



www.BataviaPublicLibrary.org

MINUTES

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

Special Meeting

Thursday • 12 August 2021

1. **Call to Order**

Trustee Deitchman called the Standing Committee on Facilities to order at 6:35 p.m. in the Founders Room of the Batavia Public Library.

2. **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, Marianne E. Fasano, and Kathryn L. Hubbard

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kathy A. Moecher (monitored the meeting via electronic means), Stacey L. Peterson, and Joanne C. Zillman (monitored the meeting via electronic means)

Visitors Present: None

3. **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.

4. **Approve the Minutes**

a. Special Meeting, Wednesday, 28 July 2021

b. Special Meeting, Thursday, 29 July 2021

Trustee Deitchman asked whether there were any changes to the minutes, which were considered jointly.

Motion by Trustee Russo to approve both sets of minutes, as presented. Seconded by Trustee Larson. All: Aye. The motion carried.

5. **Architectural Services**

Trustee Deitchman stated that the purpose of this agenda item was to complete the selection process for architectural services and recommend that the Board of Library Trustees approve a proposal for architectural services.

Trustee Deitchman noted that Statements of Qualification and Responses to the Supplementary Questions (collectively “Proposals”) were received from 10 architectural firms. The Selection Committee—which is the Standing Committee on Facilities—conducted six interviews on 28–29 July 2021 and sorted the field into a “first tier” and a “second tier,” each with three firms.

The First Tier

- Dewberry Architects Inc.
- Product LLC doing business as Product Architecture + Design
- Sheehan Nagle Hartray Architects Ltd.

The Second Tier

- Engberg Anderson Inc.
- StudioGC Inc.
- Wight & Company

Director Scheetz presented an overview of Phase One, as described in the request for qualifications, including the Library’s purpose and intent, followed by a summary of findings from a series of reference checks.

- Oswego Public Library District (for Dewberry Architects Inc.)
- Bloomingdale Public Library (for Product LLC)
- Fountaindale Public Library District (Bolingbrook, Illinois) (for Sheehan Nagle Hartray Architects Ltd.)

In brief, the libraries he contacted would all work again with their respective architectural firms. A lively discussion ensued.

Several Trustees visited libraries that had worked with the finalists and described their impressions of the buildings.

- Trustee Russo visited the Thomas Ford Memorial Library (Western Springs, Illinois), which worked with Product LLC.
- Trustee Russo visited the Montgomery Branch Library; the Oswego Public Library District worked with Dewberry Architects Inc.
- Trustee Larson (and Trustee Russo) visited the St. Charles Public Library, which worked with Sheehan Nagle Hartray Architects Ltd.
- Trustee Ford visited the DeKalb Public Library, which worked with Sheehan Nagle Hartray Architects Ltd.

In response to a question from Trustee Larson, discussion followed on whether a small firm (such as Product LLC) had the requisite resources to succeed.

Given its demonstrated success and opportunities to outsource specialized services, the consensus of the Committee did not consider the size of Product LLC as either problematic or detrimental.

In response to a question from Trustee Fasano, a lively discussion ensued on which firm the Trustees thought was best suited to working with the Library.

In response to a straw poll conducted by Trustee Deitchman, the consensus of the Trustees favored Product LLC.

Motion

Motion by Trustee Russo to recommend that the Board of Library Trustees

- accept the proposal from Product LLC, of Chicago, Illinois, doing business as Product Architecture + Design, for Phase One of a project to remodel the Batavia Public Library, as described in a “Request for Qualifications for Architectural Services: Phase One,” and
- authorize the Library Director (in collaboration with the Library’s general counsel) to negotiate an agreement for this purpose.

Seconded by Trustee Larson. All: Aye. The motion carried.

Trustee Deitchman expressed his appreciation for the work that went into the selection process. He said that he was looking forward to the process of creating new and useful spaces for both patrons and employees.

Director Scheetz remarked that selecting an architect to help refresh the Batavia Public Library and chart its future was a noteworthy milestone during its 20th year in “the new building.”

6. **Future Agenda Items**

- Architectural Services (September 2021)
Director Scheetz noted that an updated agreement was requested from Frederick Quinn Corporation / FQC Construction Management, which was selected previously to complete cost-estimation work on the Master Plan.
- Technology Advisory Group (TAG) → Assigned to the Standing Committee on Outreach
- Independent Technology Audit
- Technology Plan
- Walk the Property (June–August 2021)
- Annual Schedule of Capital Projects (July–September 2021)
- Wi-Fi System
- Proper Storage for Paintings and Other Works of Art when Not on Public Display
- Streetscape Project (City of Batavia): Water Street

7. **Comments from the Committee**

Batavia Access Television: Director Scheetz reported Batavia Access Television (BATV) was asked to give up its studio and offices at Batavia High School, effective in mid-2022.

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. **Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- b. **Board of Library Trustees (Special Meeting), Tuesday, 24 August 2021, 6:00 p.m., Founders Room [Retreat for Trustee Orientation, Education, and Planning]**
- c. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed (9:00–1:00 p.m.)*
- d. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- e. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- f. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- g. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- h. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- i. **Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room**
- j. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- k. *Banned Books Week: Celebrating the Freedom to Read (40th Annual Observance, 1982–2021), Sunday–Saturday, 26 September–2 October 2021 — 2021 Theme: Books Unite Us. Censorship Divides Us.*
- l. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- m. *TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2021 — launched in 2019 to celebrate teens and teen services in libraries*
- n. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- o. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- p. **Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- q. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- r. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- s. *Fall Children’s Book Week (since 2019), Monday–Sunday, 8–14 November 2021 — “A great nation is a reading nation.”—Melcher — 2021 Theme: Reading Is a Superpower [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]*
- t. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*

- u. **Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- v. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- w. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- x. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- y. **Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**

9. **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 7:42 p.m.

Respectfully submitted,

George H. Scheetz
Director