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MINUTES

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

Special Meeting

Thursday • 6 August 2020

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 6:34 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: Elizabeth P. Larson 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, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present via Electronic Means: 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. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3–0.

4. **Approve the Minutes:** Special Meeting, Tuesday, 7 July 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 MacKenzie. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3–0.

5. **Chiller System Consulting Services** (Elara Energy Services Inc. doing business as Elara Engineering; Proposal No. 20181)

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for “Chiller System Consulting Services” (Proposal No. 20181) from Elara Engineering / Elara Energy Services Inc.

Director Scheetz noted that this agenda item is based, in part, on the Library’s Master Plan and 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”).

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.

One option is to replace the chiller only; another option is to repair the chiller, which is problematic (as noted in the following description). 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.

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) of the Capital Asset Study is estimated at \$250,000.

Proposals

Director Scheetz reported that the Library received four proposals for consulting services for this project, which he reviewed with Christopher R. Kottra, associate principal, Building Technology Consultants Inc. This selection process was not a competitive bidding process, per se, yet the same general criteria were used to analyze the four proposals.

According to Attorney Roger A. Ritzman:—

In competitive bidding, a threshold analysis is required as to whether bids are “responsive” to the bidding requirements. In essence, before analyzing the amount of the bid and the responsibility of the bidder, we must determine whether a bid is “responsive” to the procedural requirements of the bidding process. If a bid is responsive, we proceed to the next step of evaluating the bid amount and the responsibility of the bidder. If a bid is not responsive, we should not consider the bid, and the amount of the bid and the responsibility of the bidder are irrelevant.

Director Scheetz reported that the apparent lowest-cost proposal from Salas O’Brien Central Inc., of Chicago, Illinois, was rejected as “not responsive” for the reasons noted in his report.

He stated that the second-lowest proposal from Elara Engineering / Elara Energy Services Inc., of Hillside, Illinois, was by far the most thorough proposal, which he recommended for approval. Discussion followed.

The consensus of the Committee supported the proposal from Elara Energy Services Inc. doing business as Elara Engineering.

Motion

Motion by Trustee MacKenzie to recommend that the Board of Library Trustees approve a proposal for “Chiller System Consulting Services” (Proposal No. 20181) from Elara Engineering / Elara Energy Services Inc., of Hillside, Illinois, in the amount of \$24,500 (on a fixed fee basis) for design and specifications, bidding assistance, and construction phase services, including functional testing, plus reimbursable expenses, 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 Regular Agenda.

6. **Future Agenda Items**

- Technology Plan (September 2020)

In response to a question from Trustee Garrett, discussion followed on the Wi-Fi system and its coverage area.

The Committee requested an opportunity to review the updated Technology Plan well in advance of the September meeting.

- Architectural Services (September 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 (Building Technology Consultants Inc.; Project No. 20–553)
- Capital Asset Study
- Technology Advisory Committee
- Proper Storage for Paintings and Other Works of Art when Not on Public Display
- Kane County Bike-Share System (City of Batavia, Illinois) (October / November 2020)

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 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *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)*
- c. ***Standing Committee on Facilities, Thursday, 3 September 2020, 7:00 p.m. (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library***
- d. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- e. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- f. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. ***Standing Committee on Facilities, Thursday, 8 October 2020, 7:00 p.m. (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library***
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

9. **Adjournment**

Motion by Trustee MacKenzie to adjourn the special meeting. Seconded by Trustee Smith. Roll Call: Trustee Garrett, aye; MacKenzie, aye; Trustee Smith, aye. The motion carried, 3–0.

Trustee Garrett declared the meeting adjourned at 6:50 p.m.

Respectfully submitted,

George H. Scheetz
Director