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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
SPECIAL BOARD MEETING MINUTES
ARCHITECTURAL REVIEW SUBCOMMITTEE
MEETING ROOM
April 4, 2016 – 9:00 a.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. **Call to Order:** President Cathy Warner called the meeting to order at 9:15 a.m.
2. **Roll Call:**

Mike Bock	P	Carolina Schottland	9:47 a.m.
Anne Richmond	P	Cathy Warner	P

Jim DiDonato, Executive Director	P
Cheryl Clark, Administrative Assistant	P
Fred Schlipf, Library Building Space Planner	P

3. **Pledge of Allegiance:** All present recited the Pledge of Allegiance.

4. **Approval of Agenda:**

Anne Richmond made a motion to approve the agenda as written. Mike Bock seconded. All Trustees present, Bock, Richmond, and Warner voted Aye. Motion carried.

5. **Public Introductions and Comments**

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

- Sara Chrzanowski, Doug Pfeiffer, and Jenni Betancourt of Dewberry Architects, Inc.
- Joe Huberty of Engberg Anderson Architects.
- Jack Hayes of FQC Construction Management and Tiffany Nash of Product Architecture + Design.
- Mark Bushhouse, Stacy Jozwiak, Brittany O'Connor, and Andy Dogan of Williams Architects, and Glen Eriksson of Eriksson Engineering.

6. **Communications**

- a. Representatives of Dewberry Architects, Inc presented and answered questions from approximately 9:25a.m. through 10:50 a.m.
- b. Joe Huberty presented for Engberg Anderson Architects and answered questions from 11:00a.m. through 12:10p.m.

- c. After a break for lunch, Tiffany Nash presented for Product Achitecture + Design, assisted by Jack Hayes of FQC Construction Management and answered questions from 1:30p.m. through 2:30p.m.
- d. Representatives from Williams Architects, along with engineer Glen Eriksson presented and answered questions from 2:45p.m. through 4:07p.m.

All were thanked for their time and effort.

7. Action Items

- a. Action on Rank Ordering Interviewed Architects in Accordance with Illinois Qualifications Based Selection law : All Trustees present discussed the Architect interviews and opinions on ranking. Action on Rank Ordering the Interviewed Architects will be postponed until the April 27 Regular Board Meeting, after contacting references given by some of the Architects. No motion was made.

8. General Good and Welfare

- 9. **Adjournment:** President Cathy Warner adjourned the meeting at 4:47p.m.

Respectfully submitted,

Name: _____ Date: _____

Cheryl Clark,
Recording Secretary

Name: _____ Date: _____

Laura Frye,
Secretary, Library Board of Trustees