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MINUTES

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

Special Meeting

Tuesday • 6 August 2019

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 7:33 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, Kathy A. Moecher, and Joanne C. Zillman

Visitors Present: Michael H. Willuweit, member, City of Batavia Environmental Commission; Batavia resident; president, Fox Valley Electric Automobile Association; and teacher, Wheaton Warrenville South High School (Community Unit School District 200)

3. **Approve the Agenda**

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

Out of courtesy to the Committee's guest, Michael H. Willuweit, the consensus of the Committee was to move Agenda Item # 8a so that it followed Agenda Item # 4.

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

4. **Approve the Minutes:** Special Meeting, Thursday, 4 June 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 Smith. All: Aye. The motion carried.

The order of the agenda was suspended.

8. **Triennial Update of Capital Asset Study** (Building Technology Consultants Inc.)

a. **Electric Vehicle Charging Stations**

Trustee Garrett stated that the purpose of this agenda item was to review whether the Standing Committee on Facilities supported Director Scheetz’s plan to incorporate electric vehicle charging stations in the updated Capital Asset Study.

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: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 2–3 (Respond to changing service and technology needs)

Trustee Garrett introduced Michael H. Willuweit, a Batavia resident, electric-vehicle driver, member, City of Batavia Environmental Commission, and president, Fox Valley Electric Automobile Association, and invited him to share his expertise with the Committee.

Willuweit presented a broad overview of electric vehicles, charging stations, and the work of the Fox Valley Fox Valley Electric Automobile Association.

He discussed the features, advantages, and estimated fees (and other costs) of different makes of charging stations, including ChargePoint, Tesla Supercharger, and Volta.

There is a ChargePoint® J1772 Level 2 dual charging station (6.6 kW) at the Batavia Riverwalk.

There are four Volta charging stations at the Fox Valley Mall in Aurora, two at the northwest entrance and two at Macy’s. Volta has partnered with visionary brands in a commercial-sponsorship model, which it describes as follows:—

Volta is the world’s only network to offer free charger installation while delivering free miles to drivers. No hardware purchases or monthly service fees and not a single charging fee [for venues that meet the Volta data model]. The entire process is turnkey, with costs covered by an innovative sponsorship model that allows forward-thinking brands to advertise across the network.

There is a Tesla Supercharger charging station in North Aurora (151 Hansen Boulevard).

A lively discussion ensued.

In response to a question from Trustee MacKenzie, discussion followed on demand for electric vehicle charging stations.

In response to an observation by Trustee Russo, who expressed a preference for a break-even model, discussion followed on fees to use charging stations.

In response to a question from Trustee Garrett, discussion followed on the costs involved in installing charging stations.

Director Scheetz noted that, unless the Committee objects, he plans to incorporate electric vehicle charging stations in the updated Capital Asset Study. Discussion followed.

The consensus of the Committee was to pursue this initiative during the current fiscal year.

The order of the agenda was restored.

Willuweit left the meeting at 8:04 p.m.

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

Trustee Garrett stated that the purpose of this agenda item was to review whether the Standing Committee on Facilities supported the Library’s expression of interest in the proposed 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: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 1–4 (Explore ways to maintain and expand collaborative programs with community organizations)
- 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)

Director Scheetz noted that a copy of a non-binding “Memorandum of Understanding” was included in the Committee packet, along with an article from the *Daily Herald* that describes the proposed bike-sharing service. In order to participate in Kane County’s request-for-proposals process, interested agencies (such as the Library) must submit the “Memorandum of Understanding” by Friday, 23 August 2019. Discussion followed.

In response to an observation by Trustee Smith, discussion followed on whether Batavia’s bicycle shops—Prairie Path Cycles (one of the Library’s business neighbors) and All Spoked Up Inc.—supported the proposed Kane County Bike-Share System.

The consensus of the Committee was that further investigation was needed in this regard.

In response to a comment from Trustee Smith, discussion followed on the City of Aurora’s experience with its bike-sharing service.

The consensus of the Committee was that further investigation was needed in this regard.

In response to a question from Trustee MacKenzie, discussion followed on whether it was too early in the process for the Library to commit to the Kane County Bike-Share System.

The Committee requested Director Scheetz to submit the non-binding “Memorandum of Understanding” as an expression of interest.

6. **The Year of Mark Twain in Batavia**

Trustee Garrett stated that the purpose of this agenda item was to review whether the Committee supported a proposal to further celebrate The Year of Mark Twain in Batavia and engage with

the community by installing an oversized Mini Mark on the exterior wall at the northwest corner of the Batavia Public Library.

Director Scheetz presented an overview of the project, a mock-up of which was included in the Committee packet:—

- Dimensions: 90”H x 48”W [on an area of brick that measures 144”H x 84”W]
- Fabrication Cost: \$435.00
- Materials: PanoRama Walk&Wall graphic peel-and-stick material; die-cut
- Installation: Position on wall; peel; stick
- Display: August 2019–May 2020
- Permit: According to the City of Batavia, the Library is allowed to install such a temporary sign under the following conditions:—
 - Size shall not exceed 32 sq. ft.—Note: The proposed sign has an area <30 sq. ft.
 - Display shall not exceed one year
 - Permit is required
- Design: David L. Pedersen; Pedersen Design LLC of Batavia, Illinois (free of charge)

Trustee Garrett and Trustee Smith expressed support for the project. Discussion followed.

