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MINUTES

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

Special Meeting

Tuesday • 7 July 2020

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 6:01 p.m. and read the following statement.

This meeting of the Standing Committee on Facilities of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement.

2. **Call the Roll**

Director Scheetz, as Secretary pro tempore, read the following statement.

Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions. Further, as I call the roll, please verify that you can hear one another and can hear all discussion and testimony.

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

Committee Members Absent: None

Other Trustees Present via Electronic Means: Diane L. Blodgett (arrived at 6:31 p.m.), Jennifer M. Culotta (arrived at 7:05 p.m.), and Daniel R. Russo

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter, Pamela L. Kamin, Patricia A. Leonard, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman (arrived at 6:31 p.m.)

Visitors Present via Electronic Means: Christopher R. Kottra, PE, CCCA, associate principal, and Madeline D. Lane, associate engineering consultant, Building Technology Consultants Inc.

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 MacKenzie. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3-0.

4. **Approve the Minutes:** Special Meeting, Thursday, 5 March 2020

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. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3-0.

5. **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 from Safeguard Sealcoating Inc., of Batavia, Illinois, to sealcoat and restripe the Library parking lot.

Director Scheetz noted that this agenda item relates to 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 observed that the parking lot was completely replaced in 2018. He reported that both Schroeder Asphalt Services Inc. and Building Technology Consultants Inc. recommended that the Library sealcoat the parking lot every two years. Safeguard Sealcoating Inc. suggested sealcoating in 2020, then every two years thereafter.

Proposals

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)
\$ 5,950.00	Damico Paving (St. Charles, Illinois)
\$ 7,847.00	Maul Paving Inc. (Naperville, Illinois)
\$ 12,988.00	Midwest Sealcoat Inc. (Batavia, 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

Motion by Trustee MacKenzie to recommend that the Board of Library Trustees approve 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 Smith. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3-0.

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

Looking Ahead

Director Scheetz noted that, beginning this year (2020), the ongoing plan is to sealcoat and stripe the parking lot every two years in even-numbered years.

6. **Façade Repairs** (Building Technology Consultants Inc.; Project No. 20–553)

Trustee Garrett stated that the purpose of this agenda item was to review the schedule and “front-end documents” vis-à-vis the Façade Repairs project.

Director Scheetz noted that this agenda item relates to the Library’s Capital Asset Study, as well as 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”), and is based, in part, on the Library’s Master Plan.

Trustee Garrett introduced Christopher R. Kottra, associate principal, and Madeline D. Lane, associate engineering consultant, Building Technology Consultants Inc., who were invited to present a status report and respond to questions about the project.

Kottra presented a brief progress report and noted that work on the drawings and specifications was not yet completed. Discussion followed.

Director Scheetz identified three discussion points, as follows.

- Stools, which are the interior elements that complements the sills, an exterior element

In response to an observation by Director Scheetz, discussion followed on whether to include new window stools in the project.

The consensus of the Committee was to include stools as a add-alternate.

- Windows, especially windows that now have broken seals or suffer damage during construction

Kottra reported that the specification will identify an allowance to replace damaged windows. Discussion followed.

- Phases, that is, whether to complete the project in one phase or multiple phases

Director Scheetz noted that, in order to provide options for the Board’s consideration, the specifications call for a one-phase project in the base bid and request an alternate bid for two phases, with Phase 1 completed in 2021 and Phase 2 completed in 2022.

A lively discussion ensued on a variety of other topics, including but not limited to the performance bond, design details, a contingency allowance for change orders, the flow of work, and the schedule.

The consensus of the Board supported proceeding with the Façade Repairs project.

Motion

Motion by Trustee Smith to authorize Building Technology Consultants Inc. to proceed, that is, complete the design and specifications, as discussed, and solicit bids for the project. Seconded by Trustee MacKenzie. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3–0.

No further action is required at this time by the Board of Library Trustees, for which the next decision point is the approval of the lowest responsive, responsible bidder.

Kottra and Lane left the meeting at 6:43 p.m.

7. **Mechanical System: Temperature Control System** (Control Engineering Corporation)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve of a proposal from Control Engineering Corporation, of Arlington Heights, Illinois, to repair the Library's VAV system, an element of the temperature control system (Proposal No. PWJ20028.0).

Director Scheetz noted that this agenda item relates to the Library's Capital Asset Study, as well as 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"), and is based, in part, on the Library's Master Plan.

Director Scheetz stated that the Library has, in part, a variable air volume (VAV) type of heating, ventilating, and air-conditioning (HVAC) system, which is part of the temperature control system.

Kathy A. Moecher, the Library's Facilities Services Manager, reported that she identified a need for maintenance for a portion of the Library's VAV system and worked with Control Engineering Corporation, of Arlington Heights, Illinois, to identify the scope of work and obtain a proposal for repairs. Discussion followed.

The Library has preventive maintenance contracts related to the Library's mechanical system with two different contractors: General Mechanical Services, of Roselle, Illinois, primarily for the equipment, and Control Engineering Corporation, primarily for the temperature control system. The VAV system generally falls under the purview of the temperature control system.

