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## MINUTES

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

#### *Special Meeting*

Tuesday • 6 April 2010

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:02 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Randall E. Gibson, Maureen A. Jakubowski, and Douglas S. Sullivan

**Committee Members Absent:** None

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz and Joanne C. Zillman

**Visitors Present:** Karen LaBarbera and Barbara Palmer, members, Board of Directors, Friends of the Batavia Public Library

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 2 March 2010

Trustee Gibson asked whether there were any changes to the minutes of the special meeting, copies of which were included in the Committee packet.

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

5. **Job Description: Administrative Secretary**

Director Scheetz presented an overview of a new job description for “Library Administrative Secretary,” which supersedes the job description for “Office Manager.” Discussion followed.

Director Scheetz noted that the purpose of this job description was to update (and supersede) the existing job description for “Office Manager” and change the position title to “Library Administrative Secretary,” which more accurately describes the work.

Trustee Sullivan commented that the job description was thorough.

Motion by Trustee Jakubowski to recommend that the Board of Library Trustees approve the job description for “Library Administrative Secretary,” as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this project on the consent agenda.

6. **Compressor / Air-Cooled Chiller** (Standing Committee on Facilities)

Director Scheetz noted that this proposal was not reviewed by the Standing Committee on Facilities (due to a lack of a quorum), but rather was presented to the Standing Committee on Services, due to the emergency nature of the project.

Director Scheetz presented proposals to replace a failed compressor / air-cooled chiller from International Piping Systems (IPS), Inc., of Schaumburg, Illinois, and Trane USA, Inc., of Willowbrook, Illinois.

He recommended entering into an agreement with International Piping Systems (IPS), Inc., of Schaumburg, Illinois, as “the lowest responsible bidder,” to replace a failed compressor / air-cooled chiller, at a cost of \$22,689.00—or \$18,689.00 for the new unit, plus \$4,000.00 for an optional, five-year extended warranty (parts only). Discussion followed.

Director Scheetz reported that, according to Attorney Roger A. Ritzman, this project may be construed as exempt (as an emergency project) from the requirements of 75 ILCS 16 / 4–45, which requires projects, when the cost is in excess of \$20,000.00 to be bid competitively. Discussion followed.

The consensus of the Committee supported awarding the contract to International Piping Systems, Inc., but without the optional extended warranty, in the amount of \$18,689.00.

Director Scheetz noted that, in order to alleviate (in part) the noise generated by the chillers, the units were surrounded (in 2002) by a sound wall. He reported that the estimated cost to remove and reinstall the enclosure by Industrial Noise Control, Inc., of North Aurora, Illinois (\$2,500.00) was not included in the above proposals. Discussion followed.

Motion by Trustee Gibson to recommend that the Board of Library Trustees approve a contract with International Piping Systems (IPS), Inc., of Schaumburg, Illinois, to install a replacement compressor / air-cooled chiller unit at the Batavia Public Library, at a cost of \$18,689.00; and to approve a contract with Industrial Noise Control, Inc., of North Aurora, Illinois, to remove and reinstall the sound enclosure for the compressor / air-cooled chiller units, at an estimated cost of \$2,500.00; for a total project cost of approximately \$21,189.00, as presented.

The Committee requested Director Scheetz to include this project on the regular agenda.

7. **Book Sale / Shelled Space** (Friends of the Batavia Public Library)

Director Scheetz noted that a proposal from the Friends of the Batavia Public Library (and a report from the Library Director) regarding the book sale and use of the shelled space was included in the Committee packet.

Director Scheetz presented an overview of his report, in which he reported on various issues raised by the Fire Marshal, as well as issues related to the future use of the shelled space (as envisioned in the Master Plan). Discussion followed.

Director Scheetz reported that the following significant comments (paraphrased) were made by the Fire Marshal:

- The remoteness of the shelled space (from the public space) is a problem. That is, one must travel through either the Program Room (three doors) or the Youth Services Workroom (two doors) to enter the shelled space.
- The shelled space is “not a good location” for public events such as book sales.

Per the Fire Marshal, in order to even begin to consider the use of the shelled space for public events such as book sales, the following physical changes are required in order to comply with the Fire Code:

- **Door Swings:** All doors to the Youth Services Workroom, the Program Room, and the shelled space must swing outwards
- **Emergency Lights:** Egress from the shelled space through the Youth Services Workroom and/or the Program Room must be marked with exit signs and emergency lights—*Note: There currently are exit signs in the shelled space, but not the areas between the shelled space and the public space.*
- **Additional Door:** An additional door must be added to the east wall of the shelled space in order to connect it directly with the public space.

In short, the shelled space was designed as a non-public space and not intended for public events such as book sales.

In response to a question from Trustee Sullivan, discussion followed on the consequences implicit in the Fire Marshal’s comments.

Trustee Gibson left the meeting at 6:17 p.m.

Trustee Gibson returned to the meeting at 6:22 p.m.

Barbara Palmer, a Friends Board member, presented additional background information on the proposal, which was inspired by the manner in which book sales were organized at the Glen Ellyn Public Library. Discussion followed.

Trustee Gibson expressed support for working with the Friends Board, as well as concern over the basic life safety issues involved in the proposal. Discussion followed.

Director Scheetz suggested that it was possible to increase the size of the space assigned to the Friends Board in the Master Plan by extending the proposed area to the outside wall (to the west). Discussion followed.

Palmer was opposed to the shape of the proposed space in the Master Plan, which she called a “bowling alley.” Trustee Gibson suggested that there was flexibility in the Master Plan.

Trustee Gibson reported that the Committee would discuss the proposal with the Board of Library Trustees in April and then continue its (the Committee’s) discussion in May.

LaBarbera and Palmer left the meeting at 6:30 p.m.

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Good Friday, Friday, 2 April 2010, Library Open; City Closed (“Spring Holiday”)*
- b. *Easter, Sunday, 4 April 2010, Library Closed*
- c. *128th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2010), Sunday, 4 April 2010*
- d. *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®*
- e. *129th Anniversary of the Batavia Public Library (5 April 1881–2010), Monday, 5 April 2010*
- f. *Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- g. ***Standing Committee on Services, Tuesday, 4 May 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 18 May 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

10. **Adjournment**

Motion by Trustee Jakubowski to adjourn the meeting. Seconded by Trustee Sullivan. All: Aye. The motion carried.

Trustee Gibson declared the meeting adjourned at 6:40 p.m.

Respectfully submitted,

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George H. Scheetz  
Director