Trustee Garrett invited comments from the Facilities Services Manager and the Deputy Director / Youth Services Manager, who, for a variety of reasons, did not support the project. Discussion followed.

The consensus of the Committee was to lay the question on the table.

7. **ScanEZ** (Today’s Business Solutions Inc.)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Today’s Business Solutions Inc. for a new scan station.

Director Scheetz noted that this agenda item is an Innovation Space and relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 2–3 (Respond to changing service and technology needs)

Director Scheetz reported that the Library currently has an older model scan station (version 4) in service, which is not compatible with Windows 10. The proposed, significantly improved scan station is version 6 and its new features include multilingual translation and image enhancement services. Discussion followed.

The consensus of the Committee supported the proposal for a new scan station.

Motion by Trustee MacKenzie to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Today’s Business Solutions Inc. for a new

scan station, in the amount of \$5,140.00, including remote installation, support, and training, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

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

8. **Triennial Update of Capital Asset Study** (Building Technology Consultants Inc.)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for an “Updated Capital Assets Study” (Proposal No. 19–P505) related to the Library’s long-term capital maintenance and improvements needs.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs)

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.”

Director Scheetz noted that the proposed project is based, in part, on the Library’s Master Plan.

Director Scheetz noted that the basis for the proposed project is the “Policy on Capital Asset Study” (adopted 19 March 2019).

He reported that, for purposes of comparison, the proposed update will cost \$10,000; the original Capital Asset Study cost \$21,000. Discussion followed.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal for an “Updated Capital Assets Study” (Proposal No. 19–P505) from Building Technology Consultants Inc., of Arlington Heights, Illinois, in the amount of \$10,000, plus reimbursable expenses, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

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

b. **Collaborative Technology for Group Study Room (Upper Level)**

Trustee Garrett stated that the purpose of this agenda item was to review whether the Standing Committee on Facilities supported Director Scheetz’s plan to incorporate collaborative technology for the Group Study Room in the updated Capital Asset Study.

Director Scheetz noted that this agenda item is an Innovation Space and relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- 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)

Director Scheetz reported that the basis for this project was, in part, a growing community interest in access to collaborative technology and the opportunity to respond to this interest by adding new technology to a heavily used Group Study Room on the Library’s Upper Level, adjacent to the Reference Desk, making it a more purposeful multipurpose, collaborative work or study space. Discussion followed.

The project’s keystone, a media:scape® desk—or its newer equivalent—would allow visitors to share their work and, in the future, participate in videoconferences and Webinars. Discussion followed.

Director Scheetz noted that, unless the Committee objects, he plans to incorporate such collaborative technology in the Capital Asset Study. Discussion followed.

The consensus of the Committee was to pursue this initiative during the current fiscal year.

c. **Solar Energy / Wind Energy Solutions**

Trustee Garrett stated that the purpose of this agenda item was to review whether the Standing Committee on Facilities supported Director Scheetz’s plan to incorporate solar energy / wind energy solutions in the updated Capital Asset Study.

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: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 2–6 (Optimize the use of technology)

Director Scheetz noted that, unless the Committee objects, he plans to incorporate solar energy / wind energy solutions in the updated Capital Asset Study. Discussion followed.

The consensus of the Committee was to incorporate solar energy / wind energy solutions in the updated Capital Asset Study.

9. **Circle Drive**

Trustee Garrett stated that the purpose of this agenda item was to review issues related to the Circle Drive.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs)
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Director Scheetz reported that many patrons continue to consider the current vehicular approach configuration to the drive-up returns problematic. He suggested that the unanticipated drainage issue presented an opportunity to consider further improvements to the drive-up book and media returns, as described as part of the following agenda item.

a. **Drive-Up Returns**

Director Scheetz noted that a “Proposed Site Plan” from the Master Plan was included in the Committee packet. He reported that the Board of Library Trustees, during the schematic design phase of the Site Work Project, approved an abbreviated version of this original proposal, with the understanding that further improvements were possible in the future.

He observed that, for reasons of economy of scale, it seemed appropriate to consider such further improvements in the context of the drainage issue. Discussion followed.

The Committee carried its discussion over to the next agenda item.

b. **Drainage** (Building Technology Consultants Inc.)

Director Scheetz reminded the Committee that, as noted in May 2019, Trustees and staff members alike were dismayed to learn that the drainage problem that emerged in the wake of the parking-lot project was over 17 years old, the result of a contractor’s error that was not detected at the time of construction.

He reported that there were six possible options vis-à-vis the drainage issue, including one that was identified in Report 1 from Building Technology Consultants Inc. (June 2019) and three that were identified in Report 2 (February 2019). Discussion followed.

