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## MINUTES

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

#### *Special Meeting*

Thursday • 5 March 2020

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 7:07 p.m.

2. **Call the Roll**

**Committee Members Present:** Katherine A. Garrett and Jo Ann Smith

**Committee Members Absent:** Michael E. MacKenzie

**Other Trustees Present:** Daniel R. Russo

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

**Visitors Present:** None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Thursday, 6 February 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 Garrett. All: Aye. The motion carried.

5. **Landscape Maintenance Services**

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve of a proposal from Alan Horticulture LLC, of Batavia, Illinois, for a three-year agreement for landscape maintenance services.

## Proposals

Director Scheetz reported that, at the request of Kathy A. Moecher, the Library's Facilities Services Manager, the Library issued a request for proposals for annual landscape maintenance services and received four proposals.

The proposals were evaluated by the Library Director, with the assistance of the Facilities Services Manager and the Administrative Assistant.

According to the Library's attorney, there are three key elements to consider (and steps to follow) as part of the evaluation. First, determine whether the contractors are responsible; that is, are they legitimate, well-established, dependable companies.

Second, determine whether the proposals are responsive to the Library's request and specifications. Third, rank the responsible, responsive firms from low cost to high cost and attempt to enter into an agreement with the contractor with lowest cost. If an impasse is reached, then move on the contractor with the second-lowest cost, and so forth.

Based on the results of the evaluation process, Director Scheetz recommended that the Board of Library Trustees accept the proposal from and enter into a three-year agreement with Alan Horticulture LLC, of Batavia, Illinois. Discussion followed.

Director Scheetz noted, as well, that Thornapple Landscape Maintenance Inc., the incumbent contractor, merged with Alan Horticulture LLC. Effective 1 January 2020, the newly unified business operates as Alan Horticulture LLC with offices in Batavia and Lemont.

In response to an observation by Trustee Garrett, discussion followed on the scope of work.

In response to a question from Trustee Smith, discussion followed on the nature of the of the chemicals identified in the proposal.

The consensus of the Committee supported the recommendation from Director Scheetz.

## Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees approve a proposal from Alan Horticulture LLC, of Batavia, Illinois, for landscape maintenance services, from April 1 to November 30 each year, for three years, 2020–2022, in the amount of \$8,824.00 per year, and incorporating the terms of the "Request for Proposals for Landscape Maintenance Services (2020)," as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

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

## 6. **Architectural Services: A Resolution Regarding a Waiver of Competition Pursuant to the Local Government Professional Services Selection Act**

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve "A Resolution Regarding a Waiver of Competition Pursuant to the Local Government Professional Services Selection Act" (Resolution 2020–002).

Director Scheetz reported that the Library is seeking architectural services for a project that will encompass two distinct phases, as follows:—

Phase One: The first phase (for which funding is available) will involve programming / preliminary design, schematic design, project cost estimation, and related additional services. [The fee is most likely calculated on a lump-sum basis.]

Phase Two: The second phase (most likely a well-defined series of major remodeling projects that will be completed as funding is available) will involve design development / completion of design, construction documents, bidding, construction administration, and related additional services. [The fee is most likely calculated as a percentage of the project's final cost of construction.]

He noted that, upon the advice of Attorney Roger A. Ritzman, the Library was seeking services (at this time) for **Phase One only**, which allows it to request a proposed fee structure, based on a relatively new change to the Local Government Professional Services Selection Act [50 ILCS 510] that went into effect in 2019.

Prior to this change, the Library was not allowed to request the proposed fee structure, pursuant to the provisions of Section 5, "Evaluation Procedure," of the Local Government Professional Services Selection Act [50 ILCS 510 / 5].

Public Act 100-0968 (eff. 1/1/19) amended the Local Government Professional Services Selection Act, as follows "A political subdivision may waive the requirements of Sections 4, 5, and 6 if it determines, by resolution, that ... the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$40,000."

Director Scheetz stated that the anticipated cost of Phase One of the Library's remodeling project was less than \$40,000. As a result, he recommended that the Board of Library Trustees make such a determination by resolution. Discussion followed.

The consensus of the Committee supported the proposed resolution.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve "A Resolution Regarding a Waiver of Competition Pursuant to the Local Government Professional Services Selection Act" (Resolution 2020-002), as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

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

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

a. **Drainage Repairs** (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 contract for Drainage Repairs.

Director Scheetz noted that this project relates to 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 reported that the bids were opened on Tuesday, 25 February 2020. A bid summary and recommendation from Building Technology Consultants Inc. was included in the Committee packet, as well as information on the contractor from the Office of the Secretary of State.

