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MINUTES

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

Special Meeting

Thursday • 3 October 2019

1. **Call to Order**

In the absence of Trustee Garrett, Trustee Smith was in the chair.

Trustee Smith called the meeting of the Standing Committee on Facilities to order at 6:30 p.m.

2. **Call the Roll**

Committee Members Present: Michael E. MacKenzie and Jo Ann Smith

Committee Members Absent: Katherine A. Garrett

Other Trustees Present: Elizabeth P. Larson and Daniel R. Russo

Staff Members Present: Director George H. Scheetz, Kathy A. Moecher, 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 MacKenzie to approve the agenda, as presented. Seconded by Trustee Smith.

All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Thursday, 5 September 2019

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

Motion by Trustee MacKenzie to approve the minutes of the special meeting, as presented.

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

5. **Schedule**

Director Scheetz posed the following question:—

As a convenience for Trustee Larson—who did not make this request—who meets at 5:30 p.m. with the Board of Directors of the Batavia Public Library Foundation and later with the Standing Committee on Outreach, is there any objection to swapping the Thursday

committee times so that the Outreach Committee meets at 6:30 p.m., followed by the Standing Committee on Facilities?

He noted that the same question was posed to the Standing Committee on Outreach, which is scheduled to meet following the Facilities Committee. Discussion followed.

In the absence of the committee chair, the consensus of the Committee was to defer this question to the next meeting.

6. **Collaborative Technology for Group Study Room (Upper Level)** (Interiors for Business Inc.)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Interiors for Business Inc. for collaborative technology for the Group Study Room on the Library's Upper 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 2–3 (Respond to changing service and technology needs).

Director Scheetz noted that a “Purposed Plan” was included in the Committee packet.

He reported that a quotation from Interiors for Business Inc. was pending; however, it was not yet received. Discussion followed.

In response to a question from Trustee MacKenzie, discussion followed on ways in which such collaborative technology relates to the Speak Up! Community Engagement Initiative.

In response to a question from Trustee Russo, discussion followed on particular aspects of the “Purposed Plan.”

The consensus of the Committee was to defer this topic to the next meeting.

7. **Annual Schedule of Capital Projects**

Trustee Smith stated that the purpose of this agenda item was to review and ultimately recommend that the Board of Library Trustees approve an “Annual Schedule of Capital Projects” for 2019–2020 to carry out the Capital Asset Study on a continual basis.

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 Smith, discussion followed on the financial summary.

In response to a question from Trustee Smith, discussion followed on the Master Plan for Building Improvements.

The consensus of the Committee was to move the construction costs for the Master Plan to Year 4 (2020/21) and focus on the first two elements of the plan during Year 3 (2019/20); namely the architect-selection process and the schematic design phase.

In response to a comment by Trustee MacKenzie, discussion followed on marketing the “Annual Schedule of Capital Projects” or elements thereof to garner community involvement and generate excitement.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve the “Annual Schedule of Capital Projects” for 2019–2020, as presented. Seconded by Trustee MacKenzie.

All: Aye. The motion carried.

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

8. **Electric Vehicle Charging Station**

Trustee Smith stated that the purpose of this agenda item was to review and ultimately recommend that the Board of Library Trustees approve a proposal for assistance with design, specifications, and construction oversight 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.

Director Scheetz reported that this project will involve at least three contractors, including the City of Batavia, as well as the need to apply for a permit. In order to manage this project properly, in an efficient and timely manner, assistance is needed with design, specifications, and construction oversight.

He reported that Business Technology Consultants Inc. stated that it does not have the expertise for this type of project; however, it will offer recommendations to the Library for such a firm. Discussion followed.

The consensus of the Committee was to defer this topic to the next meeting.

9. **Future Agenda Items**

- Master Plan: Phases 1A (in part), 1C, 2B, 2C (in part), 3B (in part), 3C (in part), and 4B
- Technology Advisory Committee
- Innovation Spaces / Maker Spaces
- Green Initiatives
- Kane County Bike-Share System
- Built-In Step Stools for Public Restrooms
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

Director Scheetz stated that the following topics were moved *to* the Standing Committee on Outreach for the reasons stated.

- Sign for Elizabeth L. Hall Conference Room

Director Scheetz stated that, while this issue is related to the building—typically the focus of the Standing Committee on Facilities—it more specifically focuses on public relations and community engagement, which relates more directly to the Standing Committee on Outreach.

- Plaque for Historical Site (Batavia Historical Society)

Director Scheetz stated that, while the original issue (“Honor Garden”), as reviewed by the Standing Committee on Facilities in August 2019, related to the grounds—typically the focus of the Facilities Committee—the current issue more specifically focuses on community engagement, which relates more directly to the Standing Committee on Outreach.

- Telephone for Public Use

Director Scheetz noted that, while this issue is related (in part) to technology—typically the focus of the Standing Committee on Facilities—it more specifically focuses on service to users, which relates more directly to the Standing Committee on Outreach.

- Library of Things

Director Scheetz noted that, while this issue is related (in part) to technology—typically the focus of the Standing Committee on Facilities—it more specifically focuses on service to users, which relates more directly to the Standing Committee on Outreach.

10. **Comments from the Committee**

There were no additional comments from the Committee.

11. **Next Meetings or Events**

- Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- 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*
- {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*
- Standing Committee on Facilities, Thursday, 7 November 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Veterans Day, Monday, 11 November 2019, Library Open [F]*

- i. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- j. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- k. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- l. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- m. ***Standing Committee on Facilities, Thursday, 5 December 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- o. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- p. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- q. *New Year's Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- r. *New Year's Day, Wednesday, 1 January 2020, Library Closed [F]*

12. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 7:36 p.m.

Respectfully submitted,

George H. Scheetz
Director