The consensus of the Committee supported the current recommendation from Building Technology Consultants Inc., as described in Report 1 (June 2019).

The preferred option—install a trench drain; connect to planter—is the best, least-expensive (per the report), short-term option.

The contractor acknowledged that this option would not solve the problem completely; that is, while it addresses water-pooling near the Lower Level employee entrance—except in heavy rain events—it does not resolve water-pooling near the adjacent stairway landing, which will continue to force employees to skirt around the affected area.

The Committee requested Director Scheetz to request a proposal from Building Technology Consultants Inc. to complete work on the preferred option.

Director Scheetz noted that, unless the Committee objects, he plans to incorporate long-term solutions for the circle drive in the updated Capital Asset Study, including the vehicular approach to the drive-up returns and the elevation issues that created the drainage problems. Discussion followed.

The consensus of the Committee was to incorporate such long-term solutions for the circle drive in the updated Capital Asset Study.

10. **Parking Lot: Sealcoat and Stripe** (Safeguard Sealcoating Inc.)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal to sealcoat and restripe the Library parking lot.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1: “In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the ‘Recommendations to the Board of Library Trustees’ (‘Speak Up! Recommendations’) that resulted from the Speak Up! Community Engagement Initiative.”

- Speak Up! Recommendation 3–2 (Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs)

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.”

Director Scheetz observed that the parking lot was completely replaced in 2018. He reported that Schroeder Asphalt Services Inc., the parking-lot contractor, recommended that the Library sealcoat the parking lot in 2019—and the lot definitely needs new stripes.

The Library received four proposals to sealcoat and restripe the Library’s parking lot, as follows (in ascending order):—

\$ 5,700.73	Safeguard Sealcoating Inc. (Batavia, Illinois)
\$ 6,282.94	Sealcoat Solutions Inc. (Batavia, Illinois)
\$ 6,494.00	Midwest Sealcoat Inc. (Batavia, Illinois)
\$ 7,950.00	Damico Paving (St. Charles, Illinois)

The Library’s Facilities Services Manager recommended entering into an agreement with Safeguard Sealcoating Inc. for reasons of price and known quality of performance and service. Discussion followed.

The consensus of the Committee supported the proposal from Safeguard Sealcoating Inc.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal to sealcoat and restripe the Library parking lot from Safeguard Sealcoating Inc., of Batavia, Illinois, in the amount of \$5,700.73, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

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

11. **Honor Garden**

Trustee Garrett stated that the purpose of this agenda item was twofold:—

- Review a suggestion (submitted to Trustee Garrett and Director Scheetz by Craig A. Foltos): Create a flower garden (or perhaps a rock garden) near the corner of Wilson Street and Batavia Avenue in the form of the letters B H S—in crimson and gold, the school colors—to identify that corner as the site of Batavia High School (1915).

- Review a different option: Work with the City of Batavia and the Batavia Historical Society to install a plaque in the sidewalk that identifies the previous historic buildings on the Library’s site, including the Van Nortwick homestead (abt. 1840) and Batavia High School (1915).

Director Scheetz noted that a mock-up of both options was included in the Committee packet. A third option, of course, is the status quo; that is, no historic identification. Discussion followed.

Trustee MacKenzie and Trustee Smith expressed a preference for the plaque.

The Committee requested Director Scheetz to investigate whether the City of Batavia and/or the Batavia Historical Society have programs in place to identify historic properties.

12. **Future Agenda Items**

- Annual Schedule of Capital Projects (September)
- Innovation Spaces / Maker Spaces → SEE ALSO Agenda Items 7 and 8b
- Library of Things
- Green Initiatives → SEE ALSO Agenda Items 5, 8a, and 8c
- Telephone for Public Use
- Sign for Elizabeth L. Hall Conference Room
- Master Plan: Phases 1A (in part), 1C, 2B, 2C (in part), 3B (in part), 3C (in part), and 4B
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

13. **Comments from the Committee**

There were no additional comments from the Committee.

14. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- c. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- f. ***Standing Committee on Facilities, Thursday, 5 September 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*

- j. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- k. {NEW} *Teen Read Week™ (October; since 1998) / Teen Tech Week (March) — In 2019, Teen Read Week and Teen Tech Week are dissolving to form a yet-to-be-name month-long celebration (in October 2020) of teen programming and teen services in libraries across the country.*
- l. ***Standing Committee on Facilities, Thursday, 3 October 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- o. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- p. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- q. *International Games Week (formerly International Games Day), Sunday–Saturday, 3–9 November 2019 — launched in 2008 to focus on the social and recreational side of gaming*
- r. {NEW} *Fall Children’s Book Week, Monday–Sunday, 4–10 November 2019 — “A great nation is a reading nation.”—Melcher — 2019 Theme: Read Now • Read Forever*
- s. ***Standing Committee on Facilities, Thursday, 7 November 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- t. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- u. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

15. **Adjournment**

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

Trustee Garrett declared the meeting adjourned at 8:54 p.m.

Respectfully submitted,

George H. Scheetz
Director