The Library received four (4) bids for the Drainage Repairs project.

**Lowest Responsive, Responsible Bidder**

The lowest apparent bidder was Kendall Excavating & Septic LLC of Yorkville, Illinois, in the amount of \$17,185.00. Discussion followed.

For purposes of comparison, the informal estimate of probable cost identified by Building Technology Consultants Inc. was \$30,000.

As reported in a letter from Christopher R. Kottra, associate principal, Building Technology Consultants Inc., the apparent low bid, from the Kendall Excavating & Septic LLC of Yorkville, Illinois, was determined to be “responsive” to the procedural requirements of the bidding process.

Further, based on an evaluation of the complete bid package conducted by Building Technology Consultants Inc., as well as due diligence beyond the bid package, Kendall Excavating & Septic LLC of Yorkville, Illinois was deemed a responsible bidder. Discussion followed.

In response to questions from Trustee Garrett, discussion followed on the Bid Bond and Prevailing Wage.

The consensus of the Committee favored Kendall Excavating & Septic LLC of Yorkville, Illinois, as the lowest responsive, responsible bidder.

#### Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees

- (1) accept the Base Bid and Alternate 1 (Performance Bond) for Drainage Repairs from Kendall Excavating & Septic LLC, of Yorkville, Illinois, as presented; and
- (2) authorize Director George H. Scheetz to execute a contract with Kendall Excavating & Septic LLC, of Yorkville, Illinois, in the amount of **\$17,185.00**; and
- (3) authorize Director Scheetz, in consultation with Trustee Katherine A. Garrett, as chair of the Standing Committee on Facilities, to act on behalf of the Board of Library Trustees between meetings in relation to time-sensitive issues that may affect the Drainage Repairs project, including but not limited to change orders, but not to exceed the contingency amount; that is, the allowance for additional work.

Seconded by Trustee Garrett. All: Aye. The motion carried.

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

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

Director Scheetz requested the Trustees to review the draft version of the Capital Asset Study for discussion in April (or the next scheduled meeting).

8. **Kane County Bike-Share System** (City of Batavia, Illinois)

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 City of Batavia hosted a Kane County Bike-Share Coordination Meeting on Monday, 2 March 2020. In summary:—

- Batavia Park District confirmed that it is not purchasing bicycles in Year 1. However, like the Library, the Park District is open to participating as a full partner in Year 2.

- The City is willing to place four (4) bicycles at the Library. However, rather than use the site proposed by the Library (adjacent to the existing upper-level bike racks), for reasons of greater visibility, the preferred location for the bicycle area is near the corner of Batavia Avenue and Wilson Street or in a location adjacent to Batavia Avenue. (A map that identifies the location of the proposed bike-share station was included in the Committee packet.)
- The City is reaching out to potential major corporate sponsors to provide financial support for the Batavia project.

A lively discussion ensued on a variety of topics, including but not limited to the suitability of the corner of Batavia Avenue and Wilson Street (as proposed by the City), the suitability of a location near the Founders Room (as identified on the map), other possible locations (such as the corner of Wilson Street and Water Street), cost of a concrete pad, and whether a concrete pad was required to identify the bicycle area.

The consensus of the Committee was to defer further discussion (and any decision) pending further consultation with the City of Batavia.

9. **Future Agenda Items**

In response to a suggestion by Director Scheetz, discussion followed on adding a tour of inspection as a future agenda item.

- Walk the Property (July 2020)
- Technology Plan (April 2020)
- Architectural Services (April 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)

- Façade Repairs Consulting Services (Building Technology Consultants Inc.)
- Technology Advisory Committee
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

10. **Comments from the Committee**

Moecher reported that the Library now has a new water softener, which was installed recently. There were no additional comments from the Committee.

11. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- b. *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*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONA International Inc.*
- e. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- f. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- g. ***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***
- h. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- i. *Easter, Sunday, 12 April 2020, Library Closed*
- j. *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.]*
- k. *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”*
- l. *Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- m. *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*
- n. *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.]*
- o. *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*
- p. ***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***

- q. *Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- r. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- s. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- t. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- u. ***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***
- v. *Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- w. *ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020*
- x. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- y. *Independence Day, Saturday, 4 July 2020, Library Closed*
- z. ***Standing Committee on Facilities, Thursday, 9 July 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library***

12. **Adjournment**

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

Trustee Garrett declared the meeting adjourned at 7:59 p.m.

Respectfully submitted,

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George H. Scheetz  
Director