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MINUTES

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

Special Meeting

Wednesday • 13 October 2010

1. **Call to Order**

Trustee Von Lunen called the meeting to order at 6:17 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: None

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

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, Tuesday, 3 August 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. **Snow Removal Services**

Director Scheetz reported that Facilities Services solicited several quotations for snow removal services for the 2010–2011 season, which were evaluated by Director Scheetz, Jeffrey E. Chaney, head, Facilities Services, and Joy K. Ganster, business manager, based on several snowfall scenarios.

Director Scheetz reported that proposals were received from three area contractors, including a former provider (2008–2009), Safeguard Sealcoating, of Batavia, Illinois; the current provider (2009–2010), Thornapple Landscape Maintenance, Inc., of Geneva, Illinois; and Tovar Snow Professionals (TSP), of Elgin, Illinois.

The rates for Tovar Snow Professionals were not competitive overall with the other two proposals, which were presented as a side-by-side comparison in chart form. In each scenario, the rates from Safeguard Sealcoating Inc. resulted in a lower overall cost per occurrence.

For reasons of price and past service record, Director Scheetz recommended the proposal from Safeguard Sealcoating Inc., of Batavia, Illinois. Discussion followed.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve a proposal from Safeguard Sealcoating Inc., of Batavia, Illinois, for snow removal services for the 2010–2011 season, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

The consensus of the Committee was that this item should appear on the Consent Agenda.

6. **Capital Improvements Plan for 2010–2011**

a. **Master Plan: Phase 2–C (in part)**

Director Scheetz stated that the purpose of this report was to recommend approval of the design and revised cost estimate for a Capital Improvements Plan project related to Phase 2–C (in part) of the Master Plan for the Batavia Public Library, and approval to complete the construction documents for and let the bids for Phase 2–C of the Master Plan.

Director Scheetz presented an overview of the project, which includes the following components related to the use and reconfiguration of the shelled space on the Lower Level of the Library:

- Revise the Youth Services Workroom
- Provide a dedicated space for the Friends Board to sort books and conduct book sales
- Provide a dedicated space for Library storage
- Provide a shelled space as the future location of Administration Services

Motion by Trustee Trefil 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 2–C (in part) 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 2–C (in part) of the Master Plan; and (3) authorize the Library Director to let the bids for Phase 2–C (in part) of the Master Plan. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

The consensus of the Committee was that this item should appear on the Regular Agenda.

b. **Master Plan: Phase 1–B**

Director Scheetz reported that the bid packet for this project is scheduled for release in early October 2010.

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

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

7. **Maintenance, Repairs, and Alterations of Library Building and Equipment**

a. **Outdoor Column Lighting Fixture**

Director Scheetz presented a proposal to install an outdoor lighting fixture on the column at the base of the stairway from the lower parking lot to the main entrance. He reported that the purpose of the project was twofold, to provide additional light at the base of the exterior stairway and to install a fixture in keeping with the overall décor and style of the Library.

This fixture was identified in the original building plans but not installed.

In response to a comment by Trustee Von Lunen, discussion followed on a cost-benefit analysis of the proposed fixture.

Following a brief recess to inspect the location of the proposed fixture, discussion followed.

The consensus of the Committee was to table the project as proposed. In addition, the Committee suggested that Director Scheetz explore other options to provide additional light at the base of the exterior stairway.

b. **Automatic Pedestrian Door Equipment**

Director Scheetz reported that the existing outer main entry door system was beginning to fail; that is, the aluminum track was beginning to disintegrate. He reported that, unfortunately, the original manufacturer (Door-o-Matic) was no longer in business and, in the absence of replacement parts, there was a need to replace the entire door system.

Director Scheetz reported that Facilities Services solicited several quotations to repair or replace this door system. Proposals were received from Tee Jay Service Company Inc.—which represents and is a sole supplier of doors by Horton Automatics Ltd.—and Midwest Automatic Door (MAD)—which represents Gyro Tech / Nabco Entrances, and can service Horton doors.

Director Scheetz noted that he addressed two key issues in the process of evaluating the proposal, as follows:

- The Library has five sets of automatic doors, two of which are by Door-o-Matic and three of which are by Horton. Should the Library have three different styles of doors in the building—or two?
- Service Calls: Tee Jay is located in Batavia; MAD is located in Lake in the Hills and charges 45 minutes travel time for service calls at \$85 per hour.

Director Scheetz recommend that the proposal from Tee Jay Service Company Inc. in order to have only two styles of doors, which would simplify ongoing service, and location of company (in Batavia), which would improve response time (and lower cost) on service calls. Discussion followed.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve a proposal from Tee Jay Service Company Inc., of Batavia, Illinois, to replace the outer main entry door system with one by Horton Automatics Ltd., in the amount of \$9,989.00, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

The consensus of the Committee was that this item should appear on the Regular Agenda.

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 17–23 October 2010 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2010 Theme: Books with Beat @ your library®*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*
- d. ***Standing Committee on Facilities, Tuesday, 2 November 2010, 8:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- e. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2010*
- f. *Veterans Day, Thursday, 11 November 2010, Library Open*
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Thanksgiving Eve, Wednesday, 24 November 2010, Library Closed at 5:00 p.m.*
- i. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2010, Library Closed*
- j. *Day after Thanksgiving, Friday, 26 November 2010, Library Open*

10. **Adjournment**

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

Motion Trustee Von Lunen declared the meeting adjourned at 7:02 p.m.

Respectfully submitted,

George H. Scheetz
Director