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## MINUTES

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

#### *Special Meeting*

Thursday • 9 May 2019

1. **Call to Order**

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:** Richard A. Henders and Jo Ann Smith

**Committee Members Absent:** Katherine A. Garrett

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, H. Joseph McKane, Kathy A. Moecher, and Joanne C. Zillman (arrived at 6:35 p.m.)

**Visitors Present:** None

3. **Approve the Agenda**

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

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

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

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

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

5. **Cost-Estimating Services**

Trustee Smith stated that the purpose of this agenda item was to review a “Request for Cost-Estimating Services.”

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–2: “In collaboration with selected direct reports and the Standing

Committee on Facilities, establish priorities and action plans to implement (and periodically update) the Capital Asset Plan for long-term maintenance and capital improvements.”

The particular element of the Action Plan for Goal E–2 stated, “Recommend a request for proposal for cost-estimation services to the Standing Committee on Facilities on Thursday, 9 May 2019.”

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Director Scheetz noted that a report, “Request for Proposals for Cost-Estimating Services,” was included in the Committee packet. Discussion followed.

Joanne C. Zillman arrived at 6:25 p.m.

#### Special Reserve Fund

Director Scheetz noted that the Standing Committee on Finance recently recommended (to the Board of Library Trustees) a proposed Working Budget that includes a transfer of \$435,000 from the Library Fund to the Special Reserve Fund, which is below the guideline of \$600,000.

Director Scheetz requested H. Joseph McKane, the Library’s Finance Specialist, to distribute an explanatory chart to the Committee.

McKane reported that the first-year cost of complying with the newly amended Minimum Wage Law affected the amount of available funds in the budget to transfer to the Special Reserve Fund. Nonetheless, as illustrated in the chart, the estimated two-year transfer to the Special Reserve Fund—the combined total for Fiscal Year 2019 and Fiscal Year 2020—will exceed \$1.2 million, in compliance with the established guideline. Discussion followed.

Trustee Smith observed that the Library is keeping a promise made to the community as part of the referendum campaign.

H. Joseph McKane left the meeting at 6:48 p.m.

#### Request for Proposal (RFP) vs. Request for Qualifications (RFQ)

Director Scheetz reported that (according to Attorney Roger A. Ritzman) a request for proposal could cause an architectural firm to file a complaint, on the basis of an Illinois law that requires a qualifications-based selection process for architectural services. A lively discussion ensued.

In response to a question, Director Scheetz noted that possible respondents include firms that specialize in architecture, construction management, and cost-estimation.

The Committee requested Director Scheetz to discuss the matter further with Attorney Ritzman.<sup>1</sup>

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<sup>1</sup>Subsequent to the Committee meeting, Director Scheetz received the following information from Attorney Ritzman. The statute that affects the selection process is the Local Government Professional Services Selection Act [50 ILCS 510], which requires “political subdivisions of the State of Illinois to negotiate and enter into contracts for architectural, engineering, and land surveying services on the basis of demonstrated competence and qualifications for the types of services required and at fair and reasonable compensation.” This language refers to a qualifications-based selection process, such as an RFQ. The definition of architectural services, which is quite broad, is found in Section 5 of the Illinois Architecture Practice Act of 1989 [225 ILCS 305].

Attorney Ritzman noted that the Library could issue an RFP, which could cause an architectural firm to file a complaint. He noted, as well, that there are two exceptions to the qualifications-based selection process: (1) The Library may work with a contractor with which it has an existing satisfactory relationship, such as Building Technology Consultants. (2) The Library may use an RFP instead of an RFQ if the cost of the professional services is less than \$25,000.

The anticipated cost of the services is far less than \$25,000; therefore, the Library may use the RFP process.

## Purpose and Intent

Director Scheetz reported that the purpose and intent of the “Request for Proposals for Cost-Estimating Services” was described in Section 1.1, as follows:—

### **A. Purpose and Intent:—**

1. *The Board of Library Trustees (“Board”) of the Batavia Public Library District (“Library”), a special unit of local government, has authorized the Library Director to seek professional services to determine up-to-date estimates of probable cost for not-yet-completed portions of the Library’s Master Plan (attached as Appendix A).*
2. *The purpose of this project is to produce preliminary cost estimates so that such elements of the Master Plan (and an estimated budget for each) may be included in the next update of the Library’s Capital Asset Study.*
3. *The Master Plan (Tab 5) includes a “Cost Opinion,” which may serve to inform the requested cost-estimating services.*
4. *In particular, the Library seeks estimates of probable cost for the following elements of the Library’s Master Plan. The Master Plan includes a “Master Plan Outline Summary” (Tab 2), upon which this selected list of elements is based:—*

*Phase 1–B (in part): Element 4 (now considered as part of Phase 2–B or Phase 3–B)*

*Phase 1–C*

*Phase 2–C (in part): Elements 1 (space now blocked out), 2–9*

*Phase 3–B (in part): Elements 1–7, 10–13*

*Phase 3–C (in part): Element 1*

*Phase 4–B*

*Phase 5; Phase 6; Phase 7*

5. *Services will include the performance of all tasks leading to the completion of the estimates of probable cost.*

Trustee Smith noted that the purpose of this project was to obtain up-to-date estimates of probable cost for the balance of the capital improvement projects identified in the Master Plan in order to incorporate them into the Capital Asset Study. Discussion followed.

## Motion

Motion by Trustee Henders to authorize Director Scheetz to issue a “Request for Proposals for Cost-Estimating Services,” as presented, contingent upon approval as to form by the Library’s general counsel. Seconded by Trustee Smith. All: Aye. The motion carried.

The consensus of the Committee was that no further action was needed by the Board of Library Trustees, which would approve the actual contract with the successful respondent.

## 6. Future Agenda Items

- Parking Lot Rehabilitation: Elevation Survey (Building Technology Consultants Inc.)
- Telephone for Public Use

- Annual Schedule of Capital Projects (1st Quarter FY 2020)
- Triennial Update of Capital Asset Study (1st Quarter FY 2020)

7. **Comments from the Committee**

In response to a question from Trustee Smith, Director Scheetz provided status reports on the new network switches and the RFID project. Discussion followed.

On the occasion of his last Committee meeting, Trustee Smith expressed her appreciation to Trustee Richard A. Henders for 10 years of distinguished service as a member and officer of the Board of Library Trustees.

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. *“Ever the Twain Shall Meet,” Batavia Public Library Presents... PechaKucha Night Batavia, Volume 15, Thursday, 16 May 2019, 5:30 p.m., Island View Banquets*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 21 May 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *Sunday before Memorial Day, Sunday, 26 May 2019, Library Closed*
- d. *Memorial Day (last Monday in May), Monday, 27 May 2019, Library Closed [F]*
- e. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 2 June 2019*
- f. ***Standing Committee on Facilities, Thursday, 6 June 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- i. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- j. ~~*Standing Committee on Facilities, Thursday, 4 July 2019*~~ — No Meeting  
 Director Scheetz reported that he is at the ALA Annual Conference, June 20–25, and on vacation leave, June 26–28, and will not have an opportunity to prepare Committee packets. And, of course, the Library is closed on Independence Day.
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- l. ***Standing Committee on Facilities, Thursday, 8 August 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- n. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- o. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*

- p. Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- q. Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- r. **Standing Committee on Facilities, Thursday, 5 September 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- s. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- t. Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

9. **Adjournment**

Trustee Smith declared the meeting adjourned at 7:55 p.m.

Respectfully submitted,

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George H. Scheetz  
Director