



Agenda Item # 4

A M E N D E D

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MINUTES

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

Special Meeting

Thursday • 7 March 2019

1. **Call to Order**

Trustee Smith called the meeting of the Standing Committee on Facilities to order at 6:35 p.m.

2. **Call the Roll**

Committee Members Present: Richard A. Henders and Jo Ann Smith

Committee Members Absent: Katherine A. Garrett

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Kerry K. Halter, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

Motion by Trustee Henders to approve the agenda, as presented. Seconded by Trustee Smith.

All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Tuesday, 18 December 2018

Trustee Smith asked whether there were any changes to the minutes.

Motion by Trustee Henders to approve the minutes of the special meeting, as presented.

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

5. **Capital Asset Plan**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees establish guidelines to update and carry out the Capital Asset Study on a continual basis.

Director Scheetz noted that this agenda item relates to the Director's Annual Goal Plan (2018–2019), Goal E–2: “In collaboration with selected direct reports and the Standing Committee on

Facilities, establish priorities and action plans to implement (and periodically update) the Capital Asset Plan for long-term maintenance and capital improvements.”

Item A: Establish Guidelines

Director Scheetz reiterated the Action Plan for this question:—

Recommend formal policy guidelines to review and update the Capital Asset Plan on a recurring basis to the Standing Committee on Facilities for review (and recommendation to the Board of Library Trustees) on Thursday, 7 March 2019.

Director Scheetz stated the proposed “Policy to Review and Update the Capital Asset Plan”:—

Update the Capital Asset Study during Fiscal Year 2020 and no less than every three years thereafter (Fiscal Year 2023, Fiscal Year 2026, &c.)

Discussion ensued.

In response to a question from Director Scheetz, discussion followed on whether to update the Capital Asset Study every two year or every three years.

The consensus of the Committee was to update the Capital Asset Study every three years.

In response to a suggestion from Trustee Smith, discussion followed on adding a more explicit time element to the policy.

The consensus of the Committee was to begin the triennial process during the 1st quarter (July–September) of the designated fiscal year and complete the process during the 3rd quarter (January–March), as follows:—

Triennial Review

- The Library shall update the Capital Asset Study during Fiscal Year 2020 and no less than every three years thereafter (Fiscal Year 2023, &c.).
- The intent of the Board of Library Trustees is to accept a newly revised Capital Asset Study during the 3rd quarter—that is, by no later than March 31—of the designated fiscal year.
- To that end, the Library Director shall initiate the review process during the 1st quarter of the appropriate fiscal year (Fiscal Year 2020, &c.)

Motion by Trustee Smith to recommend that the Board of Library Trustees approve a triennial review of the Capital Asset Study, as presented. Seconded by Trustee Henders. All: Aye. The motion carried.

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

Item B: Clarify Action Plan

Director Scheetz reiterated the Action Plan for this issue:—

Recommend a schedule of capital projects to the Standing Committee on Facilities for review (and recommendation to the Board of Library Trustees) on an annual basis.”

Director Scheetz stated the proposed “Policy on Capital Projects”:—

Recommend a schedule of capital projects to the Standing Committee on Facilities for review (and recommendation to the Board of Library Trustees) during the 1st Quarter of each fiscal year.

Note: This annual schedule will form the basis of a new “working budget” report for the Board of Library Trustees, focused on the Special Reserve Fund, and will include information on completed projects (date, actual cost, &c.).

Discussion ensued.

The consensus of the Committee supported the proposed policy, as follows:—

Annual Capital Asset Plan / Capital Improvements Plan (CIP)

- The Library Director shall recommend a schedule of capital projects to the Standing Committee on Facilities for review (and recommendation to the Board of Library Trustees) during the 1st quarter—that is, July–August—of each fiscal year.

Motion by Trustee Henders to recommend that the Board of Library Trustees authorize the Library Director to produce and recommend for approval an annual schedule of capital projects (Annual Capital Asset Plan / Capital Improvements Plan), as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

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

6. **RFID: Phase 2** (Bibliotheca LLC)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of a proposal from Bibliotheca LLC, of Norcross, Georgia, for RFID equipment in completion of Phase 2 of Batavia Public Library’s RFID project.

