ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
2600 HARNISH DRIVE
NOVEMBER 2, 2022

The Board of Trustees of the Algonquin Area Public Library District held a Special Board Meeting for the purposes of discussing statements of qualifications from architectural firms for the Eastgate project on Wednesday, November 2, 2022 at 7:00 p.m. The meeting was held in person at the 2600 Harnish Drive Main Library location.

All statements of qualifications documents were made available on or before the day of the meeting and an agenda was posted online and in both libraries forty-eight hours prior to the meeting.

The Special Board Meeting was called to order at 7:01 p.m. by President Schaaf.
Those answering roll call were President Schaaf, Vice President Taylor, Secretary Sharkey, Trustee Iwinski, Trustee Johnson, Treasurer Pelke, and Trustee Medrano-Sanchez.

Staff in attendance included Executive Director Murray and Assistant Director Dolin.

PUBLIC COMMENT
No members of the public attended.

REVIEW OF STATEMENTS OF QUALIFICATIONS (SOQ) FOR ARCHITECTURAL SERVICES FOR THE EASTGATE BRANCH RENOVATION PROJECT AND SELECTION OF TOP FIRMS
Trustees received hard copies of SOQs from all responsive firms on Friday, October 21. Executive Director Murray and Assistant Director Dolin prepared a spreadsheet with information from the SOQs to assist in comparing responses to the RFQ and tours of the facility. Two rounds of tallies were taken to determine the top firms. Five were eliminated in the first round, each receiving fewer than three votes. Two were eliminated in the second round, leaving the top three: Engberg Anderson Architects, Product Architecture + Design, and Studio GC. A motion was made by Treasurer Pelke: After reviewing the Statements of Qualifications of 10 Architectural firms, we select Engberg Anderson, Product Architecture, and Studio GC as our top firms to present proposals for the Eastgate Branch Renovation Project. Seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Johnson, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: None

Next Steps:

- Executive Director Murray will contact each of the firms to notify them of the decisions.
- Executive Director Murray shared a list of questions to guide the preparation of presentations the finalists. The trustees approved of the questions.
- The dates and times for the presentations by the top three firms, which are planned for December 6 and 7.
- Executive Director Murray will contact references to get additional information about their experiences working with the top firms and schedule visits for the trustees. At least 48 hours' notice will be needed for visits of more than two trustees traveling together to adhere to the Open Meetings Act. These visits will likely be scheduled for the weekend days if possible.
- The November 16 tentative Board Meeting will be cancelled.
- The Regular Board Meeting that was originally scheduled for December 7 will be moved to December 14. The finalist will be selected at that meeting, which will also include Regular Board Meeting business from November and December.

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 7:57 p.m.

APPROVED:

Stephen W. Schaaf

President

ATTEST:

Tracy Shankey

Secretary