

March 18, 2014

VIA EMAIL

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
Architect's Project Number: 214009.00
Bookstore Schematic Design Meeting #9 Minutes

Summary of the **Bookstore Schematic Design Meeting #9** held at 8:00 am on March 18, 2014 at College of Lake County-Grayslake Campus, Room A107. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

David Agazzi, College of Lake County
Dorothy McCarty, Project Manager, Cotter Consulting
Ted Johnson, College of Lake County
Greg Evans, College of Lake County
Pat Argoudelis, Bookstore Manager, College of Lake County
Christine Klippert, Operations, College of Lake County
Cynthia Bland-Bell, College of Lake County
Michele Reynolds, College of Lake County
Michael Lundeen, Project Manager, Legat Architects

ITEMS DISCUSSED

1. The group met as a follow-up to meeting 8 to discuss revised options building on Option A. These were sent prior to the meeting for staff review.
2. The group reviewed the 6 options presented at the meeting. No one option was preferred, however the following revisions will be incorporated into Option A200 A1.1
 - a. The conference room will be at the far north corner similar to location shown'
 - b. The cashier cash counting room will be combined with one office workstation, so that an operations person can oversee the cash counting.
 - c. The Cashiers will be angled back to the West wall. The west end will be the ADA station. The area will support 4 fixed cashier and 2 mobile stations.
 - d. The Customer service mobile station will move to just west of the elevator to allow the general merchandise area to be more open. The customer
3. The lower level was discussed. The east service corridor will be removed. The group reviewed the elevator location, exiting, and access for deliveries.
4. Next steps
 - a. Legat is continuing to develop infrastructure and interiors surrounding the bookstore.
 - b. Legat will update and refine option A forward to CLC for review prior to the next meeting.
5. Meeting adjourned.

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Thank you.

Sincerely,
Legat Architects, Inc.

Michael Lundeen, AIA

ML/ML

ATTACHMENTS

Agenda

cc

File: 214009.00 CLC Cafe Bookstore St Act AB core: B3

Dorothy McCarty, Cotter Consulting
Jeffrey Sronkoski, Legat Architects
Steven Brubaker, Brubaker
Ryan Horsman, Legat Architects
Jaclyn Rutter, Legat Architects

FILENAME

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