

**Special Board Meeting – Architect Interviews for Master Plan  
Wednesday November 6, 2013 2:30PM**

**MINUTES**

A. CALL TO ORDER

The special meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 2:35PM on November 6, 2013 in the Library's Roehri Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel (arrived 2:42PM), Poulson (arrived 2:45PM), Stavinoga

Trustees Absent: None

Staff Present: Library Director Su Bochenski; Office Manager Amy Skrzypinski; Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss (arrived 3:20PM)

Visitors Present: An unidentified library patron came in and out of the meeting at various times.

C. INTERVIEW ARCHITECTS FOR MASTER PLANNING PROJECT

The board interviewed the three selected architects at their designated time.

- Product Architecture + Design: 2:35-3:35
- Nagle Hartray Architecture: 4:00-5:00
- Cordogan Clark & Associates with Architecture is Fun: 5:30-6:30PM

Each firm gave a PowerPoint presentation and were then asked a series of questions. There was a brief recess between each interview to allow Trustees to take a break and for the next firm to set up for their presentation.

After all of the firms had completed the interview process the board discussed each firm's qualifications against the criteria in the Request for Proposal. These criteria included the responsiveness and completeness of the statement of qualification; the firm's experience and qualifications; the technical quality and methodology; the understanding of the project objectives and scope; the ability to communicate and build consensus with the community, board, and staff; the firm's experience in public library planning and/or building projects; satisfaction of former clients (references); and the firm's ability to accomplish a project of this nature within the proposed schedule.

Trustees discussed at length the importance of including the community in the master planning process, and the importance of communicating with the community in a clear and comprehensive manner. Trustees also agreed that a 'visioning' session with the board needed to be part of the planning process in order to ensure that all board members had a clear voice early on in the process.

Trustees also agreed that the quality and completeness of the final deliverable was crucial to the project's success, and the winning firm must be able to provide appropriate documentation.

BOARD OF TRUSTEES  
LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
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Two firms were identified as the top choices, Product Architecture + Design and Nagle Hartray Architecture. Trustees agreed that both of these firms would be excellent choices, and each had strengths in different areas. There was a lengthy discussion prior to the vote regarding which firm would provide better overall design services vs. which firm would provide a more robust master plan. Director Bochenski said that the specific list and nature of the final deliverables would be negotiated prior to the signing of the contract, and the board would have the opportunity to review the contract prior to signing to ensure that all desired components of the master plan would be included.

Trustees agreed that consensus on the decision was preferred, but if consensus could not be reached it was important for Trustees to support the decision of the board.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE STAVINOVA, THE BOARD SELECTED PRODUCT ARCHITECTURE + DESIGN TO COMPLETE THE MASTER BUILDING PLAN.

A roll call vote was taken:

Ayes: Beard, Berger, Fields, Gimbel, Poulosom, Stavinoga

Nays: Martel

Abstain: None

D. PUBLIC COMMENT

There was no public comment.

E. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Regular Board Meeting: November 21, 2013 7:30PM

F. ADJOURNMENT

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 8:07PM.

/s/

Pamela Stavinoga, Acting Secretary