (Performance Bond) for Parking Lot Rehabilitation from Schroeder Asphalt Services Inc., of Huntley, Illinois, as presented; and*
- (2) accept Alternate 2 (Perform Base Bid Work in Two Phases) and Alternate 3 (Performance Bond) to the Base Bid for Parking Lot Rehabilitation from Schroeder Asphalt Services Inc., of Huntley, Illinois; and*
- (3) authorize Director George H. Scheetz to execute a contract with Schroeder Asphalt Services Inc., of Huntley, Illinois, in the amount of \$155,586.35; and*
- (4) authorize Director Scheetz, in consultation with Trustee Jo Ann Smith, as chair of the Standing Committee on Facilities, to act on behalf of the Board of Library Trustees between meetings in relation to time-sensitive issues that may affect the Parking Lot Rehabilitation project, including but not limited to change orders, but not to exceed the contingency amount; that is, the allowance for additional work.*

Motion by Trustee Henders to approve and authorize Director Scheetz to execute the proposed change in scope of services related to the Parking Lot Rehabilitation Project (Project No. 17-355) from Building Technology Consultants Inc., of Arlington Heights, Illinois, in an amount not to exceed \$3,500.00, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

No further action is needed by the Board of Library Trustees.

8. **Guardrail Section Replacement Project** (O'Malley Welding & Fabricating Inc.)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal from O'Malley Welding & Fabricating Inc., of Yorkville, Illinois, to replace—that is, fabricate, paint, and install—a section of guardrail.

Director Scheetz noted that a section of guardrail was damaged by an automobile on Friday, 18 May 2018. (The cost of this project is covered by the driver's insurance.)

The Library worked with the original engineer, Building Technology Consultants Inc., to develop drawings and specifications for this project. The Library received two proposals to replace the guardrail, as follows:—

- Mark 1 Restoration Co., of Dolton, Illinois: \$17,500.00 (\$12,900.00 to fabricate and paint guardrail + \$4,500.00 to install guardrail)
- O'Malley Welding & Fabricating Inc., of Yorkville, Illinois: \$9,850.00
O'Malley Welding & Fabricating Inc. was the original contractor for the guardrail project, which was completed three years ago.

Building Technology Consultants Inc. has recommended the proposal from O'Malley Welding & Fabricating Inc., which fully satisfies the specifications, and the Library Director and Interim Facilities Services Manager support that recommendation. Discussion followed.

The consensus of the Committee was to proceed with this project.

Motion by Trustee Henders to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from O'Malley Welding & Fabricating Inc., of Yorkville, Illinois, in the amount of \$9,850.00, to replace a section of guardrail, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

Moecher left the meeting at 7:31 p.m.

9. **High-Speed Internet Service** (Metro Fibernet LLC)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal from Metro Fibernet LLC (doing business as Metronet) for high-speed Internet service.

Director Scheetz noted that Metro Fibernet LLC was now providing service in the Batavia market; however, the company has not yet extended its fiber network to the Library's property.

T. Ross Valentine, the Library's Electronic Services Coordinator, reported that the purpose for seeking high-speed Internet service from Metro Fibernet LLC service is to provide a backup (initially) to Comcast high-speed Internet service and possible future replacement for AT&T high-speed Internet service via the Illinois Century Network (ICN).

T. Ross Valentine, the Library's Electronic Services Coordinator, and the Library Director have worked with the Library's general counsel and Metro Fibernet LLC (doing business as Metronet)

to reach mutually agreeable terms vis-à-vis an agreement for high-speed Internet service as a backup (initially) to high-speed Internet service from Comcast Business, as well as for purposes of redundancy, and possible future replacement for AT&T high-speed Internet service via the Illinois Century Network (ICN). Discussion followed.

Director Scheetz noted that the Illinois Century Network (ICN) is a fiber network via AT&T for the Library's integrated library system (ILS) provided by SWAN.

In response to a question from Trustee Smith, discussion followed on the comparative speeds of the Internet service providers.

- Comcast Business for high-speed Internet service for the Library and its patrons:—
100MB downstream / 15 MB upstream (\$234.85 per month)
- Metro Fibernet LLC (doing business as Metronet):—
125MB downstream / 25 MB upstream (\$139.95 per month)

Director Scheetz reported that the Library requested a short-term agreement with Metro Fibernet LLC, which expressed at least a tentative willingness to reduce its standard initial term from three years to two years.

