



# ELK GROVE VILLAGE PUBLIC LIBRARY

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## BOARD OF TRUSTEES of the ELK GROVE VILLAGE PUBLIC LIBRARY

Committee of the Whole Meeting  
Tuesday, June 18, 2024

President Bruce Barnett called the meeting to order at 6:00 pm.

Trustees present: Isela Catania, Lee Maternowski, JoAnn Shafar, Eileen Valentino, Mary Vitale and Renee Weiland. Also present were Debra Nelson, Library Director; Lizzy Klinnert, Head of Adult Services; Rick Avalos, Head of Building and Security Services; Courtney Lewis, Early Literacy Librarian; Sofia Flores, Hitchcock Design Group (HDG); Anais Placido, Hitchcock Design Group (HDG); Dave Frigo, Hitchcock Design Group (HDG).

Dave Frigo presented and discussed preliminary concepts for the master plan and offered input on preferred content for the final master plan.

### Items Discussed:

HDG presented two preliminary concepts for the master plan:

Concept A - Open Book and Concept B- By the Book. The group asked and answered questions and offered the following comments:

1. Safety for pedestrians remains a concern. Island at drop off would deter U-turns. 3- way stop in reconfigured north drive would be more direct, and also controls cutthru traffic at crosswalks.
2. A book drop window would be preferred, but the cross-lane access makes the approach and exit drives awkward. Drop box at main entry drop-off may be best solution.
3. The current pedestrian drop-off at the main door would remain unchanged in relationship to the canopy.
4. What is the capacity under the pavilions? At 10 SF per person, you could fit 90 adults under the large pavilion and 30 adults under the smaller pavilion sitting snugly in chairs. Half those numbers would be more common for activities with tables involved or space to move about is required.
5. The kids pavilion and any of the boardwalk or overlooks would be on piers at the detention area, so as to not reduce stormwater storage and trigger a permitting issue.
6. Could there be a direct walk adjacent to the south façade that wouldn't require walking through the boardwalks? HDG responded yes.
7. Boardwalk may appear more inviting, offering more options for outdoor seating than the two overlooks. Must provide quiet places to sit as well as family / kids' areas to sit. People at the library to work/study want quiet and privacy.

8. Could the kids' pavilion be directly outside the exit door? Could it be covered / shaded? HDG responded yes to both.
9. Keeping the kids' area away or fenced off from the parking lot would be preferred. HDG wondered if flexible fencing could be used to allow for larger performances to spill into the adjacent lot.
10. The group discussed how adult and kids programming would seldom occur at the same time in the two adjacent pavilions. But they both might be used in tandem for a larger event. Most kids programming involves parents as well. Pavilions might need to be larger to accommodate both.
11. The group liked the mural on the maintenance building, but perhaps only on the pavilion/stage side. They preferred the more traditional look of the hip roof structure over the flat roof option.
12. The doors from the adult and kids' areas would remain emergency exits, except when staff need to use them for specific events. Patrons would still need to walk out the main door to walk the site. There is concern by some of theft of materials if allowed outside prior to checkout.
13. Nick would like to see water, sinks (both mop and art) and a bathroom in the maintenance building for routine maintenance, cleaning items, and outdoor programming held in the area. HDG mentioned that water may need to be brought out there to sprinkle the building / fire protection.
14. The group placed comments on the two concepts. After the comments were reviewed, they placed 3 dots on the plan items or comments they felt were most important to include in the master plan. See photos at end of meeting minutes. Items that appear to have consensus based on voting:
  - a. Drop box at main entry canopy, not drop window.
  - b. Narrow north drive cross-section, realign north drive to straighten road with 3-way stop, added crosswalks to the north and parking.
  - c. Develop storage/maintenance building and pavilion with hip roofs.
  - d. Larger event lawn is preferred.
  - e. Respite area at east side, by employee entry.
  - f. Outdoor reading areas potentially at east side (north of staff respite) and west of main entry.
  - g. Kids' pavilion close to exit door and if possible, protected from the parking lot.
  - h. Kid's garden and path next to kids' pavilion.
  - i. Boardwalk concept along south façade, with direct walk between it and the building.
15. Next Steps:
  - a. Attendees and others will have three weeks to review the plans and discuss with others to gather final comments. All comments to be sent to HDG via Debra.
  - b. JoAnn asked if the maintenance building be fast-tracked. That was the main reason for the master plan. HDG responded that if the location and relative size are correct, that can happen independently of completing the master plan. John Shales should be brought up to speed on this item. HDG will be coordinating with a prefab building consultant now that there is preliminary consensus on the location and size. Utilities for future restroom and sinks can be roughed in for now if that is preferred. HDG mentioned that design, permitting and bidding would likely dictate that the soonest the building could start construction would be spring of 2025.
  - c. HDG is planning to have a draft of the final plan and cost opinion by the end of summer / early fall.

Upon the conclusion of the presentation, Rick Avalos, Sofia Flores, Dave Frigo, Lizzy Klinnert, Courtney Lewis, and Anais Placido exited the meeting.

The Board and Director Nelson then discussed requirements regarding education and experience for the newly created Safety and Security Coordinator. It was determined that a high school diploma or GED be required, along with at least 2 years of experience in security-related roles. Alternately, candidates with an Associates Degree or higher who have at least 1-year experience of security-related roles are eligible. The Board also recommended revising the physical abilities required for the position.

The Board deliberated on which flags should be displayed in the Youth Services Department. After careful consideration, they instructed Director Nelson to remove all flags except the American flag. Additionally, the Board explored alternative window options, including state flags or national parks, and discussed the possibility of relocating the flags within the library. Ultimately, they decided to defer further changes until an Interior Master Plan is completed.

Trustee Shafar moved, seconded by Trustee Catania, that the Board exit the Committee of the Whole Meeting.

On a voice vote, the motion was passed.

The meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Lee Maternowski, Secretary