Director Scheetz noted that this agenda item relates to the Strategic Plan (2017–2018), Objective / Project 3 (as “RFID”); the Capital Asset Plan; and the Technology Plan.

Director Scheetz introduced the Library’s RFID Team composed of Stephanie A. DeYoung, Circulation Services Manager, and Kerry K. Halter, Technical Services Manager.

Director Scheetz noted that a nearly final proposal was included in the Committee packet. He provided an updated version of the “Pricing” schedule and described the changes. A lively and wide-ranging discussion ensued, which encompassed the following salient points:—

- Add an extended side shelf (kiosk only) to the Proposed Solution
- Add integrated modules from Comprise Technologies (to allow credit card payments) to the Proposed Solution
- Add one additional RFID workstation to the Proposed Solution

The consensus of the Committee supported adding all three options to the Proposed Solution.

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- Identify additional local expenses (to install electrical and Ethernet cable to new security gates)

The Committee requested an estimate of probable cost for this necessary work.

- Add contactless payment / mobile wallet option to the Proposed Solution
- Add coin / bill payment option (kiosk only) to the Proposed Solution

Director Scheetz noted that pricing information for these add-on payment options was not yet available and research was not yet complete on such options' functionality. The RFID Team identified (thus far) only two libraries that had installed these options; the results—that is, the libraries' experiences with the add-on payment options' functionality—were mixed.

Beyond the important issue of functionality—no service is better than a bad service—perhaps the ultimate question is whether the Library wants to accept all forms of payment in an effort to reduce barriers to customer service and/or as a full-service approach to good customer service.

The consensus of the Committee was to forward the add-on payment options to the Board of Library Trustees on a contingent basis, without recommendation (as Optional Solutions), for further discussion.

In response to a question from Trustee Smith, discussion followed on the functionality of the new security gates.

In response to a question from Trustee Smith, discussion followed on the type of reports generated by the new system.

Motion by Trustee Henders to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Bibliotheca LLC, of Norcross, Georgia, for RFID equipment and related peripherals in completion of Phase 2 of Batavia Public Library's RFID project, contingent upon the resolution of several questions (including a final "Pricing" proposal), as noted herein. Seconded by Trustee Smith. All: Aye. The motion carried.

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

7. **Future Agenda Items**

- Technology Plan for 2019–2022

In response to a question from Trustee Smith, discussion followed on the status of the Technology Plan.

- Estimated Probable Cost of Elements of the Master Plan for Building Improvements / Request for Proposal for Cost-Estimation Services: Annual Goal Plan (2018–2019): Goal E–2

8. **Comments from the Committee**

In response to a series of questions from Trustee Smith, discussion followed on the status of the following projects:—

- RFID: Phase 1 (Bibliotheca LLC)
- Local Area Network (LAN): Network Servers (Webit Services Inc.)
- Elevation Survey: Circle Drive (Building Technology Consultants Inc.)

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Lincoln's Birthday, Tuesday, 12 February 2019, Library Open [I]*
- b. *Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 18 February 2019, Library Open [F]*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 19 February 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. *"Zeitgeist," PechaKucha Night Batavia, Volume 14, Thursday, 21 February 2019, 5:30 p.m., Island View Banquets*
- e. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 4 March 2019, Library Open [I]*
- f. ***Standing Committee on Facilities, Thursday, 7 March 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 10 March 2019*
- h. *Freedom of Information Day, Saturday, 16 March 2018 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- i. *Trivia Bee for Literacy, Saturday, 16 March 2018, 9:00 a.m.–12:00 noon, FONA International Inc.*
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 19 March 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *Consolidated Election, Tuesday, 2 April 2019*
- l. ***Standing Committee on Facilities, Thursday, 4 April 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- n. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- o. *National Library Week (62nd Annual Observance, 1958–2019), Sunday–Saturday, 7–13 April 2019 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2019 Theme: Libraries = Strong Communities*
- p. *National Drop Everything and Read (D.E.A.R.) Day, Friday, 12 April 2019 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to "drop" the "day" and now promote D.E.A.R. as a month-long event in April.]*
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

10. **Adjournment**

Trustee Smith declared the meeting adjourned at 8:05 p.m.

Respectfully submitted,

George H. Scheetz
Director