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MINUTES

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

Special Meeting

Thursday • 9 January 2020

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 6:37 p.m.

2. **Call the Roll**

Committee Members Present: Katherine A. Garrett and Michael E. MacKenzie

Committee Members Absent: Jo Ann Smith

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

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Kathy A. Moecher, and Joanne C. Zillman

Visitors Present: Ryan Peterson, Transportation Planner for the Kane County Division of Transportation (KDOT) and Bicycle & Pedestrian Coordinator for the Kane Kendall Council of Mayors

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Thursday, 7 November 2019

Trustee Garrett 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 Garrett. 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.

The consensus of the Committee supported the proposition, which now goes to the Outreach Committee for consideration.

6. **Electric Vehicle Charging Station** (Grumman / Butkus Associates Ltd.)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Grumman / Butkus Associates Ltd., of Evanston, Illinois, for assistance with design, specifications, and construction oversight related to a new electric vehicle charging station.

Director Scheetz noted that this green initiative relates to Speak Up! Recommendation 2–3 (Respond to changing service and technology needs).

Director Scheetz presented a proposal from Grumman / Butkus Associates Ltd., of Evanston, Illinois, in the amount of \$14,800, for assistance with design, specifications, and construction oversight.

As noted previously, this project will involve at least three contractors, including the City of Batavia, as well as the need to apply for a permit. Since the October meeting, with the assistance of Building Technology Consultants Inc., staff has identified an engineering firm that specializes in MEP (mechanical, electrical, and plumbing) work to help move this project forward. Discussion followed.

In response to a comment by Trustee Garrett, discussion followed on the scope of the project, its cost, and its possible return on investment.

The consensus of the Committee was to postpone indefinitely further consideration of the electric vehicle charging station.

7. **Book Supports** (Embury Ltd.)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the purchase of additional book supports from Embury Ltd., of DeForest, Wisconsin.

Director Scheetz reported that the basis for this project was twofold: a Collection Capacity Study, which was completed in January 2012, and a request for purchase by Stephanie A. DeYoung, the Library's Circulation Services Manager, which was bolstered by an inventory of book supports and the need to improve the Library's ability to house its collection of books and other materials.

— CONTINUED —

Inventory (by Circulation Services):—

Color	Size	Goal	Supply	Deficit
Autumn White	9"	2,774	1,074	(1,700)
Autumn White	6"	2,459	976	(1,483)
Gun Metal	9"	83	68	(15)
Gun Metal	6"	47	2	(45)

Director Scheetz stated that the Library received a proposal to complete this project from Embury Ltd., of DeForest, Wisconsin, in the amount of \$13,273.20, as follows:—

Quantity	Model	Description	Cost
500	MJFIND6CORK	Color: Autumn White 6" findable book support with cork	\$ 5,535.00
500	MJFIND9CORK	Color: Autumn White 9" findable book support with cork	\$ 6,715.00
45	MJFIND6CORK	Color: Gun Metal 6" findable book support with cork	528.75
15	MJFIND9CORK	Color: Gun Metal 9" findable book support with cork	294.45
1		Premium Color Upcharge for Gun Metal	200.00
Total			\$13,273.20

Embury Ltd. has served as the Library's sole source of stack units and accessories since 2002. The stack units are manufactured by MJ Industries, which was acquired by Aurora Storage Products, Inc., of Aurora, Illinois, in 2018. (The product was newly branded as MJ Library Shelving from Aurora. Manufacture of the library storage products was transitioned to the new parent company's state-of-the-art facility in Aurora, Illinois.) Discussion followed.

In response to a question from Trustee Garrett, discussion followed on how this project would make life easier for employees and patrons alike.

In response to a question from Trustee Garrett, discussion followed on the design and functionality of the book supports.

The consensus of the Committee supported the purchase of additional book supports.

Motion by Trustee MacKenzie to recommend that the Board of Library Trustees approve a proposal to purchase additional book supports for use throughout the Library from Embury Ltd., of DeForest, Wisconsin, in the amount of **\$13,273.20**, as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

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

8. **Kane County Bike-Share System** (Kane County Division of Transportation / Koloni Inc.)

Trustee Garrett stated that the purpose of this agenda item was to review the Kane County Bike-Share System and ultimately recommend that the Board of Library Trustees approve a proposal for the Library to participate as an owner-sponsor in Year 1.

Director Scheetz noted that this green initiative relates to Speak Up! Recommendation 2–3 (Respond to changing service and technology needs).

Trustee Garrett introduced Ryan Peterson, Transportation Planner for the Kane County Division of Transportation (KDOT) and Bicycle & Pedestrian Coordinator for the Kane Kendall Council of Mayors, who presented an overview of the project (as a supplement to the report that was included in the Committee packet) and responded to questions.

A lively discussion ensued on a wide range of topics related to the development, operation, and maintenance of the Kane County Bike-Share System and its economic feasibility for the Library.

Director Scheetz noted that, for the Library to participate in the project launch and receive a first-year grant from Kane County, the Board of Library Trustees would need to vote in January to participate in the project.

He expressed support for the bike-share program with the proviso that the Library participate on a break-even basis insofar as possible, even if that means working with an advertising broker to find sponsorships for each bicycle. Discussion followed.

The consensus of the Committee was to refer the matter without recommendation to the Board of Library Trustees for further discussion.

