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MINUTES

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

Special Meeting

Thursday • 29 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 5:33 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 Larson to approve the agenda, as presented. Seconded by Trustee Russo. All: Aye. The motion carried.

5. **Architectural Services (Part 2)**

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.	—	StudioGC Inc.
6:30 p.m.	—	BREAK / DISCUSSION
6:45 p.m.	—	Product Architecture + Design
7:30 p.m.	—	BREAK / DISCUSSION
7:45 p.m.	—	Dewberry Architects Inc.
8:30 p.m.	—	END

b. **Next Steps**

Trustee Deitchman led a lively discussion of the six candidates.

The Committee sorted the field into a “first tier” and a “second tier,” each with three firms. The first tier included Dewberry Architects Inc., Product Architecture + Design, and Sheehan Nagle Hartray Architects. The second tier included Engberg Anderson Inc., StudioGC Inc., and Wight & Company.

The Committee requested Director Scheetz to check references on the three firms in the first tier, as well as to follow up with all six firms on the timeline for the Committee’s decision.

In response to a question from Director Scheetz, discussion followed on possible questions to ask the references.

The consensus of the Committee was to defer its decision to the next meeting, which was scheduled for Thursday, 12 August 2021, at 6:30 p.m.

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 9:17 p.m.

Respectfully submitted,

George H. Scheetz
Director