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MINUTES

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

Special Meeting

Thursday • 4 April 2019

1. **Call to Order**

Trustee Smith called the meeting of the Standing Committee on Facilities to order at 6:36 p.m.

2. **Call the Roll**

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

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Kathy A. Moecher, T. Ross Valentine, 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, Thursday, 7 March 2019

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

Trustee Henders noted an error in Agenda Item # 2, Call the Roll. Trustee Deitchman did not attend the meeting, as noted in the minutes.

Motion by Trustee Henders to approve the minutes of the special meeting, as amended. Seconded by Trustee Smith. All: Aye. The motion carried.

5. **Technology Plan for 2019–2022**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the Technology Plan for 2019–2022.

Director Scheetz presented an overview of the Library's 12th annual Technology Plan, which he noted 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."

A lively discussion ensued on a wide range of topics related to the Technology Plan:—

- Section 2.1, Current Status: Power Backup
- Section 2.2.1.1, Current Status: Hardware: Network: Switches
In response to a question from Trustee Smith, discussion followed on the project (with Webit Services Inc.) to install new switches.
- Section 2.2.3, Current Status: Hardware: Telephony
In response to a question from Trustee Smith, discussion followed on the volume of telephone calls.
- Section 2.2.5.4, Current Status: Hardware: Peripherals: Wall Displays
Trustee Smith suggested incorporating future replacement for the wall displays into the Capital Asset Study.
- Section 2.2.5.5, Current Status: Hardware: Peripherals: Personal Electronic Devices
- Section 2.3.3, Current Status: Software: Standards for Software Replacement/Upgrades
In response to a question from Trustee Garrett, discussion followed on diversification for public-access computers (which relates, as well, to Section 4.8).
In response to a question from Trustee Smith, discussion followed on makerspaces (which relates, as well, to Section 4.6, MakerSpace / Media Lab, and Section 4.7).
- Section 4.7, Future Technology: 3D Printer
- Section 4.8, Future Technology: Diversification of Computers for Patrons

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

Motion by Trustee Henders to recommend that the Board of Library Trustees approve the "Technology Plan for 2019–2022," as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

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

6. **Facilities Services**

Director Scheetz noted that the purpose of this agenda item was to request approval to purchase new furniture for the Facilities Services Manager's office.

At the meeting of the Standing Committee on Services in December 2018, Director Scheetz reported that the permanent position of Facilities Services Manager was offered to the Interim Facilities Services Manager and, further, reported general plans to reorganize the responsibilities of that position.

The manager's current office is a repurposed storage room on the Lower Level; however, work is underway to renovate this room by adding a window in the door [completed]; upgrading the electric and Ethernet service [completed]; and adding fresh carpet [completed], fresh paint

[pending], and improved furniture, such as a workstation similar to those found in other managers' offices. (The office was previously decorated with leftover carpet squares from Youth Services and furnished with mismatched cast-offs from the old library building and the school district.)

A proposal was received from Interiors for Business Inc., of Batavia, Illinois, to purchase new furniture for the manager's office, as follows:—

Sourcewell (formerly NJPA) Contract Pricing

After nearly two years of research and planning, National Joint Powers Alliance (NJPA) became Sourcewell on 6 June 2018.

Material (Steelcase).....	\$ 4,685.83	Price Increase on 12 April 2019
Freight.....	46.59	
Labor to Receive, Deliver, and Install.....	1,024.65	
Total Cost	\$ 5,757.07	

Authority to Spend

Director Scheetz observed that this purchase is not a customary budgeted expenditure, per se, and may possibly exceed the Library Director's authority to spend, though it would fall within "appropriated fund limits and established expenditure codes" as described in the "Policy on Purchasing and Authority to Spend":—

Authority to Spend (Purchases in Excess of \$5,000, but Less than \$20,000)

- The Library Director is authorized to pay without further approval of the Library Board all budgeted expenditures (invoices, warrants, vouchers, and personnel expenses) customarily incurred within appropriated fund limits and established expenditure codes.

