



# VILLAGE OF RIVER GROVE, ILLINOIS

## **Minutes of the Meeting of the Ad Hoc Committee of the Village of River Grove and the River Grove Library District,**

held on **Monday, January 31, 2022** at 6:00 p.m.  
2607 Thatcher Avenue, River Grove, Illinois.

(1) **CALL TO ORDER:** The **Ad Hoc Committee Meeting of the Village of River Grove and the River Grove Library District** was called to Order by Village President Guerin at 6:03 p.m.

(2) **ROLL CALL ATTENDANCE; CONFIRMATION OF NOTICE:**

**Present in Person:** From the Village of River Grove - President David B. Guerin and Trustees Lynn Bjorvik and Shawn Campbell, HR/Communications Director. Gregory Peters, Village Comptroller, attended remotely by Zoom.

From The River Grove Library – President Conway and Trustees Mazza and Asbury. Library Administrator. Yuli Melnyk, attended remotely by Zoom.

Sarah Keister Armstrong of SKA & Associates attended remotely via Zoom.

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(3) **APPROVAL OF MINUTES from December 13, 2021:** Conway motioned, 2<sup>nd</sup> by Bjorvik, to approve the minutes from December 31, 2021. All approved.

(4) **DISCUSSION ITEMS (OPEN SESSION):**

### **BOARD AND STAFF DISCUSSION**

**Needs Assessment** - The main purpose of the meeting was to meet with Sarah Keister Armstrong on the plans for conducting the needs assessment survey. It was indicated that both Boards had previously approved the proposal with SKA & Associates and were ready to move forward.

Sarah introduced herself and explained her company's experience both in statistical sampling as well as preparing and conducting surveys for comparable clients. She proceeded to go

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through the process of how the questions were to be developed and wanted to hear from the committee members their thoughts and expectations. She also explained that it would be very important to engage as many stakeholders and organizations in the community to get the word out on the survey and its importance to the community for it to make a decision going forward. Discussion then centered on where the survey could be found and both the Village and Library agreed that not only would it reside on both of their websites but also be available in printed form for folks not having access to a computer could also participate. Sarah indicated that she was expecting a 10%-12% response rate from the number of potential pool of citizens and indicated that the results, from even that amount of penetration, would be statistically valid.

It was decided that members of the committee would jot down some potential questions as well as Sarah providing some sample questions to the committee prior to the next meeting. The goal remain for the survey to be developed and available for it to be conducted in Spring (April, May) of 2022.

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(5) **NEXT MEETING:** The next meeting as tentatively to be on Monday, February, 28, 2022 at 6:00PM

(6) **ADJOURNMENT:**

There being no further business before the Committee, President Guerin adjourned the meeting **at 6:40 p.m.**

Respectfully Submitted,

Gregory J Peters  
Village Comptroller, Village of River Grove, Illinois