

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

DATE: June 21, 2017

Time: 6:00 p.m.

PLACE: Horizon Room

1. Call to Order

Committee Chair Larimer called the Meeting of the Facilities Committee to order at 6:05 p.m.

Pledge to the Flag

Committee Chair Larimer led those in attendance in the Pledge of Allegiance to the Flag.

2. Roll Call

Present: Trustees Larimer, Lynch, Patel, Bagdonas, Sheikh, Jourdan, Berryman-Gilliam arrived at 6:08 p.m.

Absent: None

Also Present: Don Pohrte and Tiffany Nash from Product Architecture & Design, Library Director Susan Westgate, Assistant Director Mary Clemens

3. Discussion

- A. Strategic Plan-Environment and Space Goal 3: Create a welcoming environment to attract and engage the community
 - a. Discussion with Product Architecture & Design staff regarding Master Space Plan for the facility

The architects presented the minutes of their meetings with the library staff and the management team on June 12, 2017 with the Trustees. Trustees then shared their thoughts on what they would like to see in a space plan for the Library.

- b. Community communication regarding project

The Trustees discussed how they would like to communicate information regarding the project with the community. It was determined that a patron survey would be beneficial to identify priorities. A written and online survey will be used. Updates to the project will be posted on the Library's webpage, newsletter, Facebook and local newspapers.

4. Adjournment

There being no further business to come before the Facilities Committee, the Meeting was adjourned at 7:10 p.m.

July 19, 2017

Approved (date)

Susan Westgate, Library Director
For the Facilities Committee