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MINUTES

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

Special Meeting

Thursday • 18 December 2018

1. **Call to Order**

Trustee Smith called the meeting of the Standing Committee on Facilities to order at 7:34 p.m.

2. **Call the Roll**

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

Committee Members Absent: Richard A. Henders

Other Trustees Present: Andrew R. Deitchman

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Kerry K. Halter, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Thursday, 8 November 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 Smith. All: Aye. The motion carried.

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

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

Trustee Smith noted that this agenda item was carried over from the previous meeting.

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.

Director Scheetz noted that the revised proposal was included in the Committee packet. Discussion followed.

In response to a question from Trustee Smith, discussion followed on the equipment and the error rate for RFID tags.

In response to a question from Trustee Deitchman, discussion followed on the price structure.

The consensus of the Committee supported the proposal from Bibliotheca LLC.

Motion by Trustee Garrett to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Bibliotheca LLC for RFID tagging services, in the amount of \$83,586.00, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

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

6. **Disc Repair Machine** (ELM USA)

Trustee Smith stated that the purpose of this agenda item was to authorize Director Scheetz to execute a proposal from ELM USA, of Buffalo Grove, Illinois, for a new disc repair machine.

Director Scheetz noted that the Library currently uses a disc repair machine to clean and buff out scratches from optical discs, such as DVDs and CDs, which significantly extends the life of the AV collections. The Library’s machine is reaching end of life.

The proposal from ELM USA, of Buffalo Grove, Illinois, in summary:—

ECO Master Fully Automatic Disc Repair Machine		
.....	\$ 21,995.00	
Special Discount.....	(4,000.00)	Offer Expires 31 December 2018
Trade-In.....	(5,000.00)	Offer Expires 31 December 2018
One-Year Warranty.....	0.00	
Freight from ELM USA to Library.....	200.00	
Total Cost.....	\$ 13,195.00	

Stephanie A. DeYoung, the Library’s Circulation Services Manager, presented a summary of the benefits of the new machine. Discussion followed.

The consensus of the Committee supported the purchase of a new disc repair machine at a total savings of \$9,000.00.

Authority to Spend

Director Scheetz observed that this purchase is not a customary budgeted expenditure, per se, and may possibly exceed the Library Director’s authority to spend, though it would fall within “appropriated fund limits and established expenditure codes” as described in the “Policy on Purchasing and Authority to Spend”:—

Authority to Spend (Purchases in Excess of \$5,000, but Less than \$20,000)

- The Library Director is authorized to pay without further approval of the Library Board all budgeted expenditures (invoices, warrants, vouchers, and personnel expenses) customarily incurred within appropriated fund limits and established expenditure codes.

In the hope of capturing a \$9,000.00 discount on an important item of equipment and in the absence of a Board meeting in December, Director Scheetz requested special dispensation by the Standing Committee on Facilities to purchase a new disc repair machine, as described.

A lively discussion ensued, which encompassed the sources of funds (Special Reserve Fund) and interpretations of the “Policy on Purchasing and Authority to Spend.”

The consensus of the Committee was that Director Scheetz had “authority to spend” in this instance. Further, the Committee would take responsibility for this interpretation of policy by authorizing Director Scheetz to execute the proposal.

Motion by Trustee Garrett to authorize Director Scheetz to execute a proposal from ELM USA, of Buffalo Grove, Illinois, for an ECO Master Fully Automatic Disc Repair Machine, in the amount of \$13,195.00, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

The consensus of the Committee was that no further action was needed by the Board of Library Trustees.

Halter left the meeting at 8:07 p.m.

7. **High-Speed Internet Service** (Metronet)

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

Director Scheetz reported that T. Ross Valentine, the Library’s Electronic Services Coordinator, and he have worked with the Library’s general counsel and Metro Fibernet LLC to reach mutually agreeable terms vis-à-vis an agreement for high-speed Internet service as 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).

Director Scheetz stated that Attorney Roger A. Ritzman observed that the proposed agreement from Metro Fibernet LLC suffers from what he (Ritzman) described as “the usual problems”; i.e., limitation of liability, no warranty of any kind, automatic renewal absent notice to terminate, venue (in Indiana), etc. In the end, Metro Fibernet LLC was unwilling to change most of its standard agreement, but did agree to several relatively inconsequential addendums, including making Kane County the jurisdiction and venue for all disputes. Discussion followed.

Director Scheetz noted that the proposed agreement does not go into effect—that is, the Library is not liable for any payments to Metro Fibernet LLC—until the new service is live. In addition, Metro Fibernet LLC offered the Library the first month of service at no charge (free) and upgraded the service to 150MB downstream at no additional cost to the Library. Discussion followed.

The consensus of the Committee was that the benefits of the service outweigh the limitations of the agreement.

Motion by Trustee Smith 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 three years' high-speed Internet service, in the amount of \$4,896.50 (based on \$139.90 per month for 35 months and one free month as a promotional offer), as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

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

8. **Future Agenda Items**

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

The consensus of the Committee was to add two additional items, either as future agenda items or items for further consideration, as follows:—

- Guidelines for Working Budget for Special Reserve Fund

Director Scheetz noted that the Standing Committee on Finance was scheduled (at a future meeting) to consider such guidelines. He proposed the following guidelines, which exceeded the recommendations in the Capital Asset Plan:—

Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund

Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund

The consensus of the Committee supported the proposed guidelines, as presented.

- Capital Asset Plan: Track Project Status

For example, in the report, “Capital Asset Plan: Summary of Years 1–3,” add columns to identify status / note completion, identify actual cost, and provide comments.

9. **Comments from the Committee**

In response to a series of questions from Trustee Smith, discussion followed on the status of the following projects:—

- Drainage: Circle Drive (Building Technology Consultants Inc.)
- Guardrail Section Replacement Project (O’Malley Welding & Fabricating Inc.)
- Local Area Network (LAN): Network Servers (Webit Services Inc.)

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 18 December 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Christmas Eve, Monday, 24 December 2018, Library Closed*
- Christmas, Tuesday, 25 December 2018, Library Closed [F]*
- New Year’s Eve, Monday, 31 December 2018, Library Closed at 12:00 noon*
- New Year’s Day, Tuesday, 1 January 2019, Library Closed [F]*
- Standing Committee on Facilities, Thursday, 3 January 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

- g. Board of Library Trustees (Regular Meeting), Tuesday, 15 January 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 21 January 2019, Library Open [F]*
- i. ALA Midwinter Meeting (Seattle), Friday–Tuesday, 25–29 January 2019*

11. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 8:38 p.m.

Respectfully submitted,

George H. Scheetz
Director