

VILLA PARK PUBLIC LIBRARY
Meeting of the CAC Notes
March 22, 2007
7:30 p.m.

Meder called the special meeting of the CAC and the Library Board to order at 7:30 p.m.

CAC Present: Sandi Dollinger, Jacky Fagin, Dan Krause [Arrived at 7:39 p.m.], Meredith Meder.

Trustees Present: Dan Hippensteel, Pat Hubbard, Stan Kosek, Steve Seddon, Mark McCleary, Bob Wagner [Arrived at 8:20 p.m.].

Also Present: Sandra D. Hill, Library Administrator, Sean Birmingham, Recording Secretary, Judy Grove, Public Relations Coordinator, John Repsholdt, Ehlers Inc.

Review Ground Rules: Meder reviewed ground rules with the committee.

Discuss Timeline: Repsholdt discussed the April 12, and May 10 CAC meetings and the July Open House.

Report on Library Visits: The Committee discussed the visit to the Rolling Meadows Public Library on February 1, 2007.

[Krause arrived at 7:39 p.m.]

New Library Visits: Dates would be forthcoming for visits to the Elmhurst Public Library and the Indian Prairie Public Library. Hill suggested visiting the building next to the Maple Street Chapel in Lombard.

Update on hiring process of Architect: Hill reported 11 proposals were received from architects. Hill indicated Ian Parr and Graham Harwood of Owner Services Group INC. would be involved in the hiring process. Hill stated the Board would be meeting on March 26 to discuss the proposals and set dates for architect interviews.

Communications:

- Newsletter: Hill indicated, beginning in June, the *Resource* would be coming out six times per year.
- General Survey: Hill reported Grove the survey and it will be put on surveymonkey.com.
- User Survey: Hill stated she would email the CAC and the Board with a target date for the survey. Hill indicated volunteers would be needed to conduct the survey on April 18 through April 21.

Review and Discuss Service Goals and How They Equate to Building Space: The CAC and Board came to a consensus on the service goals outlined in the Space Needs Analysis.

[Wagner arrived at 8:20 p.m.]

The next CAC meeting is scheduled for April 12, 2007.

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary