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MINUTES

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

Special Meeting

Thursday • 5 September 2019

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 6:36 p.m.

2. **Call the Roll**

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

Committee Members Absent: Michael E. MacKenzie

Other Trustees Present: Elizabeth P. Larson (arrived at 7:15 p.m.) and Daniel R. Russo

Staff Members Present: Director George H. Scheetz, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 6 August 2019

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

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

5. **Site Drainage Consulting Services** (Building Technology Consultants Inc.; Proposal No. 19-P531)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Building Technology Consultants Inc. for “Site Drainage Consulting Services” (Proposal No. 19-P531) related to the employee and delivery entrance on the Library’s Lower Level.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs)

As requested by the Standing Committee on Facilities in September, Director Scheetz requested a proposal from Building Technology Consultants Inc. to complete work on the preferred option. The proposal is broken out as follows:—

Task 1	Design	\$ 4,500	Lump Sum
Task 2	Bidding Assistance	\$ 3,500	Lump Sum
Task 3	Construction Phase Services	\$ 8,000	Estimated
Total		\$ 16,000	
Reimbursable Expenses			

Discussion followed.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Building Technology Consultants Inc., of Arlington Heights, Illinois, for “Site Drainage Consulting Services” (Proposal No. 19–P531) in the estimated amount of \$16,000, plus reimbursable expenses, as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

6. **Pedimat® Entrance Floor Mats** (Douglas Floor Covering Inc.)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Douglas Floor Covering Inc. for new Pedimat® entrance floor mats for the main entrance (Upper Level) and the employee and delivery entrance (Lower Level).

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs).

Director Scheetz reported that the current system of recessed walk-off mats are now 17+ years old, badly worn, and only marginally effective. The Library’s Facilities Services Manager requested approval to replace the current floor mats and submitted a proposal to that effect:—

Douglas Floor Covering Inc., of North Aurora, Illinois
 Furnish and install two (2) Pedimat® entrance floor mats
 Remove and haul away existing mats
 \$6,037.00

Director Scheetz stated that he reviewed and supports this proposal and recommends its approval, the cost of which exceeds his authority to spend. Discussion followed.

The consensus of the Committee supported the proposal for new floor mats.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Douglas Floor Covering Inc., of North Aurora, for new Pedimat® entrance floor mats, Illinois, in the amount of \$6,037.00, as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

Director Scheetz gave kudos to Kathy A. Moecher, the Library’s Facilities Services Manager, for identifying this issue and taking steps to resolve it.

7. **HVAC Control System** (Control Engineering Corporation)

Trustee Larson arrived at 7:15 p.m.

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve proposals from Control Engineering Corporation to upgrade the Library’s HVAC control system and repair (or replace) selected components.

Director Scheetz noted that this agenda item relates to the Capital Asset Plan.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs).

Director Scheetz reported that the Library migrated (and upgraded) eight years ago (during Fiscal Year 2011/12) from its original control system (an Alerton IBEX system) to an Alerton Envision for BACnet system, including 44 room sensors, at a cost of \$19,900.00.

This system, the Library’s current control system—Alerton Envision for BACnet—is not compatible with Windows 10 and is otherwise out of date.

Service Provider

The Library’s current service provider is Control Engineering Corporation, of Arlington Heights, Illinois, which one of only two authorized Alerton dealers located in the Chicagoland area.

The Library has a maintenance agreement with Control Engineering Corporation for the HVAC control system. Further, the Library has several years’ experience working with Control Engineering Corporation, which has provided an excellent quality of work and a high level of customer service.

Proposals

Director Scheetz reported that the proposals from Control Engineering Corporation are broken out as follows:—

Proposal PWJ19056.0	\$ 7,400	Lump Sum
Proposal PWJ19057.0	\$ 3,704	Time-and Materials, Not-to-Exceed Basis
Total	\$ 11,104	

Discussion followed.

The consensus of the Committee supported the proposals to upgrade the Library’s HVAC control system and repair (or replace) selected components.

Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute proposals from Control Engineering Corporation, of Arlington Heights, Illinois, as follows:—

- Proposal PWJ19056.0 to migrate (and upgrade) from an Alerton Envision for BACnet system to an Alerton Compass system, in the amount of \$7,400.00, as presented; and
- Proposal PWJ19057.0 to repair (or replace) selected components, in the amount of \$3,704.00 on a time-and-materials, not-to-exceed basis, as presented.

