



MINUTES - SPECIAL MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, December 12, 2012 – 7:00 PM

1. **Call to order at 7:05 pm**
2. **Roll call –**
 - a. **Members present: Mark Frye, Laurie Lenzini, Sue Atkins, Nora Loredo, Lucy Hospodarsky**
 - b. **Members absent: Catherine Regalado, Bertha Chavez, and Elizabeth Van Arsdale**
3. **Public comment –**
 - a. **Kay Kelly encouraged everyone to look at the city council video of the City Council Meeting on Tuesday, December 11th. She was impressed with the preparedness of those invested in the library.**
4. **New business**
 - a. **Live and Learn Construction Grant Application Process (50% of a project up to \$125,000)**
 - i. **Our director has hired Shana Porteus (business manager of Bloomingdale Public Library) to write grants for the renovations project after meeting with 3 candidates (with our board president, Mrs. Hospadarsky). Mrs. Porteus was hired on a flat fee of \$950 for the project.**
 - ii. **Mrs. Porteus suggested that we pursue the public programming rooms, bathrooms and any ADA related construction projects to be the forefront of our renovation project.**
 - iii. **We need to submit, as part of the grant, a cost of the renovations project that includes: the meeting rooms, the bathrooms, the entrance to the library, the breakroom and the ramp leading to the meeting rooms/bathroom.**
 - iv. **The state requires that the library rewarded the money will have the matching funds (the other 50% of the project, up to \$125,000), with additional funds to cover incidentals.**
 - v. **Sue Atkins wanted to recognize the efforts of Kay Kelly and Ferguson Mills in the process of the Renovations committee and subsequent meetings.**
 - b. **Motion to approve the renovation project to be included in the grant**
 - i. **Mrs. Hospadarsky moved to continue forward with the grant with the scope of the project being the entrance, meeting room, community room, bathrooms, and associated items on the east building. Mrs. Atkins seconded. Motion passed unanimously.**
5. **Adjournment – Mrs. Hospodarsky moved to adjourn. Mrs. Lenzini seconded. Meeting adjourned at 7:22 pm.**

Board of Trustees

Lucy Hospodarsky, President • Catherine Regalado, Secretary • Nora Loredo, Treasurer • Sue Atkins, Bertha Chavez, Mark Frye, Laurie Lenzini

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