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## MINUTES

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

#### *Special Meeting*

Tuesday • 2 November 2010

1. **Call to Order**

Trustee Von Lunen called the meeting to order at 7:05 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, 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, Wednesday, 13 October 2010

At the request of Director Scheetz, this agenda item was deferred to the next meeting.

5. **Capital Improvements Plan for 2010–2011: Security System (Master Plan: Phase 3–B–7)**

Director Scheetz stated that the purpose of this report was to recommend approval of the second phase (Design Phase) of a project related to a security system for the Batavia Public Library.

Director Scheetz reported that the Design Phase includes the following scope of services:

- Design technology systems, including data system and security system
  - Data
    - (1) EIA/TIA-compliant, premise-structured cabling system to support IP-based security devices
    - (2) Telecommunications cross-connect room layout, including cabling and equipment racks, copper termination equipment, and cable management
  - Security
    - (1) Intrusion-detection system: Control-panel based system using motion detectors, door contact switches, and keypads
    - (2) Access-control system: Standalone, PC-based system, including workstation, card readers, door-status switches, and exit devices
    - (3) CCTV system: Security-camera system with centralized, on-site digital video recording
- Prepare applicable technology specifications
- Prepare contract documents that are suitable for pricing and construction purposes
- Review documents at 100% with the Library; the components selected shall be approved by the Board of Library Trustees prior to commencing the next phase of the project

In response to a comment by Trustee Von Lunen, discussion followed on security systems at the Messenger Public Library of North Aurora, Illinois, and the Gail Borden Public Library District, Elgin, Illinois.

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 (Design Phase), at a cost of \$3,700.00, 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.

6. **A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property**

Director Scheetz presented an inventory of furniture, furnishings, equipment, and supplies and recommended that such “Inventory of Surplus Property” be declared no longer necessary or useful for library purposes and that the Library Director be authorized to sell or otherwise dispose of said surplus property in an appropriate manner. Discussion followed.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve “A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property,” 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.

7. **End Panels: Display Shelves**

Director Scheetz reported that a patron, Yvonne Autenrieth, called the Library Director to register a complaint about the display shelves on the end panels in the Library.

She reported that, on Thursday, October 7, she walked into one of the display shelves (as she was searching for a book in the stacks) and suffered a sharp pain and (subsequently) a substantial bruise on her arm, about 3–4 inches above her elbow. She now considers the display shelves a hazard and would like the Library to modify or remove them.

Following a brief recess to inspect the display shelves in question, discussion followed.

The consensus of the Committee was that the display shelves were not a hazard, and not to change them.

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*
- b. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2010*
- c. *Veterans Day, Thursday, 11 November 2010, Library Open*
- d. *Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- e. *Thanksgiving Eve, Wednesday, 24 November 2010, Library Closed at 5:00 p.m.*
- f. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2010, Library Closed*
- g. *Day after Thanksgiving, Friday, 26 November 2010, Library Open*
- h. ~~*Standing Committee on Facilities, Tuesday, 7 December 2010, 8:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — No Meeting*~~
- i. ~~*Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — No Meeting*~~
- j. *Observance of Christmas Eve, Thursday, 23 December 2010, Library Open*
- k. *Christmas Eve (Observance of Christmas), Friday, 24 December 2010, Library Closed*
- l. *Christmas, Saturday, 25 December 2010, Library Closed*
- m. *Sunday after Christmas, Sunday, 26 December 2010, Library Closed*
- n. *Observance of Christmas (City of Batavia), Monday, 27 December 2010, Library Open*
- o. *Observance of New Year's Eve, Thursday, 30 December 2010, Library Open*
- p. *New Year's Eve (Observance of New Year's Day), Friday, 31 December 2010, Library Closed*
- q. *New Year's Day, Saturday, 1 January 2011, Library Closed*
- r. ***Standing Committee on Facilities, Tuesday, 4 January 2011, 8:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- s. *ALA Midwinter Meeting (San Diego), Friday–Wednesday, 7–11 January 2011*
- t. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2011, Library Open*
- u. *Board of Library Trustees (Regular Meeting), Tuesday, 18 January 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

10. **Adjournment**

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

Trustee Von Lunen declared the meeting adjourned at 7:57 p.m.

Respectfully submitted,

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George H. Scheetz  
Director