Seconded by Trustee Garrett. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Regular Agenda.

8. Annual Schedule of Capital Projects

Trustee Garrett stated that the purpose of this agenda item was to review and ultimately recommend that the Board of Library Trustees approve the annual schedule of capital projects.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs).

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–2, and the “Policy on the Capital Asset Study” (March 2019).

Director Scheetz noted that a report, which included a summary of Years 1–5 and his recommendations, was included in the Committee packet. Discussion followed.

In response to a question from Trustee Garrett, discussion followed on the “Façade” components.

A lively discussion ensued in relation to the “Security Camera System,” one of the “Interior Finishes and Furnishings” components, which encompassed several key issues:—

- In response to a question from Kathy A. Moecher, the Library’s Facilities Services Manager, discussion followed on whether to revise the implementation schedule.
- In response to a question from Trustee Russo, discussion followed on privacy.
- In response to a question from Trustee Garrett, discussion followed on whether to install security cameras throughout the Library’s interior or only at primary access / egress points and/or in the parking lot.

The consensus of the Committee was that security cameras throughout the building—or the presence of security guards—would likely change the tenor or character of the Library in a negative way.

Director Scheetz noted that the section on “Master Plan for Building Improvements,” which is scheduled for inclusion in the revised Capital Asset Study, was expanded to include more detail, as well as a new action plan. Discussion followed.

In response to a comment by Joanne C. Zillman, the Library’s Deputy Director / Youth Services Manager, discussion followed on possible locations for the Business Office.

In response to a comment by Trustee Russo, discussion followed on the need to repurpose space, especially on the Upper Level, to incorporate new technology and related services.

The consensus of the Committee supported the new action plan.

The Committee requested Director Scheetz to issue a Request for Qualifications for Architectural Services as the first step in the new action plan.

The Committee deferred further discussion to its next meeting.

9. **Electric Vehicle Charging Station**

Trustee Garrett stated that the purpose of this agenda item was to review and provide guidance to staff vis-à-vis the proposed location for a dual electric vehicle charging station.

Director Scheetz noted that this agenda item is a Green Initiative and relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: Speak Up! Recommendation 2–3 (Respond to changing service and technology needs).

Director Scheetz noted that a ChargePoint® J1772 Level 2 charging station (6.6 kW) was installed by the City of Batavia near the Batavia Riverwalk.

Number of Stations

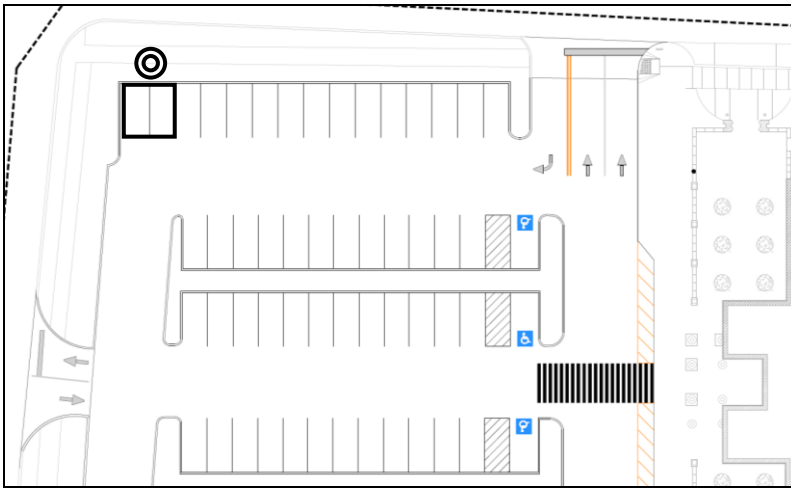
Director Scheetz reported that there are currently no electric vehicles driven by the Library’s employees, only hybrid vehicles, which do not require charging. As a result, the Facilities Services Manager and he recommended installing a dual charging station on the Upper Level parking lot only (and not on the Lower Level at this time). Discussion followed.

The consensus of the Committee supported the recommendation as stated.

Location of Station

At the suggestion of City Administrator Laura M. Newman, Director Scheetz consulted with Mustafa Kahvedzic, a project engineer with the Electric Division of the City of Batavia’s Public Works Department, to determine the most efficient and cost-effective way to get electric service to different locations in the Library’s parking lot.

