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## MINUTES

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

#### *Special Meeting*

Tuesday • 2 March 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 8:01 p.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, Stacey L. Cisneros, 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 Trefil to approve the agenda, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Friday, 12 February 2010

Trustee Von Lunen asked whether there were any changes to the minutes, a copy of which was included in the Committee packet.

Motion by Trustee Trefil to approve the minutes of the special meeting, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

5. **Capital Improvements Plan for 2010–2011:**

a. **Security System**

Director Scheetz noted that this project was referred back to the Committee by the Board of Library Trustees pending receipt of a formal proposal. He distributed copies of a proposal for engineering services from KJWW Engineering Consultants PC, of Naperville, Illinois, for an appropriate security system for the Library (Master Plan: Phase 3–B–7).

In response to a comment by Director Scheetz, discussion followed on the value of an integrated security system, as proposed, versus separate, stand-alone components.

The “Proposal for Engineering Services” identified services in four distinct phases, to be provided for a fixed fee of \$9,900.00, broken down as follows:

- Pre-Design Phase
- Design Phase
- Bidding Phase
- Construction Phase

Director Scheetz noted that the proposal did not provide a cost breakdown for each phase, which he will request from KJWW Engineering Consultants. He recommended moving forward with the Pre-Design Phase only, at this time, in order to make an educated decision on which components to design and construct. Discussion followed.

The consensus of the Committee supported the Library Director’s recommendation.

Motion by Trustee Trefil to recommend that the Board of Library Trustees retain KJWW Engineering Consultants PC, of Naperville, Illinois, to develop specifications and cost estimates for a security system for the Batavia Public Library (Pre-Design Phase only), subject to receipt of a cost breakdown, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

b. **Master Plan: Phase 1–B**

Director Scheetz reported that, in response to a plea from Adult Services, he has submitted a request to reconsider a proposal for design, specification, and cost estimation services for Phase 1–B of the Master Plan, which includes the following projects:

- Add new wall in Lobby, in front of the sliding doors, with recessed display areas (literature racks, bulletin boards, etc.)
- Revise new book display area near Check Out Desk, as well as Friends Book Sale area
- Expand small study rooms

Stacey L. Cisneros, head, Adult Services, summarized her report on the urgent need for more small study rooms, which was included in the Committee packet. Discussion followed.

Director Scheetz noted that all three projects in Phase 1–B were recommended for consideration in order to take advantage of the economy of scale. Discussion followed.

Director Scheetz reported the estimated construction cost of Phase 1–B was calculated informally at ≈\$50,000 by Woollen, Molzan and Partners, Inc., Architecture. Professional services, including design, specification, and cost estimation services, would be \$7,500.00— or 15% of a \$50,000 construction cost—plus reimbursable expenses. Discussion followed.

Director Scheetz recommended moving forward with the schematic design phase only, at this time, after which the project would be reviewed by the Committee for further action. Discussion followed.

The consensus of the Committee supported the Library Director’s recommendation.

Motion by Trustee Trefil to recommend that the Board of Library Trustees retain Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, for professional services, including design, specification, and cost estimation services, for Phase 1–B of the Master Plan, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

Director Scheetz reported that he would follow up with Architect Michael E. Brannan to gather more detail on the scope of professional services.

6. **Comments from the Committee**

There were no additional comments from the Committee.

7. ***Next Meetings or Events:***

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2010*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *PLA 13th National Conference (Portland), Tuesday–Saturday, 23–27 March 2010*
- d. *Good Friday, Friday, 2 April 2010, Library Open; City Closed (“Spring Holiday”)*
- e. *Easter, Sunday, 4 April 2010, Library Closed*
- f. *128th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2010), Sunday, 4 April 2010*
- g. *National Library Week (53rd Annual Observance), Sunday–Saturday, 4–10 April 2010 — to celebrate libraries and librarians and the pleasures and importance of reading, and to invite library use and support — 2010 Theme: Communities thrive @ your library®*
- h. *129th Anniversary of the Batavia Public Library (5 April 1881–2010), Monday, 5 April 2010*
- i. ***Standing Committee on Facilities, Tuesday, 6 April 2010, 8:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

8. **Adjournment**

Motion by Trustee Trefil to adjourn the special meeting. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

Trustee Von Lunen declared the meeting adjourned at 8:50 a.m.

Respectfully submitted,

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George H. Scheetz  
Director