

**Highwood Public Library
Renovation Committee
January 12, 2016**

Present— John Mitchell, Director; Art Cottrel, Architect; Dr. Maribeth Carlini; Elizabeth Van Arsdale (via phone).

The committee met to review the progress of the Renovation Project and the timeline for the bid process and the selection of a general contractor.

The city has reviewed the drawings that Art had previously submitted for approval. They had some questions about them. Art will revise the drawings as needed and then submit them to the attorney.

Art will compile the bid documents after review by the board at the next meeting and submit them to the attorney.

The invitation to bid will be published twice: on January 26 and February 2.

The pre-bid meeting will be on February 11. At this meeting the “packets” will be handed out to potential bidders.

After the meeting bidders will be able to revisit the site after providing 48 hour notice. The architect will be responsible for answering any questions raised as a result of these visits.

The bids will be due on March 11. At that time the bids will be opened and recorded. Copies of the bids will be provided to all board members for review.

The board will decide when to meet to make a decision about the bids.

The committee also discussed the remodeling of the Adult Room.

The carpet and carpet squares will be installed by Larry Zens.

The committee chose to purchase the carpet squares made by Aladdin Commercial, model 866 Resources.

Larry was notified of the decision so that he could order the squares.

The committee decided the best way to proceed with the project would be to close the library on Thursday, January 28 and Friday, January 29. This would allow the bulk of the remodeling to be finished the first 2 days and thereafter the work areas could be “roped off” and patrons would still be able to use the library while the project is completed.

The Director will write up an outline of the project to present at the January 18 board meeting.

The committee members reviewed and recommended changes to the third quarter reports for the Live & Learn Construction Grant and the Director will submit the reports.