In the hope of avoiding an approximate 3½–4% increase in cost (due to a scheduled Steelcase price increase), and in the absence of a Board meeting prior to the Steelcase price increase, Director Scheetz requested special dispensation by the Standing Committee on Facilities to purchase new furniture for the Facilities Services Manager's office, as described herein.

A lively discussion ensued, which encompassed the proposal, sources of funds (Special Reserve Fund) and interpretations of the "Policy on Purchasing and Authority to Spend."

The consensus of the Committee was that Director Scheetz had "authority to spend" in this instance. Further, the Committee would take responsibility for this interpretation of policy by authorizing Director Scheetz to execute the proposal.

Motion by Trustee Garrett to authorize Director Scheetz to execute a proposal from Interiors for Business Inc., of Batavia, Illinois, for new furniture for the Facilities Services Manager's office, in the amount of \$5,757.07, as presented. Seconded by Trustee Henders. All: Aye. The motion carried.

The consensus of the Committee was that no further action was needed by the Board of Library Trustees.

7. **Parking Lot Rehabilitation: Elevation Survey** (Building Technology Consultants Inc.)

Trustee Smith noted that the purpose of this agenda item was to review a report from Building Technology Consultants Inc. ("BTC"), which was included in the Committee packet.

Director Scheetz expressed his dismay upon learning that the cause of the drainage issue was over 17 years old, the result of a contractor's error that was not detected at the time of construction, and evidently without significant consequences until the completion of the recent asphalt work as part of the Parking Lot Rehabilitation project. Discussion followed.

Director Scheetz identified five possible options vis-à-vis the drainage issue, including three that were identified in the report:—

- (a) Install a low-profile, surface-mounted speed bump to divert water away from the entrance — NOT RECOMMENDED BY STAFF
- (b) Install an underground stormwater storage tank; two possible tank sizes — NOT RECOMMENDED BY STAFF
- (c) Install curb inlets and/or trench drains; connect drain lines to the existing storm sewer — FURTHER CONFIRMATION NEEDED TO DETERMINE VIABILITY OF EXISTING STORM SEWER LINE; BEST OPTION (PER REPORT) IF VIABLE; MOST EXPENSIVE OPTION (PER REPORT)
- (d) [NEW] Replace the concrete curb around the center of the circle drive to the original specifications — NO DOUBT THE MOST EXPENSIVE OPTION; IF (c) IS NOT VIABLE, THEN PERHAPS (d) IS THE ONLY EFFECTIVE OPTION
- (e) [NEW] Defer remediation (or simply maintain status quo) indefinitely

Director Scheetz noted that Options (b), (c), and (d) would disrupt service to the drive-up book return and employee / delivery entrance.

He recommended that BTC further investigate Options (c) and (d); that is, determine viability, get estimates of probable cost, &c.—and incorporate preferred option(s) into the updated Capital Asset Study.

As a first step in support of that recommendation, Trustee Smith observed that BTC stated (in its report):—

Before implementing any of the above repair options, we recommend that BTC perform a site visit during a lengthy rain event to observe the behavior of the ponding water. In doing so, we will be able to monitor the depth of the water to help evaluate drainage characteristics, and to provide further recommendations regarding which option(s) to select.

Discussion followed.

The consensus of the Committee was to authorize BTC to perform a site visit, pursuant to its recommendation.

8. **Future Agenda Items**

- 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 (May–June 2019)
- Annual Schedule of Capital Projects (1st Quarter 2019)
- Triennial Update of Capital Asset Study (1st Quarter 2019)

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- b. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- c. *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*
- d. *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.]*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *Good Friday, Friday, 19 April 2019, Library Open [I]*
- g. *Easter, Sunday, 21 April 2019, Library Closed*
- h. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Tuesday, 30 April 2019 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- i. *Children’s Book Week (101st Annual Observance), Monday–Sunday, 29 April–5 May 2019 — “A great nation is a reading nation.”—Melcher [Note: Now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- j. ***Standing Committee on Facilities, Thursday, 9 May 2019, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 21 May 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

11. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 7:48 p.m.

Respectfully submitted,

George H. Scheetz
Director