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## MINUTES

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

#### *Special Meeting*

Tuesday • 1 November 2011

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:30 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:**

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, Jeffery D. Chaney, James J. Klyczek, and Deputy Director Joanne C. Zillman (arrived at 6:38 p.m.)

**Visitors Present:** None

3. **Approve the Agenda**

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

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

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

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

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

5. **HVAC Control System**

Director Scheetz noted that this agenda item was carried over from the October meeting. In summary:—

Director Scheetz reported that the Library's control system for its heating, ventilating, and air conditioning (HVAC) system—Alerton IBEX—was in the

process of being phased out in favor of an open standard (BACnet). The last IBEX upgrade was released on 14 July 2007 and global controller (APEX LT) for the Library's control system was discontinued in December 2010.

Service is still available on the IBEX system. The Library's current service provider is Convergent Technologies LLC of Schaumburg, Illinois, which is an authorized Alerton dealer.

Director Scheetz reported that the original proposal from Convergent Technologies LLC to migrate from the IBEX system to Envision for BACnet, including 44 room sensors, was \$25,468.00.

According to Attorney Roger A. Ritzman, the Library must follow a sealed-bid process for projects over \$20,000 unless there is only one authorized dealer (sole provider) serving the Library's territory, or there are unique attributes to the Library's control system that precludes a sealed-bid process.

Director Scheetz stated that Convergent Technologies LLC is one of three Alerton dealers located in the Chicagoland area, and apparently does not have exclusive territory rights.

Director Scheetz reported that Convergent Technologies LLC, as the Library's current service provider (of at least five years) submitted a revised proposal in the amount of **\$19,900.00** to complete the work as described, contingent upon the Library renewing its current service contract for a term of three years. (The Library is in the middle of a three-year service contract with Convergent Technologies LLC.)

The Committee reviewed two options (not including deferring the project): (a) Accept the proposal from Convergent Technologies LLC, or (b) Submit the project to a sealed-bid process. The latter option was discussed at the October meeting.

Director Scheetz made three observations in favor of the proposal from Convergent Technologies LLC, as follows:

- The proposal from Convergent Technologies included a 65% discount on materials and an additional 10% volume discount on materials and labor.
- Convergent Technologies LLC was one of three authorized Alerton dealers located in the Chicagoland area, which limited the pool of potential bidders.
- The Library has several years' experience working with Convergent Technologies LLC, which has provided an excellent quality of work and a high level of customer service.

Discussion followed.

In response to a question from Trustee Gibson, discussion followed on the cost of service agreement.

The consensus of the Committee favored the proposal from Convergent Technologies LLC.

Motion by Trustee Von Lunen to recommend that the Board of Library Trustees approve a proposal from Convergent Technologies LLC, Schaumburg, Illinois, to migrate (and upgrade) from the current control system (an Alerton IBEX system) to the Alerton Envision for BACnet, including 44 room sensors, in the amount of \$19,900.00, as presented. Seconded by Trustee Treful. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

Zillman arrived at 6:38 p.m.

6. **Landscape Issues**

Director Scheetz noted that a report on landscape issues—prepared by Mike Spravka, an integrated landscape designer, total plant health care specialist, and certified arborist—was distributed at the October meeting.

Spravka's report will serve as a plan and project guide for the next 1–2 years.

Discussion ensued on the key areas of the Library's grounds for the purposed of establishing the top priorities for the coming 6–12 months.

In response to a comment by Trustee Von Lunen, discussion followed on the City of Batavia's plans for Water Street.

By consensus, the Committee identified the top priorities for the coming 6–12 months (listed in priority order):

- Trees: Remove particular trees (as identified in Spravka's report)
- Shrubs and Trees: Remove existing hedges (as identified in Spravka's report) and replace with new shrubs; and trim existing trees and shrubs (as identified in Spravka's report)
- Windmill Island: Remove, replace, and/or renovate the plants in the windmill island (as described and illustrated in Spravka's report)

Jeffery E. Chaney noted that the best window of opportunity for tree removal services (based on cost) was the season from November 15 through March 15.

Director Scheetz reported that each project would be developed using requests for proposals.

7. **Future Agenda Items**

- Exterior Masonry: Master Plan: Phase 1–A (in part) and Phase 3–A

Director Scheetz provided a brief status report on the exterior masonry project. Discussion followed.

Director Scheetz will solicit new proposals for the design and specification phase of this project.

- Security System: Master Plan: Phase 3–B–7

Director Scheetz and James J. Klyczek provided a brief status report on the security system project. Discussion followed.

- Capital Maintenance Projects: Strategic Plan: Objective / Project 4

In response to a question from Trustee Gibson, discussion followed on the project to identify and develop a funding plan for future capital maintenance projects.

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 6 November 2011*

- b. *Veterans Day, Friday, 11 November 2011, Library Open*
- c. *National Gaming Day, Saturday, 12 November 2011 — launched in 2008 to focus on the social and recreational side of gaming*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 November 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- e. *Thanksgiving Eve, Wednesday, 23 November 2011, Library Closed at 5:00 p.m.*
- f. *Thanksgiving (4th Thursday in November), Thursday, 24 November 2011, Library Closed*
- g. *Day after Thanksgiving, Friday, 25 November 2011, Library Open*
- ~~h. *Standing Committee on Facilities, Thursday, 6 December 2011, 7:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*~~
- ~~i. *Board of Library Trustees (Regular Meeting), Tuesday, 20 December 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — No Meeting*~~
- j. *Observance of Christmas Eve, Friday, 23 December 2011, Library Open (Floating Holiday; Paid Holiday for Christmas Eve)*
- k. *Christmas Eve (Observance of Christmas), Saturday, 24 December 2011, Library Closed (Not a Paid Holiday)*
- l. *Christmas, Sunday, 25 December 2011, Library Closed (Not a Paid Holiday)*
- m. *Observance of Christmas, Monday, 26 December 2011, Library Closed (Paid Holiday)*
- n. *Observance of New Year's Eve, Friday, 30 December 2011, Library Open (Floating Holiday; Paid Holiday for New Year's Eve)*
- o. *New Year's Eve, Saturday, 31 December 2011, Library Closed at 12:00 noon (Not a Paid Holiday)*
- p. *New Year's Day, Sunday, 1 January 2012, Library Closed (Not a Paid Holiday)*
- q. *Observance of New Year's Day, Monday, 2 January 2012, Library Closed (Paid Holiday)*

10. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:04 p.m.

Respectfully submitted,

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George H. Scheetz  
Director