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MINUTES

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

Special Meeting

Tuesday • 2 August 2011

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:31 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson and James F. Trefil

Committee Members Absent: J. Thomas Von Lunen

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Jeffery D. Chaney

Visitors Present: None

3. **Approve the Agenda**

Trustee Gibson asked whether there were any changes to the agenda.

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 7 June 2011

Trustee Gibson asked whether there were any changes to the minutes.

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

5. **Capital Improvements Plan: Exterior Masonry: Master Plan: Phase 1–A (in part) and Phase 3–A**

Director Scheetz reported that several issues in relation to the Library's exterior masonry—that is, brick, stone, and concrete—were identified in the Master Plan, some of which are beginning to reach critical proportions. As a result, he solicited a proposal from Ratio Architects, Inc., of Indianapolis, Indiana—which recently acquired Woollen, Molzan & Partners, Inc., the

architectural firm that developed the Master Plan—to assist the Library in the assessment and documentation of the conditions of the exterior masonry.

The proposal, prepared by Kevin F. Huse, the lead architect in the Master Plan process, was included in the Committee packet. Discussion followed.

Trustee Gibson observed that the proposal by Ratio Architects Inc. was not unreasonable. He noted that Ratio Architects Inc.—like Woollen, Molzan & Partners Inc.—is an Indiana firm.

In response to a question from Trustee Trefil, discussion followed on travel and other reimbursable expenses. Director Scheetz observed that reimbursable expenses were proposed as a not-to-exceed amount, separate from professional services.

In response to a comment by Director Scheetz, discussion followed on the need for an independent assessment, which would allow the Library to issue either a request for proposals or (if the project cost \$20,000 or more, pursuant to the Illinois Combined Statutes) put the project out to bid.

Trustee Gibson suggested that the Library did not necessarily need a firm with library design expertise, but rather a firm with expertise in masonry. He offered to get recommendations for firms qualified in this specialty. Discussion followed.

The consensus of the Committee was to accept Trustee Gibson's offer, and defer this agenda item to a future meeting.

6. **Faucets**

Director Scheetz reported that the restrooms (for both public and employee use) are not equipped with ADA-compliant faucets with automatic sensors for water flow.

As a first step in making restroom faucets more accessible, as well as improving sanitation and conserving water, Director Scheetz proposed to convert the faucets in the four employee restrooms to AutoFaucet™ faucets, for which a description was included in the Committee packet.

Director Scheetz stated that the cost of the four new faucets was \$1,200.00, and that installation would be completed by Jeffery D. Chaney, head, Facilities Services.

Director Scheetz suggested that, after a four-month evaluation period, if the performance of the AutoFaucet™ fulfilled expectations, and employee response was positive, then he would present a recommendation to convert the faucets in the public restrooms, as well. Discussion followed.

In response to a comment by Chaney, discussion followed on whether the current faucets were ADA-compliant, even though they are not equipped for hands-free operation.

Discussion ensued on the Library Director's authority to spend.

Motion by Trustee Gibson to authorize Director Scheetz to purchase four new AutoFaucet™ faucets at a cost of \$1,200.00, for installation in the employee restrooms. Seconded by Trustee Trefil. All: Aye. The motion carried.

7. **Parking Lot**

Director Scheetz reported that the parking lot was sealcoated in September 2005, July 2007, and May 2009 by Safeguard Sealcoating Inc. The cost in 2005 and 2007 was \$4,222.12. The cost in

2009 was \$4,789.16—which was broken down as \$4,664.16 (original proposal) + \$125.00 for additional striping in the fire lane.

The Library solicited three proposals to sealcoat and restripe the Library parking lot, but only received one proposal, from Safeguard Sealcoating Inc. of Batavia, Illinois, in the amount of \$4,789.16. Discussion followed.

Trustee Gibson noted that in the next 1–2 years, certain areas of the parking lot in which the asphalt has an alligator pattern may need special treatment, up to and including replacement of the most deteriorated sections.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve the proposal from Safeguard Sealcoating, Inc., of Batavia, Illinois, in the amount of \$4,789.16, to sealcoat and restripe the Library parking lot, as presented. Seconded by Trustee Gibson. All: Aye. The motion carried.

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

8. **Landscape Issues**

a. **Trees**

Director Scheetz reported that, as a matter of due diligence and standard of care in the maintenance of the Library's building and grounds, Facilities Services requested Kramer Tree Specialists, Inc., of West Chicago, Illinois, to evaluate the Library's trees.

There were no particular recommendations regarding the trees on the north, east, and west sides of the building. A proposal to fertilize the trees on the south side of the building (for \$343.00) was approved by Director Scheetz.

Director Scheetz noted that a copy of the proposal, which includes a site map, was included in the Committee packet. Discussion followed.

b. **Shrubs**

Director Scheetz reported that the Library lost a goodly number of shrubs along the edges of the upper parking lot. Facilities Services is in the process of identifying short- and long-term solutions to this problem.

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- c. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: "every child should obtain a library card"*
- d. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*

- f. *Standing Committee on Facilities, Tuesday, 6 September 2011, 7:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 11 September 2011*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. *Banned Books Week — Celebrating the Freedom to Read (since 1982), Saturday–Saturday, 24 September–1 October 2011 [Note: An eight-day week!]*
- j. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- k. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 16–22 October 2011 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2011 Theme: Picture It @ your library®*
- l. *Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- m. *ILA Annual Conference (Rosemont), Tuesday–Thursday, 18–20 October 2011*

11. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:09 p.m.

Respectfully submitted,

George H. Scheetz
Director