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## MINUTES

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

#### *Special Meeting*

Thursday • 3 September 2020

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Garrett called the meeting of the Standing Committee on Facilities to order at 6:04 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:** Jennifer M. Culotta, Elizabeth P. Larson, and Daniel R. Russo

**Staff Members Present (or Registered) via Electronic Means:** Director George H. Scheetz, Michele M. Domel, Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, T. Ross Valentine, and Joanne C. Zillman

**Visitors Present via Electronic Means:** Tyler Feeney, area vice president, Arthur J. Gallagher & Co. (Rolling Meadows, Illinois) (arrived at 6:47 p.m.); and Anthony LoBello, director of business development, Sheehan Nagle Hartray Architects (Chicago, Illinois)

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, 6 August 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. **Technology Plan for 2020–2023**

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the Technology Plan for 2020–2023.

Director Scheetz noted that Library’s 13th annual Technology Plan was a rolling three-year plan. As stated in the plan, it “will be revised and updated at the end of each calendar year, in advance of the annual budget process.”

Trustee Smith reported on her observations as derived from a detailed review of the Technology Plan with Director Scheetz and T. Ross Valentine, the Library’s Electronic Services Coordinator, including but not limited to the following highlights:—

- High Priority: New Telephone System; Upgraded Security System; Hotspots<sup>1</sup>
- Identify opportunities for professional development (in the Technology Plan) for the Electronic Services Coordinator.<sup>2</sup>
- Explore diversification of computers for patrons—identified in “Future Technology”—and, in particular, add Chromebooks for use by students in Batavia schools.<sup>3</sup>
- The manner in which the temporary closure affected the technology needs of the Library and the Technology Plan.

A lively discussion ensued on a wide range of topics related to Trustee Smith’s observations and the Technology Plan as a whole.

In response to a question from Trustee MacKenzie, discussion followed on Section D3 of the “Policy on Use of Public-Access Computers and Acceptable Use of the Internet” (2017), “Responsibility in Relation to the Internet,” and, in particular, “Service to Minor Children.”

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<sup>1</sup>The Library now owns 22 hotspots, some of which are reserved for internal use (for programs, &c.) and most of which are available to check out.

<sup>2</sup>The Library’s Working Budget includes “Professional Development,” which is available to all employees for conferences and continuing education.

<sup>3</sup>Director Scheetz stated that he would follow up with the School District regarding the question of Chromebooks.

In response to a question from Trustee Garrett, discussion followed on diversification of software for public-access computers.

In response to a question from Trustee Russo, discussion followed on system backups.

The consensus of the Committee supported the Technology Plan and requested a follow-up review in six months.

Trustee Smith commended T. Ross Valentine, the Library's Electronic Services Coordinator, for his work on the Technology Plan.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve the "Technology Plan for 2020–2023," as presented. Seconded by Trustee MacKenzie. Roll Call: Trustee Garrett, aye; Trustee MacKenzie, aye; Trustee Smith, aye. The motion carried, 3–0.

The Committee requested that Director Scheetz place this item on the Regular Agenda.

## 6. **Architectural Services**

Trustee Garrett stated that the purpose of this agenda item was to recommend that the Board of Library Trustees complete the selection process and retain a qualified architect.

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)

Director Scheetz reported that the Library received 11 proposals, an unprecedented and positive response to the request for qualifications.

As noted previously, Attorney Roger A. Ritzman advised that the Library should seek services (at this time) for Phase One only, which allowed 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.

As a reminder, Phase One involves programming / preliminary design, schematic design, project cost estimation, and related additional services.

Director Scheetz then suggested ("reluctantly") that, in the current circumstances (in the Age of COVID-19), it probably was appropriate to consider the two key elements of Phase One individually as opposed to collectively (as originally envisioned).

1. ***Public Areas:*** *Both elements are equally important in the long term, however, the public areas are apt to change (or rather need to change) in unanticipated ways as the result of societal changes triggered by the pandemic. Therefore, it probably is appropriate to defer work on improvements to the Library's public areas to a later date in order to monitor the community's response to a reopened society and a library's role in it,*

*though, Director Scheetz said, “I would argue that the substance (if not the form) of the public library's role will change little.”*

*That said, “Designers say that the COVID-19 pandemic is an opportunity not just to modify libraries but to improve them for future use.” (Source: “Virus-Responsive Design,” by Lara Ewen. *American Libraries*, September / October 2020, pp. 36–40.) Batavia may wish to get an early start—and is well positioned to begin the process.*

2. **Staff Areas:** *Several of the Library’s staff areas are in desperate need of improvement. In some cases, critical space and functionality issues related to staff areas (such as the Circulation Services Workroom and the Adult Services Workroom) were identified over 18 years ago—and possible solutions were identified over 11 years ago. Yet, until the referendum was approved two years ago (in 2018), the Library lacked the resources to make the necessary improvements.*

*We now have the resources to take positive action and not simply push the problem into the future once again.*

*This issue (physical working conditions) is a frustratingly long-term problem that is not related to the pandemic. It is no exaggeration to point out that many employees, especially in Adult Services, are seriously unhappy with their physical working conditions. (For recent evidence, we have the employee satisfaction survey.) We now have an opportunity to demonstrate unequivocally to the Library's employees that we listened to them, we heard their concerns, and we (finally) are doing something about it.*

Director Scheetz then recommended that the Board of Library Trustees complete the selection process and retain a qualified architect.

