

**Highwood Public Library Board of Trustees Special Meeting
August 1, 2011**

Present—Trustees: Alison Aldrich, Jaime Barraza, Bertha Chavez, Laurie Lenzini, Nora Loreda, Catherine Regalado; Anthony Molaro, Director; Kay Kelly, Building and Grounds

Absent: Mark Frye, Lucy Hospodarsky

Meeting called to order at 7:02 pm.

Library Logo: Joe Davis of Street Level Studio presented examples of board's two final choices on letterhead, as website header (green background with white images), and as publicity mockups. He recommended using a single color for less chance of shifting while printing. The board liked the letterhead format divided by color and space. He recommended against opening the vote beyond the board, and warned that votes may be swayed by color choices of warm green and cool green. He can provide size variations. "Foundation" can be added to logo. Tagline reflects old logo and may need to be changed to reflect current ways of accessing information. Mr. Davis will send us .jpgs with tagline removed, which will be included in Survey Monkey with credit to Mr. Davis.

Committee Updates:

Renovation: Ms. Aldrich presented notes from July 5, 2011 meeting.

Update on Plumbing Situation:

- Mr. Molaro reported he has received 4 plumbing quotations to address the "belly" in the pipe beneath the main room. 3 of 4 plumbers recommended taking action immediately and one recommended waiting. Repair would be \$4000-\$5500. \$40,000 is estimated cost to run the line to the street instead of under the building. Current status is that bathrooms have been reopened with water alarms installed.
- Ms. Aldrich reviewed the history of renovations and previous research on making main room restrooms ADA compliant. She requested consideration of space planner and architect professionals that were consulted previously. Three full service space planners have been contacted, plus one that we have already used. Immediate availability is key.
- \$800 in plumbing work is cost to make bookstore bathroom functional. If bathrooms in main room are closed down, plumbing line does not need to be capped. An internal shut off valve installation estimate should be obtained.
- In interim, the board agreed that main room bathrooms will stay open, patrons will be encouraged to use YA bathroom, and the director will solicit planner bids with line items separately listed. Ms. Aldrich will consult Ms. Melichar regarding bathrooms.
- Carpet installation quotes were reviewed.

Budget: Mr. Molaro reviewed accounts and funds available for repair/renovation. He reported no tax money has been received from city although Ms. Zabinski stated May and June receipts would be paid by July end. County claims paperwork from city for pass through payments has not been received.

Ms. Regalado moved and Ms Lenzini seconded to adjourn the meeting.

Meeting adjourned at 9:06 pm.