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MINUTES

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

Special Meeting

Friday • 12 February 2010

1. **Call to Order**

In the absence of Trustee Skahan, Trustee Von Lunen was in the chair.

Trustee Von Lunen called the meeting to order at 6:33 a.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: James F. Trefil and J. Thomas Von Lunen

Committee Members Absent: Edward F. Skahan

Other Trustees Present: Randall E. Gibson

Staff Members Present: Director George H. Scheetz, Jeffrey E. Chaney, and James J. Klyczek

Visitors Present: None

3. **Approve the Agenda**

Trustee Von Lunen asked whether there were any changes to the agenda.

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

4. **Technology Plan for 2010–2013**

Director Scheetz reported that the Technology Plan was included in the Committee packet, and observed that this was the Library's fourth annual Technology Plan.

In response to a question from Trustee Gibson, discussion followed on the changes from the previous Technology Plan.

Director Scheetz noted that the Library must submit a Technology Plan as one of the Per Capita Grant requirements for 2010–2011. Two sections were added to the Technology Plan in order to comply with this requirement: Section 1.4 (Professional Development) and Appendix B (Policy on Acceptable Use of the Internet).

James J. Klyczek, the Library's Digital Services / Information Technology Coordinator, reported that, in addition to the changes made to accommodate the Per Capita Grant application, the new plan includes the following items (please refer to the plan for detailed information):

- Section 2.6.1, Network Copiers
- Section 2.7, Telephone System
- 2.10.2, Self-Check Machines—a team is evaluating new self-check machines in relation to improved ease of use, , as well as issues related to DVD security
- Section 2.11.1, Room Reserve and Events Calendar
- Section 2.11.2, PC Reservation
- Section 4, Future Technology—includes several new items
- Appendix A, Detailed Schedule of Workstation Replacement—fewer computer workstations will be purchased over the next two years than originally planned for budgetary reasons

In response to a question from Trustee Von Lunen, discussion followed on the automated attendant.

In response to a question from Trustee Trefil, discussion followed on the “Policy on Acceptable Use of the Internet” and, in particular, the use of filters.

In response to a question from Trustee Von Lunen, discussion followed on the consequences of failure to comply with the provisions of the policy. Director Scheetz noted that the consequences were spelled out in the policy itself, as follows:

Failure or refusal to comply with the provisions and requirements of this policy will result in disciplinary action up to and including the loss of Internet or Library privileges, or other consequences as defined in the latest version of the “Policy on Conduct.”

Discussion followed on the “Policy on Conduct” and how it was enforced.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve the “Technology Plan for 2010–2013,” as presented. Seconded by Trustee Gibson. All: Aye. The motion carried.

5. **Capital Improvements Plan**

Director Scheetz reported that the Standing Committee on Finance discussed the source of funds for capital improvements at its January meeting. In summary:

- In addition to simply using the balances in the Special Reserve Fund and perhaps the Building Equipment & Maintenance Fund, the Library could leverage its reserves in several different ways, including taking out a mortgage on the current building or issuing general obligation debt certificates.
- However, the repayment of such instruments would require greater cash flow than the Library can generate at the present time.
- Finally, notwithstanding the current economic situation, the Library probably could take on several smaller projects as identified in the Master Plan.

Director Scheetz reported that he had informed the Standing Committee on Finance (in January) that the Standing Committee on Facilities would discuss possible projects to include in the Capital Improvements Plan (CIP) for 2010–2011, with a particular focus on Master Plan initiatives, including the projects under discussion at this meeting; to wit:—

- Security system, including access control, intrusion detection, and surveillance (Phase 3–B–7)
- Small study (tutor) rooms and related projects (Phase 1–B)
- Technical Services workroom and related projects (Phase 1–C)

Director Scheetz noted that the projects were listed in order of priority as determined by the Library Director in consultation with other managers. He noted that demand for service (as reported by Stacey L. Cisneros, head, Adult Services) made the expansion of the small study rooms a particularly timely project.

At Trustee Gibson’s suggestion, the Committee took a recess to inspect the small study rooms.

After the Committee reconvened, Trustee Gibson noted that a security system was removed from the original plans for the current facility due to budget constraints.

Discussion followed on the three recommended projects and, in particular, the higher cost of professional services for smaller projects.

Discussion followed on the recommended process, which entailed the following steps:

- Approval by the Board of Library Trustees to proceed with preliminary / schematic design and specifications, and cost estimation services
- Retain professional services (Woollen, Molzan and Partners, Inc., Architecture for Phase 1–B and/or Phase 1–C; KJWW Engineering Consultants P.C. for Phase 3–B–7)
- Review; develop CIP budget
- Approval by the Board of Library Trustees

In response to a question from Trustee Von Lunen, discussion followed on the shelled space. Director Scheetz noted that Library employees were very interested in the proposed improvements for Circulation Services and Adult Services, which require the build-out of the shelled space, in order to allow Administration Services to move to the Lower Level.

Director Scheetz reported that he recently presented the Master Plan to the Board of Directors of the Friends of the Batavia Public Library.

Discussion followed on the improvement of existing conditions identified in the Master Plan, including the time frame for major capital projects such as a new roof.

The consensus of the Committee supported moving ahead with the security system, but not the other two projects.

Motion by Trustee Trefil to recommend that the Board of Library Trustees retain KJWW Engineering Consultants P.C., of Naperville, Illinois, to develop specifications and cost estimates for a security system for the Batavia Public Library (proposed cost pending). Seconded by Trustee Gibson. All: Aye. The motion carried.

6. **Regular Meeting Schedule**

Director Scheetz noted that Trustee Trefil requested that the Committee review its regular meeting schedule. Discussion followed.

The consensus of the Committee was to conduct regularly scheduled meetings on the first Tuesday of the month (as needed) at 8:00 p.m.

Director Scheetz noted that the Standing Committees on Services and Finance currently meet on the first Tuesday of the month (as needed) at 6:00 p.m. and 7:00 p.m., respectively.

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. ***Next Meetings or Events:***

a. *Lincoln's Birthday, Friday, 12 February 2010, Library Open*

b. *Washington's Birthday (Observed) (3rd Monday in February)—official name (5 U.S. Code 6103); also known as Presidents Day, Monday, 15 February 2010, Library Open*

c. *Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

~~Standing Committee on Facilities—No Meeting in March~~

d. ***Standing Committee on Facilities, Tuesday, 2 March 2010, 8:00 p.m.***

e. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2010*

f. *Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

9. **Adjournment**

Trustee Von Lunen declared the meeting adjourned at 7:36 a.m.

Respectfully submitted,

George H. Scheetz
Director