He observed that the Library could complete the schematic design phase for the staff areas—and even complete the improvements—in the short term, while building relationships with the architect and construction manager. He suggested that such relationships would serve the Library well—indeed, would give the Library a strategic advantage—when the time comes to address improvements to the Library’s public areas.

A lively discussion ensued.

Trustee Garrett stated her preference to defer the selection process (and suspend the project) further in the current circumstances. Trustee Smith expressed her agreement.

Trustee MacKenzie and Trustee Russo expressed their willingness to defer the selection process, especially in light of the possibility of changing architectural practices in the wake of the current circumstances.

In response to a question from Trustee Smith, discussion followed on the out-of-pocket cost of the selection process to the Library.

In response to a question from Trustee Garrett (and echoed by Trustee Smith), discussion followed on the adaptive, temporary reuse of other, public spaces for staff use, including but not limited to study rooms and the café.

The consensus of the Committee was to defer the selection process for six months (to March–April 2021).

7. **Future Agenda Items**

- Annual Schedule of Capital Projects (October 2020)
- Façade Repairs (Building Technology Consultants Inc.; Project No. 20–553) (October 2020)
- Chiller System (Elara Energy Services Inc. d/b/a Elara Engineering; Project No. 20181) (Special Meeting on Thursday, 12 November 2020)
- Walk the Property

Director Scheetz noted that a plan to walk the property during a committee meeting (in the spring or summer) was disrupted by the temporary closure. Discussion followed.

The consensus of the Committee supported the idea, either as part of a regularly scheduled in-person committee meeting or a meeting schedule for that particular purpose.

- 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)

8. **Comments from the Committee**

Director Scheetz noted that four Trustees will be elected to four-year terms, through May 2025, at the Consolidated Election on 6 April 2021. (There are four Trustees up for reelection.)

The Business Office will prepare Election Packets for distribution to prospective candidates by mid-September. (Petitions may not be circulated prior to 22 September 2020 and must be filed with the Library from 14–21 December 2020.)

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 27 September–3 October 2020 — 2020 Theme: Censorship Is a Dead End*
- 154th Anniversary of Library Service in Batavia (October 1866–2020), October 2020*
- {NEW} TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2020 — launched in 2019 to celebrate teens and teen services in libraries*

- 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. **Columbus Day (Observed) (2nd Monday in October), Monday, 12 October 2020, Library Open [F]**
- k. **Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- l. **ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 20–22 October 2020**
- m. **Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 1 November 2020**
- n. **General Election Day (in even-numbered years, the Tuesday after the first Monday in November), Tuesday, 3 November 2020, Library Open [I, as both “General Election Day” (205 ILCS 630/17) and “2020 General Election Day” (Public Act 101–0642; 10 ILCS 5/2B-10; eff. 6/16/20), a new, one-time state holiday]**
- o. **Fall Children’s Book Week (since 2019), Monday–Sunday, 4–10 November 2020 — “A great nation is a reading nation.”—Melcher — 2020 Theme: Read. Dream. Share. [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]**
- p. **Standing Committee on Facilities, Thursday, 5 November 2020, 7:00 p.m.** (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library
- q. **International Games Week, Sunday–Saturday, 8–14 November 2020 — launched in 2008 to focus on the social and recreational side of gaming**
- r. **Veterans Day, Wednesday, 11 November 2020, Library Open [F]**
- s. **Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- t. **Thanksgiving Eve, Wednesday, 25 November 2020, Library Closed at 5:00 p.m.**
- u. **Thanksgiving (4th Thursday in November), Thursday, 26 November 2020, Library Closed [F]**
- v. **Day after Thanksgiving, Friday, 27 November 2020, Library Open**
- w. **Standing Committee on Facilities, Thursday, 3 December 2020, 7:00 p.m.** (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library
- x. **Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- y. **Christmas Eve, Thursday, 24 December 2020, Library Closed**
- z. **Christmas, Friday, 25 December 2020, Library Closed [F]**

10. **Adjournment**

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

Trustee Garrett declared the meeting adjourned at 6:57 p.m.

Respectfully submitted,

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George H. Scheetz  
Director