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MINUTES

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

Special Meeting

Wednesday • 28 July 2021

1. **Dinner for Library Participants** (5:00 p.m.)

2. **Call to Order**

Trustee Deitchman called the meeting of the Standing Committee on Facilities to order at 5:36 p.m. in the Founders Room of the Batavia Public Library.

3. **Call the Roll**

Committee Members Present: Andrew R. Deitchman, Elizabeth P. Larson, and Daniel R. Russo

Committee Members Absent: None

Other Trustees Present: Christy L. Ford (in person) and Marianne E. Fasano (monitored the meeting via electronic means)

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: None

4. **Approve the Agenda**

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

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

5. **Architectural Services (Part 1)**

a. **Interviews**

Trustee Deitchman reminded the Committee of the format; namely, candidates were allowed 30 minutes for an open presentation, followed by 15 minutes for formal interview questions from the Committee.

The Committee reviewed the interview questions, which were assigned to each Trustee present at the meeting.

The consensus of the Committee was that each interview would begin with introductions.

The interviews then followed on schedule:—

5:45 p.m.	—	Engberg Anderson Inc.
6:30 p.m.	—	BREAK / DISCUSSION
6:45 p.m.	—	Wight & Company
7:30 p.m.	—	BREAK / DISCUSSION
7:45 p.m.	—	Sheehan Nagle Hartray Architects
8:30 p.m.	—	END

b. **Next Steps**

Trustee Deitchman led a lively discussion of the candidates.

The consensus of the Committee was to complete all six interviews before narrowing the field and making its decision.

6. **Comments from the Committee**

There were no additional comments from the Committee.

7. **Next Meetings or Events**

- a. *Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*
- c. *Board of Library Trustees (Special Meeting), Tuesday, 24 August 2021, 6:00 p.m., Founders Room [Retreat for Trustee Orientation, Education, and Planning]*
- d. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed (9:00–1:00 p.m.)*
- e. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- f. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- g. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- h. *Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*
- i. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- j. *Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room*
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*

8. **Adjournment**

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

Trustee Deitchman declared the meeting adjourned at 8:44 p.m.

Respectfully submitted,

George H. Scheetz
Director