Proposal

Director Scheetz reported that a proposal was received from Control Engineering Corporation, of Arlington Heights, Illinois, in the amount of \$10,812.00 on a time-and-materials, not-to-exceed basis. Discussion followed.

The consensus of the Committee supported the proposal from Control Engineering Corporation.

Trustee MacKenzie left the meeting at 6:50 p.m.

Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees approve a proposal from Control Engineering Corporation, of Arlington Heights, Illinois, to repair the Library's VAV system, an element of the temperature control system (Proposal No. PWJ20028.0), in the amount of \$10,812.00 on a time-and-materials, not-to-exceed basis, as presented. Seconded by Trustee Garrett. Roll Call: Trustee Garrett, aye; Trustee Smith, aye. The motion carried, 2-0, with one member absent.

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

8. **Mechanical System: Chiller System**

Trustee Garrett stated that the purpose of this agenda item was to consider a proposal from the Library Director vis-à-vis the Library's chiller system.

Director Scheetz noted that this agenda item relates to the Library’s Capital Asset Study, as well as 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”), and is based, in part, on the Library’s Master Plan.

Overview

Director Scheetz reported that the building’s HVAC systems include a split-system indoor chiller with remote outdoor air-cooled condensing unit.

General Mechanical Services, the Library’s preventive maintenance contractor, has reported that the chiller is beginning to fail and, due to the limited availability of replacement parts—the Library’s model is no longer manufactured—the best course of action is to replace the system.

In the interest of full disclosure, one option is to replace the chiller only; another option is to repair the chiller, which is problematic (as noted in the following section). However, best practice, as recommended in the Capital Asset Study (below) suggests replacing both components of the system, which is composed of the chiller and condensing unit.

Description of Components and Estimated Replacement Cost

From the Capital Asset Study (2020):—

1 Trane split condenser-less chiller

- *Model RTUA 125, sized for a nominal tonnage of 125 tons*
- *Refrigerant: R-22*
- *525 MCA at 208volt, 3-phase.*

1 Trane air-cooled condensing unit

- *Model RTCA 125, 50 MCA at 208-volt, 3-phase.*

Chiller: The chiller is designed to provide 44-degree chilled water at a 12-degree F delta. The chiller is mounted in a sound enclosure within the lower level mechanical room. However, noise, reportedly emanating from the refrigeration lines, can be heard from within the library. This chiller is no longer manufactured. The chiller utilizes R-22 refrigerant, which has been identified for phaseout by the EPA. Given the anticipated service life of this equipment and the limited availability of R-22 refrigerant for future maintenance, we recommend planning for replacing the chiller in Year 5 of this study.

Condensing Unit: The condenser is located on grade on the east side of the building within a gated area and serves the indoor chiller. The condenser appears to have fin damage on the condenser coil due to vandalism.

The estimated cost of replacement in Year 5 (2023–2024) is estimated at \$250,000.

Recommendation

Director Scheetz recommended that the Library retain a disinterested, third-party engineering firm with expertise in mechanical systems to develop design and specifications for the replacement system, as well as assist the Library in bidding the project and providing construction phase services. (Building Technology Consultants Inc. does not work with HVAC systems.) Discussion followed.

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

The Committee deferred further discussion to its next meeting.

9. **Drainage Repairs** (Kendall Excavating & Septic LLC)

Trustee Garrett stated that the purpose of this agenda item was to review the Library's Drainage Repairs project.

Director Scheetz reported that the Drainage Repairs project was completed successfully and, as anticipated, resolved most (but not all) the drainage issues near the Lower Level service entrance.

Moecher expressed her satisfaction with the outcome of the project, which improved the level of safety near the Lower Level service entrance.

10. **Future Agenda Items**

- Capital Asset Study
- Technology Plan

In response to a question from Trustee Smith, discussion followed on the timeline for the updated Technology Plan, which was disrupted by the temporary closure.

The Committee requested the updated Technology Plan by September / October 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)

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

11. **Comments from the Committee**

Trustee Garrett gave kudos to the Library's hardworking employees on the well-organized curbside service, which launched in June.

There were no additional comments from the Committee.

12. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 21 July 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

- b. *Standing Committee on Facilities, Thursday, 6 August 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. ~~*Staff Development Day (4th Friday in August), Friday, 28 August 2020, Library Closed (Scheduled Work Day for All Employees)*~~ — CANCELLED (IN ITS CURRENT, LIVE FORMAT)
- e. *Standing Committee on Facilities, Thursday, 3 September 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- g. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- h. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- i. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- k. *Standing Committee on Facilities, Thursday, 8 October 2020, 7:00 PM (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library*
- l. *Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

13. **Adjournment**

Motion by Trustee Smith to adjourn the special meeting. Seconded by Trustee Garrett. Roll Call: Trustee Garrett, aye; Trustee Smith, aye. The motion carried, 2–0, with one member absent.

Trustee Garrett declared the meeting adjourned at 7:06 p.m.

Respectfully submitted,

George H. Scheetz
Director