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MINUTES

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

Special Meeting

Tuesday • 7 June 2011

1. **Call to Order**

Trustee Gibson called the meeting to order at 7:02 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson, James F. Trefil, and J. Thomas Von Lunen

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and James J. Klyczek

Visitors Present: None

3. **Approve the Agenda**

Trustee Gibson 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:**

a. Special Meeting, Wednesday, 13 October 2010

b. Special Meeting, Tuesday, 2 November 2010

Trustee Gibson asked whether there were any changes to the minutes, copies of which were distributed at the meeting.

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

5. **Bequest from the Estate of Lois M. Lockhart**

Director Scheetz reported that the Library received a bequest in the amount of \$13,000 from the estate of Lois M. Lockhart (1913–2010) of Batavia, for “capital improvements and equipment

purchases.” Given the purpose of the bequest, he identified three possible projects on which to use the funds, as follows:

- Improvements to Meeting Room A–B, including but not limited to a sound system and ceiling-mounted projectors;
- Master Plan projects, such as a particular aspect of the new Business Office suite; e.g., the conference room; or
- Equipment, such as a digital reader-printer (ScanPro 2000 by MicroGraphic Solutions Inc.) to view, scan, print, email, or save images from all types of microforms, including but not limited to microfiche cards and roll microfilm.

Director Scheetz suggested that it seemed appropriate, as well, to identify a well-defined project for which the donor could be acknowledged. For example, a plaque could recognize that audio-visual improvements or a conference room or a digital reader-printer were “Funded in part by a bequest from the estate of Lois M. Lockhart,” or words to that effect. Discussion followed.

The consensus of the Committee supported the idea of identifying a well-defined project for which the donor could be acknowledged.

The consensus of the Committee was to defer the matter for the nonce.

6. **Capital Improvements Plan: Security System (Master Plan: Phase 3–B–7)**

Director Scheetz stated that the purpose of this report is to recommend approval of the final two phases of a Capital Improvements Plan project related to a security system for the Batavia Public Library. In summary:—

The consensus of the Board of Library Trustees was to pursue this project in four phases, with each of the first three phases followed by an approval point. The “Proposal for Engineering Services” (from KJWW Engineering Consultants P.C., of Naperville, Illinois) identified services in four distinct phases, to be provided for a fixed fee of \$9,900.00, broken down as follows:

- Phase 1: Pre-Design Phase (\$2,255.00) — Completed
- Phase 2: Design Phase (\$3,700.00) — Completed
- Phase 3: Bidding Phase (\$960.00)
- Phase 4: Construction Phase (\$2,985.00)

Work is now completed on the Design Phase. KJWW Engineering Consultants provided the following “Opinion of Probable Cost”:

Module	Material	Labor	Total
Software	\$ 850.00	\$ 480.00	\$ 1,330.00
Alarm Monitoring / Intrusion Detection	7,400.00	15,100.00	22,500.00
Access Control	1,300.00	3,000.00	4,300.00
CCTV	25,000.00	10,000.00	35,000.00

Director Scheetz reported that the Bidding Phase and (subject to approval of construction contracts by the Board of Library Trustees) the Construction Phase include the following scopes of services:

Bidding Phase

- Attend pre-bid meeting
- Respond to contractor questions
- Prepare addenda information as required
- Assist with bid evaluation and recommend award to successful contractor

Construction Phase

- Attend pre-construction meeting.
- Review contractor-recommended change orders.
- Contract administration related to KJWW scope of work including:
 - Prepare technical portions of Requests for Proposal (RFPs) for issue by others
 - Answer contractor questions and Requests for Information (RFIs)
 - Review contractor responses to RFPs
- Review shop drawing submittals for items requested in the contract documents
- Conduct two job site observations during construction plus one final job observation at the end of the construction period

Director Scheetz reported that the basic design work for a CCTV system was completed, but the CCTV system was removed from the final design and specifications of the security system for reasons of cost and complexity, and in order to complete the basic project in a timely and cost-effective manner. He noted, however, that the security system as designed would accommodate a CCTV system in the future.

In response to a question from Trustee Gibson, discussion followed on the CCTV system.

James J. Klyczek, the Library's digital services / information technology manager—and project coordinator for the security system—provided additional background information on policy and public relations issues, as well as logistical issues related to the CCTV system.

In response to a question from Trustee Von Lunen, discussion followed on policy and public relations issues related to the CCTV system.

In response to a question from Trustee Trefil, discussion followed on monitoring services for the proposed security system and the potential cost of such services.

Motion by Trustee Von Lunen to recommend that the Board of Library Trustees retain KJWW Engineering Consultants P.C., of Naperville, Illinois, to provide Bidding Phase services for a security system for the Batavia Public Library, at a cost of \$960.00, and (subject to approval of construction contracts by the Board of Library Trustees) to provide Construction Phase services, at a cost of \$2,985.00, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

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

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *ALA Annual Conference (New Orleans), Thursday–Wednesday, 23–29 June 2011*
- c. *Independence Day, Monday, 4 July 2011, Library Closed*
- d. ***Standing Committee on Facilities—No Meeting in July***
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 19 July 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. ***Standing Committee on Facilities, Tuesday, 2 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- i. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- l. *Regular Library Hours on Sunday Begin (12:00 noon – 5:00 p.m.), Sunday, 11 September 2011*
- m. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

9. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:42 p.m.

Respectfully submitted,

George H. Scheetz
Director