

**MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM**

**Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, IL 60188**

**DATE: April 5, 2017                      TIME: 6:30 p.m.                      PLACE: Discovery Room**

---

**I.        CALL TO ORDER**

President Jourdan called the Special Meeting of the Board of Library Trustees to order at 6:30 p.m.

**PLEDGE TO THE FLAG**

President Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

**II.        ROLL CALL**

Secretary Sheikh called the roll.

Present: Trustees Patel, Larimer (remotely), Lynch, Bagdonas (remotely), Sheikh, Berryman-Gilliam and Jourdan

Absent: None

Also Present: Director Susan Westgate, Dan Pohrte, Tiffany Nash, Mark Bushhouse, Andy Dogan, Carrie Kotera and Stacy Jozwiak

**III.        PUBLIC PARTICIPATION**

None

**IV.        DISCUSSION**

- A. Strategic Plan Objective 3.2: Contract with a firm to conduct a space-usage analysis with recommendations to improve library-space allocation

Background Information:

As part of the Library's strategic plan the Library will be contracting with an architecture firm to assist them in creating a Master Space Plan for the existing building. Two architectural firms were selected to make presentations to the Library Board. Product Architecture & Design and Williams Architects. Each firm was given one hour for their presentations and to answer questions from the Board of Trustees.

- B. Discussion/Review of presentations

Background Information:

The Board members discussed and reviewed the materials and presentations from the two firms. It was determined that they were not yet ready to make a decision and would do so at the April 19, 2017 Regular Board Meeting. They will plan visits to local libraries that the

firms have completed or current projects. The Director and Assistant Director will contact several of the libraries the firms have worked with for references.

V. NEW BUSINESS

A. Selection of Firm

The Board did not make a selection of a firm at this meeting and have moved this action item to the April 19, 2017 Regular Board Meeting.

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 9:18 p.m.

April 19, 2017  
Date Approved

\_\_\_\_\_  
Nadia Sheikh, Secretary  
Board of Library Trustee