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## MINUTES

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

#### *Special Meeting*

Tuesday • 4 June 2019

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 6:32 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:** Elizabeth P. Larson (arrived at 7:00 p.m.) and Daniel R. Russo

**Staff Members Present:** Director George H. Scheetz and Joanne C. Zillman

**Visitors Present:** None

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 May 2019

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. **Cost-Estimating Services**

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Frederick Quinn Corporation / FQC™ Construction Management, of Addison, Illinois, 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, “Evaluate proposals and recommend a service-provider to the Standing Committee on Facilities for review (and recommendation to the Board of Library Trustees) on ~~Thursday, 6 June 2019~~ Tuesday, 4 June 2019.”

Director Scheetz reported that the Library received two proposals for cost-estimating services, as follows (in descending order by price):—

Frederick Quinn Corporation / FQC™ Construction Management, of Addison, Illinois.....	\$ 9,250.00
• Cost: “fixed fee” \$9,250.00	
• Additional Fees: “no additional fees, recurring costs, hourly fees, or reimbursable expenses”	
StudioGC Inc., of Chicago, Illinois.....	\$ 7,840.00
• Cost: “lump sum, not to exceed” \$7,840.00	
• Additional Fees: “unit prices for additional work ... at ... current hourly rates”	

Overall, both firms were responsive to the procedural requirements of the request for proposals (RFP) and both firms are considered responsible.

#### Master Plan

In response to a question from Joanne C. Zillman, a lively discussion followed on the validity of the Master Plan.

In response to an observation by Trustee Russo, discussion followed on spaces for new technology.

In response to a comment by Trustee Garrett, discussion followed on the purpose of the Master Plan and the Capital Asset Study.

Trustee Larson arrived at 7:00 p.m.

Director Scheetz reported that the Capital Asset Study grew out of the Master Plan. Due to the lack of up-to-date cost-estimates, the Capital Asset Study lacks several significant elements of the Master Plan.

The missing elements include but are not limited to expansion of the Circulation Services Workroom; expansion of the Adult Services Workroom; relocation of Administration Services; redesign of the Upper Level; and redesign of Technical Services.

Director Scheetz noted that the redesign of the Upper Level would provide an opportunity to incorporate new technology, such as innovation spaces.

Director Scheetz observed that expansion of the Circulation Services Workroom was necessary to implement Phase 3 of the radio-frequency identification (RFID) project, which involves the installation of an automated materials handling (AMH) system.

Trustee Smith noted that the purpose of this project, which was requested by the Standing Committee on Facilities, 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.

The consensus of the Committee supported the purpose of cost-estimating project as stated by Trustee Smith.

### Review of Proposals

Director Scheetz noted that the cost proposals varied by \$1,410.00; however, he and the Facilities Services Manager recommended entering into an agreement with Frederick Quinn Corporation / FQC™ Construction Management for two reasons:—

- (1) FQC provided a more-detailed proposal; and
- (2) FQC is a disinterested third-party contractor.

Based on a procedural review by the Library's general counsel, Director Scheetz noted that an RFP process is distinct from a sealed- (or competitive-) bid process and the Library has more leeway to accept the proposal that it believes is in its best interest and expressly reserved such rights in the "Request for Proposals for Cost-Estimating Services." Discussion followed.

The consensus of the Committee supported the proposal from Frederick Quinn Corporation / FQC™ Construction Management.

### Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Frederick Quinn Corporation / FQC™ Construction Management of Addison, Illinois, for cost-estimating services, in the amount of \$9,250.00, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

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

## 6. **Future Agenda Items**

The agenda identified several future 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)

Trustee Garrett requested the addition of two items for future consideration:—

- Electric Vehicle Charging Stations
- Green Initiatives

In response to an invitation from Trustee Garrett, the Committee engaged in a wide-ranging discussion on future issues, including but not limited to:—

- Innovation Spaces (a newer, more inclusive term for makerspaces) (Trustee Russo)
- Field Trips to Other Public Libraries (Trustee Smith)

- Keeping the Promise (in reference to the Speak Up! Recommendations and Referendum 2018) (Trustee MacKenzie)
- Points of Community Engagement; e.g. Surveys, &c. (Trustee MacKenzie)
- Technology Advisory Committee (Trustee Russo)
- Fail-Fast Approach<sup>1</sup> (Trustee MacKenzie)

In response to a question from Trustee Garrett, discussion followed on whether employees needed a working knowledge of particular software applications for the Library to offer such applications to the community, a topic of special interest to Adult Services.

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- c. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- d. ~~*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.
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- f. ~~*Standing Committee on Facilities, Thursday, 8 August 2019*~~ — No Meeting  
 Director Scheetz reported that he is at an out-of-town conference, August 8–12.
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- i. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- l. ***Standing Committee on Facilities, Thursday, 5 September 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

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<sup>1</sup>Fail fast is a philosophy that values extensive testing and incremental development to determine whether an idea has value. An important goal of the philosophy is to cut losses when testing reveals something is not working and quickly try something else, a concept known as pivoting. It is not a meta view, it is an approach: develop a culture of experimentation, be willing to try stuff, do it quickly, but if it is not working, be willing to fail fast and pivot.

- m. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- n. Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

9. **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 8:11 p.m.

Respectfully submitted,

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George H. Scheetz  
Director