For the Board meeting, the Committee requested Director Scheetz to explore the feasibility of finding sponsorships for each bicycle.

Ryan Peterson left the meeting at 7:36 p.m.

9. **Illinois Equitable Restrooms Act**

Trustee Garrett stated that the purpose of this agenda item was to receive a report on the Illinois Equitable Restrooms Act, as amended.

Director Scheetz reported that Public Act 101-0165 (effective 1 January 2020) added a section to the Illinois Equitable Restrooms Act [410 ILCS 35/25] that requires all public-access, single-occupancy restrooms in any “place of public accommodation” and any “public building” to be identified as all-gender and marked with exterior signage that does not indicate any specific gender. In other words, all public-access, single-occupancy restrooms should be converted from gender-specific to unisex or family restrooms—also known as gender-inclusive restrooms.

Director Scheetz noted that the Library has no public-access, single-occupancy restrooms and, as such, complies with the new law. (While it is not clear whether the Illinois Equitable Restrooms Act applies to employee-only restrooms; the Library’s staff restrooms are not gender-specific and thus comply with the new law.)

Director Scheetz observed that the new law triggers an interesting customer-service question, one that is gaining traction across the United States. Currently, the Library has no family restrooms or multiple-occupancy, gender-inclusive restrooms, only multiple-occupancy, gender-specific restrooms for public use.

While the Library’s Management Team has not yet taken up this issue, this agenda item offers the Committee an opportunity to express its opinion on whether the Library should add new family restrooms or multiple-occupancy, gender-inclusive restrooms as part of the anticipated remodeling projects or, in the short term, convert existing restrooms from multiple-occupancy, gender-specific to either family restrooms or multiple-occupancy, gender-inclusive restrooms—or both. Discussion followed.

Trustee Garrett stated that she is an advocate for gender-inclusive restrooms.

The consensus of the Committee supported the idea of incorporating (or exploring whether to incorporate) family restrooms and/or multiple-occupancy, gender-inclusive restrooms for public use in the anticipated remodeling projects.

Director Scheetz observed that gender-inclusive restrooms (whether “family restrooms” or multiple-occupancy) benefit a variety of individuals who face discomfort and even danger when accessing gender-specific restrooms. Gender-inclusive restrooms help:—

- **Transgender and Gender Non-Conforming People**, who often face stress, anxiety, and mistreatment when accessing gender-specific restrooms.
- **People with Disabilities** or others who have caregivers of a different gender. (Note: Facilities Services currently is working to address a situation of this type.)
- **Parents**, who often are forced to leave children of a different gender unattended in public restrooms.
- **Everyone** benefits from increased efficiency and shorter wait times, as well as less cost of new construction projects due to reductions in water and sewage lines.

Finally, these spaces start conversations that are crucial for educating the public and breaking down social and cultural barriers that perpetuate gender-based discrimination of all kinds.

10. **Estimates of Probable Cost / Conceptual Budget for Elements of the Master Plan**

(The Frederick Quinn Corporation / FQC Construction Management)

Trustee Garrett stated that the purpose of this agenda item was to receive a report from The Frederick Quinn Corporation / FQC Construction Management.

Director Scheetz noted that the report (“Conceptual Budget”) was included in the Committee packet.

He reported that the remarkably detailed report allows for the inclusion of several important elements of the Master Plan in the updated Capital Asset Study. Building Technology Consultants Inc. was provided with a copy of the “Conceptual Budget” for this purpose. Discussion followed.

Trustee Russo observed that he was committed to the upcoming space-use study, which is Objective (c), “Schematic Design Phase,” of Goal F–1 of the Annual Goal Plan for Library Director (2019–2020):—

In the context of the Capital Asset Plan, implement key elements of the original Master Plan for Building Improvements by retaining an architect and a construction manager then developing and carrying out plans to improve the building.

11. **Future Agenda Items**

- Architectural Services (February 2020)

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2019–2020): Goal F–1 (Master Plan for Building Improvements)

In the context of the Capital Asset Plan, implement key elements of the original Master Plan for Building Improvements by retaining an architect and a construction manager then developing and carrying out plans to improve the building.

- Objective (a) Select architect using qualifications-based process
- Objective (b) Update existing agreement with construction manager
- Objective (c) Schematic Design Phase

Director Scheetz noted that this agenda item relates Speak Up! Recommendation 2–4 (Explore opportunities to repurpose existing spaces to meet changing needs)

- Capital Asset Study (March 2020)
- Capital Projects / Annual Capital Improvement Plan
- Technology Advisory Committee
- Collaborative Technology for Group Study Room (Upper Level) [POSTPONED INDEFINITELY]
- Innovation Spaces / Makerspaces
- Proper Storage for Paintings and Other Works of Art when Not on Public Display
- Green Initiatives

12. **Comments from the Committee**

There were no additional comments from the Committee.

13. **Next Meetings or Events**

- a. *Birthdays of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 20 January 2020, Library Open [F]*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 21 January 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *ALA Midwinter Meeting (Philadelphia), Friday–Tuesday, 24–28 January 2020*
- d. *Standing Committee on Facilities, Thursday, 8 February 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- e. *Lincoln’s Birthday, Wednesday, 12 February 2020, Library Open [I]*
- f. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 17 February 2020, Library Open [F]*
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

14. **Adjournment**

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

Trustee Garrett declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

George H. Scheetz
Director