Director Scheetz noted that Attorney Roger A. Ritzman observed that the proposed contract from Metro Fibernet LLC suffers from the usual problems; i.e., limitation of liability, no warranty of any kind, automatic renewal absent notice to terminate, venue (in Indiana), etc.

Attorney Ritzman produced a Rider to correct the perceived flaws in the Metronet agreement. The Rider was submitted to Metronet for review; the reply is pending. Discussion followed.

The consensus of the Committee was to proceed with this project subject to an acceptable agreement as approved by the Library's general counsel.

Motion by Trustee Henders to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Metro Fibernet LLC (doing business as Metronet) for two years' high-speed Internet service, in the amount of \$3,358.80, subject to an acceptable agreement as approved by the Library's general counsel, Attorney Roger A. Ritzman. Seconded by Trustee Smith. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

10. **Local Area Network (LAN): Network Servers** (Webit Services Inc.)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal from Webit Services Inc. for the purchase and installation of two new network servers.

Director Scheetz noted that this agenda item relates to the Technology Plan: Section 3.4.2.1.

The plan states the network servers were purchased in November 2013; their five-year warranty expires in November 2018. Section 3.4.2.1 calls for their replacement during FY 2019.

Further, the Capital Asset Plan identifies two network servers and states, "The Library reportedly addresses most of their [*sic*] technology upgrades through its operating budget." While this is true for lower-cost items, a project of this scope would be charged to the capital budget; that is, the Special Reserve Fund.

Director Scheetz reported that the nature of the Network Servers project lends itself to working with the Library's managed services provider for reasons of efficiency and cost. Apart from

emergency repairs, according to Attorney Roger A. Ritzman, there are two separate exceptions to the RFP / RFQ process; namely:—

- The Library has a satisfactory relationship; or
- The cost is less than \$25,000.

Further, according to Attorney Ritzman, if the Library has a satisfactory relationship with Webit Services Inc., then it may simply retain Webit Services Inc., even if the cost is more than \$25,000.

The Library has about 1½ years' experience working with Webit Services Inc., which has provided an excellent quality of work and a high level of customer service.

Founded in 1996, Webit Services Inc. is a professional technology firm that specializes in computer repair, installation, maintenance, support, and sales for small to medium business owners in Chicago and the surrounding suburbs.

T. Ross Valentine, the Library's Electronic Services Coordinator, solicited the cost (and scope of work) of additional services to purchase and install two new network servers Webit Services Inc., of Naperville, Illinois, which provided a detailed proposal to provide and install two new Lenovo Servers for Hyper V hosts and related services in the amount of \$40,480.94. Discussion followed.

In response to a question from Trustee Smith, discussion followed on the warranty.

The consensus of the Committee was to proceed with this project.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Webit Services Inc, of Naperville, Illinois, for the purchase and installation of two new network servers, in the amount of \$40,480.94, as presented. Seconded by Trustee Henders. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

11. **Future Agenda Items**

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

12. **Comments from the Committee**

There were no additional comments from the Committee.

13. **Next Meetings or Events**

- International Games Week (formerly International Games Day), Sunday–Saturday, 4–10 November 2018 — launched in 2008 to focus on the social and recreational side of gaming*
- Board of Library Trustees (Public Hearing / Special Meeting), Wednesday, 7 November 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Board of Library Trustees (Regular Meeting), Tuesday, 20 November 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Thanksgiving Eve, Wednesday, 21 November 2018, Library Closed at 5:00 p.m.*
- Thanksgiving (4th Thursday in November), Thursday, 22 November 2018, Library Closed [F]*

- f. *Day after Thanksgiving, Friday, 23 November 2018, Library Open*
- g. ***Standing Committee on Facilities, Thursday, 6 December 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 18 December 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. *Christmas Eve, Monday, 24 December 2018, Library Closed*
- j. *Christmas, Tuesday, 25 December 2018, Library Closed [F]*
- k. *New Year's Eve, Monday, 31 December 2018, Library Closed at 12:00 noon*
- l. *New Year's Day, Tuesday, 1 January 2019, Library Closed [F]*
- m. ***Standing Committee on Facilities, Thursday, 3 January 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 15 January 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- o. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 21 January 2019, Library Open [F]*
- p. *ALA Midwinter Meeting (Seattle), Friday–Tuesday, 25–29 January 2019*

14. **Adjournment**

Trustee Smith declared the meeting adjourned at 8:00 p.m.

Respectfully submitted,

George H. Scheetz
Director