

**Highwood Public Library
Renovation Committee
December 9, 2015**

Present— John Mitchell, Director; Art Cottrel, Architect; Elizabeth Van Arsdale; Maribeth Carlini (part of meeting).

The committee met to discuss the progress of the project and to set possible timelines for aspects of the project.

Art Cottrel said that he has received the mechanical drawings from Toji Engineering and is in the process of incorporating the those drawings into the architectural drawings. They will be finalized by the following Monday.

Art presented some documents for discussion: a sample bid invitation; a sample contract for the contractor; and a sample bid form. The committee discussed some changes that Art will incorporate into revised documents. Once those changes are made he will submit the documents to the committee for review. Then the documents (along with the drawings where necessary) will be submitted to the lawyer and the city inspector.

Upon the arrival of Maribeth the committee voted to use Larry Zens for the carpet installation in the Adult area and for the purchase of carpet tiles. The committee also voted to extend the carpet tiles from the main entrance to the far edge of the circulation desk and along both sides of the desk.

The committee also decided on the following schedule:

January 5 & 12	Publish the invitation to Pre-Bid
January 19	Pre-Bid Meeting
February 18	Bid Opening
February 22	Board meets to consider bids

The director will investigate the library's liability and property insurance policies as to whether they will need to be amended for the project.