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MINUTES

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

Special Meeting

Thursday • 6 February 2020

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 7:06 p.m.

2. **Call the Roll**

Committee Members Present: Katherine A. Garrett, Michael E. MacKenzie, and Jo Ann Smith

Committee Members Absent: None

Other Trustees Present: Daniel R. Russo

Staff Members Present: Director George H. Scheetz and Kathy A. Moecher

Visitors Present: Christopher R. Kottra, project manager, Building Technology Consultants Inc.

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 Smith.
All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Thursday, 9 January 2020

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 MacKenzie. All: Aye. The motion carried.

5. **Capital Projects / Annual Capital Improvements Plan:—**

Trustee Garrett introduced Christopher R. Kottra, project manager, Building Technology Consultants Inc., who will respond to questions and engage the Trustees in discussion regarding the following three agenda items.

a. **Drainage Repairs** (Building Technology Consultants Inc.)

Director Scheetz noted that the anticipated schedule for the Drainage Repairs project was included in the Committee packet.

b. **Façade Repairs Consulting Services** (Building Technology Consultants Inc.)

Trustee Garrett stated that the purpose of this agenda item was to review and recommend the approval of a proposal for “Façade Repair Consulting Services” (Proposal No. 20–P597).

Director Scheetz noted that this project is based, in part, on the Library’s Master Plan and relates to the Library’s Capital Asset Study and Speak Up! Recommendation 3–3. “Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs.”

Director Scheetz requested a proposal from Building Technology Consultants Inc., which is broken out as follows:—

Task 1	Design	\$ 13,500	Lump Sum
Task 2	Bidding Assistance	\$ 4,500	Lump Sum
Task 3	Construction Phase Services (per month) ¹	\$ 16,000	Estimated
Total		\$ 34,000	
Reimbursable Expenses			

Kotra described the elements of the consulting process. Discussion followed on a variety of topics, including but not limited to the estimated cost of the proposed façade repairs (\$950,000 not including consulting services), the bidding process, and the implications of completing the project in phases.

In response to a question from Moecher, discussion followed on the project schedule.

Kotra reported that the best time to let bids is in the fall or winter. The best time to begin construction is April 1.

The consensus of the Committee supported the proposal.

Motion by Trustee MacKenzie to recommend that the Board of Library Trustees approve a proposal for “Façade Repair Consulting Services” (Proposal No. 20–P597) from Building Technology Consultants Inc., of Arlington Heights, Illinois, in the estimated amount of \$18,000 (on a lump sum basis) for design and bidding assistance, and an estimated \$16,000 per month for construction phase services, plus reimbursable expenses, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

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

c. **Capital Asset Study** (Building Technology Consultants Inc.)

Kotra presented a report on the updated Capital Asset Study in draft form.

A lively discussion ensued on various aspects of the Capital Asset Study, including but not limited to the newly added elements of the Master Plan and the financial tables.

In response to a question from Director Scheetz, discussion followed on solar energy.

The Committee requested several corrections and/or revisions to the financial tables.

Kotra left the meeting.

¹According to the proposal, “We anticipate this project will require 3 to 4 months to complete.”

6. **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 Library's future options vis-à-vis the Kane County Bike-Share System.

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

Director Scheetz reported that the Board of Library Trustees did not favor participation as a full partner (that is, purchasing bicycles) in Year 1, primarily due to cost and the staff resources required to solicit advertising to offset the annual investment.

However, the Board of Library Trustees expressed support for the Kane County Bike-Share System in other ways and authorized Director Scheetz to pursue the following initiatives:—

- Host a station (without bicycles) in 2020; or
- Host a station (with bicycles) on behalf of another agency (such as the City of Batavia) in 2020; and
- Investigate whether the Library may participate as a full partner (with bicycles) in Year 2 (2021).

Pursuant to the Board's request, Director Scheetz presented a report on future options:—

- Host a Station (without Bicycles) in 2020

In order to host a station (without bicycles): (a) notify Ryan Peterson, Transportation Planner for the Kane County Division of Transportation (KDOT); (b) provide details on the station (address, topography, size of the station, surface, &c.); and (c) Peterson will notify Koloni Inc., which will add the station to the mobile application.

In addition, the Library would need to delineate the area of the parking area using paint or tape (at the Library's expense). Kane County will provide signage for the station. Any additional signage, bicycle racks, and/or infrastructure is the responsibility of the station host (that is, the Library). Discussion followed.

The consensus of the Committee supported this option.

Discussion ensued on possible locations for such a bike-share station.

The Committee requested that Director Scheetz and the Facilities Services Manager explore possible locations for this option.

- Host a Station (with Bicycles) in 2020

Director Scheetz asked the City Administrator whether the City was interested in the Library hosting bicycles on behalf of the City in Year 1 and is awaiting a reply.

Ryan Peterson, Transportation Planner for the Kane County Division of Transportation (KDOT) and Bicycle & Pedestrian Coordinator for the Kane Kendall Council of Mayors, is scheduled to meet with the City and will both inform the City of the Library's willingness to serve as a station location, as well as reiterate the Library's interest in hosting bicycles on behalf of the City of Batavia. Discussion followed.

The consensus of the Committee supported this option.

- Participate as a Full Partner in Year 2

In order to participate in 2021, the Library would need to place an order for bicycles with Koloni Inc. by January / February 2021. Discussion followed.

The consensus of the Committee was to defer further discussion (and any decision) in this regard to October / November 2020.

7. **Future Agenda Items**

- Capital Asset Study (March 2020)
- Architectural Services (March 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)

- Technology Advisory Committee
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Lincoln’s Birthday, Wednesday, 12 February 2020, Library Open [I]*
- b. *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]*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 2 March 2020, Library Open [I]*
- e. ***Standing Committee on Facilities, Thursday, 5 March 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library***
- f. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- g. *Freedom of Information Day, Monday, 16 March 2020 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*

- h. *Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONA International Inc.*
- j. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- k. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- l. ***Standing Committee on Facilities, Thursday, 9 April 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- n. *Easter, Sunday, 12 April 2020, Library Closed*
- o. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- p. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- r. *Preservation Week (11th Annual Observance), Sunday–Saturday, 26 April–2 May 2020 — launched by the Association for Library Collections & Technical Services (ALCTS) in 2010 to celebrate collecting and preservation on the community level and highlight local institutions as a source of preservation information*
- s. *Children’s Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- t. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- u. ***Standing Committee on Facilities, Thursday, 7 May 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library***
- v. *Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- w. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- x. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*

- y. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- z. *Standing Committee on Facilities, Thursday, 4 June 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library*

10. **Adjournment**

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

Trustee Garrett declared the meeting adjourned at 9:06 p.m.

Respectfully submitted,

George H. Scheetz
Director