



Agenda Item # 4

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## MINUTES

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

#### *Special Meeting*

Thursday • 7 November 2019

#### 1. Call to Order

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

Trustee MacKenzie called the meeting of the Standing Committee on Facilities to order at 6:35 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 (arrived at 6:51 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 MacKenzie asked whether there were any changes to the agenda.

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

#### 4. Approve the Minutes: Special Meeting, Thursday, 3 October 2019

Trustee MacKenzie 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 MacKenzie. 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 MacKenzie 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).

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Director Scheetz presented a proposal to invest \$23,890.46 in collaborative technology for the Group Study Room (Upper Level), as follows:—

<b>media:scape by Steelcase</b>		
Table and Accessories	\$17,560.48	
Cobi Chairs	3,712.24	
Shipping; Installation	1,140.75	\$22,413.47
<b>Philips Commercial Display</b>		
Monitors (2)	\$ 1,318.00	
Freight	115.00	1,433.00
<b>Web Camera</b>		
Spedal	\$ 43.00	43.99
<b>Grand Total</b>		\$23,890.46

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

A lively discussion ensued on a variety of topics, including (but not limited to) types of adapters (pucks), maintenance issues, the availability of future upgrades, type of monitors, and cost.

In response to a question from Trustee MacKenzie, discussion followed on whether (and to what extent) the Group Study Room was soundproofed.

Trustee Larson arrived at 6:51 p.m.

In response to a question from Trustee MacKenzie, discussion followed on other options to gain a more favorable cost, including issuing a request for proposals for media:scape by Steelcase.

The consensus of the Committee was to postpone indefinitely further consideration of collaborative technology for the Group Study Room and direct Director Scheetz to further review the project.

**7. Electric Vehicle Charging Station**

Trustee MacKenzie 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).

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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.

Since the October meeting, with the assistance of Building Technology Consultants Inc., Director Scheetz has identified an engineering firm that specializes in MEP (mechanical, electrical, and plumbing) work to help move this project forward.

Director Scheetz reported that a proposal for assistance with design, specifications, and construction oversight is pending from Grumman/Butkus Associates, of Evanston, Illinois, but will not arrive before the week of November 11.

He asked whether the Committee was comfortable taking this proposal directly to the Board of Library Trustees at its November meeting. Discussion followed.

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

**8. Built-In Step Stools for Public Restrooms (Step 'n Wash)**

Trustee MacKenzie stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal to install a Step 'n Wash built-in step stool in each public restroom.

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).

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Director Scheetz and Kathy A. Moecher, the Library's Facilities Services Manager, presented a proposal to purchase four (4) units, one for each public restroom, for \$1,867.80, exclusive of installation (by the Library), for the following reasons:

- Step 'n Wash is a safe way to provide access to the lavatory for young children (in comparison to portable step stools).
- Step 'n Wash improves safety by keeping restroom counters and floors dry.
- Step 'n Wash eliminates the struggle of lifting a child to reach the lavatory.
- Step 'n Wash is self-retracting and enables access by both children and adults.
- Step 'n Wash eliminates the need to handle a portable step stool.

A flyer (with photographs and additional information) was included in the Committee packet.

Further, Moecher reported that the Barrington Area Public Library District installed Step 'n Wash built-in step stools and recommended their use.

A lively discussion ensued, in which reaction was decidedly mixed. Trustee Russo expressed a concern regarding drilling into the floors. Joanne C. Zillman, as the Library's Youth Services Manager, stated a preference for portable step stools.

The consensus of the Committee did not favor the proposal to install a Step 'n Wash built-in step stool in each public restroom.

9. **Innovation Spaces / Makerspaces**

Trustee MacKenzie stated that the purpose of this agenda item was to receive a report on innovation spaces / makerspaces, an update to the report presented to the Standing Committee on Facilities in September 2019.

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)
  - Speak Up! Recommendation 2–4 (Explore opportunities to repurpose existing spaces to meet changing needs)
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Director Scheetz noted that the terms (innovation spaces / makerspaces) encompass a wide range of possible activities, some of which (especially in Youth Services) are well-established at the Library, while others (such as jigsaw puzzles in Adult Services) are relatively new.

Director Scheetz introduced Stacey L. Peterson, the Library's Adult Services Manager, who developed a proposed "Statement of Purpose," a copy of which was included in the Committee packet. She presented an oral report on the purpose and vision for such spaces, which was developed in collaboration with Youth Services. Discussion followed.

In response to a question from Trustee MacKenzie, discussion followed on whether such spaces are temporary or permanent.

In response to a question from Trustee MacKenzie, Director Scheetz described a possible partnership with Hix Bros. Music Inc. to develop a lending library of musical instruments (as part of the "Library of Things"). Discussion followed.

In response to a question from Trustee Smith, discussion followed on board games, which are now available for use in the Library, but not yet for loan.

Peterson noted that planning for new, mobile innovation spaces / makerspaces was well underway and expressed her excitement about its development, as well as the process of repurposing existing spaces to accommodate new initiatives. Discussion followed.

10. **Kane County Bike-Share System**

Trustee MacKenzie stated that the purpose of this agenda item was to receive a report on the Kane County Bike-Share System.

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).

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Director Scheetz noted that he had submitted a Memorandum of Understanding to Kane County on behalf of the Library.

He reported that the Kane County Division of Transportation (KDOT) concluded the bid process for selecting a bike share vendor on 7 October 2019; only one complete bid was received. The lone bid came from Koloni Inc.—pronounced the same as “colony”—a bike-share company founded in 2016 in Pocahontas, Iowa, which now has an office in Arlington Heights, Illinois. The company’s Web site is <https://koloni.me/>.

Director Scheetz stated that further investigation was underway to determine how the various costs delineated in the proposal from Koloni Inc. will apply to sponsors (such as the Library). Discussion followed.

Director Scheetz presented a project timeline, which was provided by KDOT:—

- Interviews / Bicycle Testing: 24 October 2019 [completed]
- County Board Approval: November 2019
- Public Input Meetings: November 2019–March 2020
- Deadline for Sponsors to Announce Participation: 20 January 2020
- Final Network Design Deadline: 15 March 2020
- Bike Share Services Launched: Summer 2020

11. **Future Agenda Items**

- Capital Projects / Annual Capital Improvements Plan
- Master Plan: Phases 1A (in part), 1C, 2B, 2C (in part), 3B (in part), 3C (in part), and 4B
- Technology Advisory Committee
- Green Initiatives
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

12. **Comments from the Committee**

There were no additional comments from the Committee.

13. **Next Meetings or Events**

- a. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- d. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- e. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- f. *Standing Committee on Facilities, Thursday, 5 December 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

Director Scheetz noted that, if the Board of Library Trustees cancels its December meeting, then the committee meetings usually are cancelled, as well.

- g. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- i. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- j. *New Year's Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- k. *New Year's Day, Wednesday, 1 January 2020, Library Closed [F]*
- l. *Standing Committee on Facilities, Thursday, 9 January 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

14. **Adjournment**

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

Trustee MacKenzie declared the meeting adjourned at 7:41 p.m.

Respectfully submitted,

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George H. Scheetz  
Director