Based on the preliminary information received from the project engineer, the Facilities Services Manager and Director Scheetz recommended installing a dual charging station in the southwest corner of the Upper Level parking lot, as shown on the following detail map of the parking lot.



Director Scheetz noted that the proposed location is highly visible and easy to access from both the First Street and Batavia Avenue entrances to the parking lot. Further, installing electric service in this location is both efficient and cost-effective.

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

Next Steps

In response to a question from Trustee Smith, discussion followed on next steps, which include developing plans and specifications to install both the electric service and the charging station.

10. Library of Things

Trustee Garrett stated that the purpose of this agenda item was to review plans to expand the “Library of Things” offered by the Library.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1:

- Speak Up! Recommendation 2–1 (Maintain a robust collection of materials in multiple formats)
- Speak Up! Recommendation 2–3 (Respond to changing service and technology needs).

Director Scheetz reported that the current “Library of Things,” which (years ago) included Polaroid cameras, now includes the following collections:—

- Book Bags
- CD Players (for the Home Delivery Service only)
- Cake Pans (August 2019)
- Bicycle Locks (September 2019)

Director Scheetz introduced Stacey L. Peterson, the Library’s Adult Services Manager, who presented reports on both innovation spaces / makerspaces and the burgeoning Library of Things.

For the former project, Peterson stated that Adult Services and Youth Services were exploring the idea of mobile makerspaces.

For the latter project, she identified several possible categories of things, including but not limited to:—

- Media Players, such as CD players, DVD players, and even slide projectors
- Musical Instruments, such as ukuleles
- Electronic / Computer Equipment, such as digital projectors and hotspots
- Games, such as bocce and perhaps croquet

Peterson noted that research was well underway and expressed her excitement about both projects and the process of repurposing existing spaces to accommodate new initiatives. Discussion followed.

In response to a question from Trustee Smith, discussion followed on commercial makerspaces, such as Fox Build in St. Charles, Illinois.

In response to a question from Trustee Russo, discussion followed on parameters for the new initiatives.

In response to a question from Trustee Garrett, discussion followed on objectives for the new initiatives.

5. **Future Agenda Items**

- Innovation Spaces / Maker Spaces
- Collaborative Technology for Group Study Room (Upper Level)
Director Scheetz reported that his project was in progress.
- Green Initiatives
- Kane County Bike-Share System
Director Scheetz reported that he submitted the “Memorandum of Understanding” to Kane County.
- Built-In Step Stools for Public Restrooms
- Telephone for Public Use
- Technology Advisory Committee
- Sign for Elizabeth L. Hall Conference Room
- Master Plan: Phases 1A (in part), 1C, 2B, 2C (in part), 3B (in part), 3C (in part), and 4B
Director Scheetz noted that these important elements of the Master Plan were scheduled for inclusion in the updated Capital Asset Study.
- Proper Storage for Paintings and Other Works of Art when Not on Public Display
Director Scheetz stated that, while this issue affects the Library’s art collection—typically the focus of the Standing Committee on Outreach—it more specifically focuses on the care and proper storage of works of art, which relates more directly to the Standing Committee on Facilities.

6. **Comments from the Committee**

There were no additional comments from the Committee.

7. **Next Meetings or Events**

- a. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*
- d. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- e. {NEW} *Teen Read Week™ (October; since 1998) / Teen Tech Week (March) — In 2019, Teen Read Week and Teen Tech Week are dissolving to form a yet-to-be-name month-long celebration (in October 2020) of teen programming and teen services in libraries across the country.*
- f. ***Standing Committee on Facilities, Thursday, 3 October 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- j. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- k. *International Games Week (formerly International Games Day), Sunday–Saturday, 3–9 November 2019 — launched in 2008 to focus on the social and recreational side of gaming*
- l. {NEW} *Fall Children’s Book Week, Monday–Sunday, 4–10 November 2019 — “A great nation is a reading nation.”—Melcher — 2019 Theme: Read Now • Read Forever*
- m. ***Standing Committee on Facilities, Thursday, 7 November 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- n. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- o. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- p. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- q. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- r. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- s. ***Standing Committee on Facilities, Thursday, 5 December 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

- t. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- u. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- v. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- w. *New Year's Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- x. *New Year's Day, Wednesday, 1 January 2020, Library Closed [F]*

8. **Adjournment**

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

Trustee Garrett declared the meeting adjourned at 8:18 p.m.

Respectfully submitted,

George H. Scheetz
Director