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MINUTES

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

Special Meeting

Tuesday • 3 August 2010

1. **Call to Order**

Trustee Von Lunen called the meeting to order at 7:12 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, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

Trustee Von Lunen declared the agenda approved, as presented.

4. **Approve the Minutes:** Special Meeting, Tuesday, 2 March 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. **Master Plan: Phase 1–B**

Director Scheetz noted that the purpose of his report, which was included in the Committee packet, was to recommend approval of the design and revised cost estimate for a Capital Improvements Plan project related to Phase 1–B of the Master Plan for the Batavia Public

Library, and approval to complete the construction documents and let the bids 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

Trustee Von Lunen expressed his comfort with the estimated project cost (\$61,750) and support for the project. Discussion followed.

In response to a question from Trustee Von Lunen, discussion followed on the stained glass.

In response to a series of questions, discussion followed on various elements of the proposed project, including (but not limited to) the functionality of the new bulletin board and literature rack areas in the Lobby, the book sale area, and configuration of the study rooms.

In response to a question from Trustee Trefil, discussion followed on the purpose of the new book displays near the Check Out Desk.

Director Scheetz reported that a portion of the project cost will be offset by a \$20,000 grant, pending final approval from the State of Illinois. Discussion followed.

The consensus of the Committee supported the project.

Motion by Trustee Von Lunen to recommend that the Board of Library Trustees (1) approve the design and revised cost estimate for a Capital Improvements Plan project related to Phase 1–B of the Master Plan for the Batavia Public Library, as presented; and (2) authorize Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, to complete the construction documents and related services for Phase 1–B of the Master Plan; and (3) authorize the Library Director to let the bids for Phase 1–B of the Master Plan, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

b. **Security System (Master Plan: Phase 3–B–7)**

Director Scheetz reported that a proposal is tentatively scheduled for Committee review in September.

In response to a comment by Trustee Von Lunen, discussion followed on whether the Committee would have a quorum for its next meeting on Tuesday, 7 September 2010.

c. **Master Plan: Phase 2–C**

Director Scheetz reported that a proposal is tentatively scheduled for Committee review in October.

In response to a question from Trustee Von Lunen, discussion followed on the Friends of the Batavia Public Library and the proposed Book Sale Area included in Phase 2–C.

6. **Comments from the Committee**

In response to a question from Trustee Von Lunen, discussion followed on “Library Links! Miniature Golf in the Library,” sponsored by the Batavia Public Library Foundation, which is tentatively scheduled for Sunday, 24 October 2010.

7. **Next Meetings or Events**

The consensus of the Committee was to cancel the next meeting, scheduled for Tuesday, 7 September 2010, because of the anticipated lack of a quorum.

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Staff Development Day (4th Friday in August), Friday, 27 August 2010, Library Closed (Scheduled Work Day for All Employees)*
- c. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. **~~Standing Committee on Facilities, Tuesday, 7 September 2010, 8:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library~~**
- e. *Sunday before Labor Day, Sunday, 5 September 2010, Library Closed*
- f. *Labor Day (1st Monday in September), Monday, 6 September 2010, Library Closed*
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 12 September 2010*
- h. *Regular Meeting, Tuesday, 21 September 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

8. **Adjournment**

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

Respectfully submitted,

George H. Scheetz
Director