

**Highwood Public Library
Renovation Committee
June 8, 2016**

Present— John Mitchell, Director; Dr. Maribeth Carlini; Art Cottrell, Architect; Constantin Bontas, Contractor

The committee met to discuss the status of the project and to start planning a timeline as to how the project should progress.

Constantin said that he has been sending the subcontractors he will be using to be registered with the City of Highwood. He is also in the process of obtaining the permit for the construction from the city.

Also, Constantin has been sending the submittals to the architect. He will also send any samples to the architect. The committee agreed to wait until all the submittals have been reviewed and the samples have been obtained to meet and make the final decision about the materials and finishes to be used.

This led to a discussion about the clause in the contract that stated that the project should be finished within 120 days of the signing of the contract. This could turn out to be an unrealistic stipulation due to the fact that the materials and finishes could turn out to take weeks to receive. The committee decided to wait until all the submittals have been approved before starting the 120 day clock.

The committee agreed that starting the project during the first or second week of July was a more realistic time frame. At that time the committee will meet again to review the timetable that Constantin will submit.

Once the project starts there should be regular meetings, preferably with the architect. The frequency and necessity will be determined at the next committee meeting.

After the discussion the architect, contractor and director went to the YA area to discuss what needs to be done before the project starts. The library will have to make sure the East Building is completely emptied and some of the shelving along the YA/East Building wall will need to be relocated so that the area could be barricaded.

The director will send a schedule of board meetings and accountant visits so that submittal and payment of bills can be coordinated.