

**Highwood Public Library Board of Trustees Special Meeting
April 21, 2016**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Laurie Lenzini, Nora Loredo, Catherine Regalado; John Mitchell (director)

Absent: Maribeth Carlini

Ms. Hospodarsky called the meeting to order at 7:44 pm.

Public Comments - None

Secretary's Report

President reminded board that Statement of Economic Interest due May 1.

Ms. Hospodarsky moved to approve the regular meeting minutes of March 21, 2016 and April 18, 2016 as corrected. Ms. Loredo seconded and the motion carried unanimously.

Treasurer's Report

Ms. Loredo presented the April invoices.

Ms. Loredo moved to approve April 2016 invoices presented, Ms. Lenzini seconded, and the motion carried unanimously. Ms. Loredo moved to approve check #1077 dated 4/18/16 to City of Highwood for \$3202.74 for library portion of 2011 city audit. Ms. Hospodarsky seconded and the motion carried unanimously.

Old Business

Director summarized Renovations Committee recommendation regarding vestibule, contractors, and bids. The board felt that there was a lot of uncertainty about the vestibule option, it added significantly to cost, and could be funded through a separate ADA grant or other options later. Ms. Regalado moved that board not move forward with main vestibule project and exclude vestibule from bids. Ms. Hospodarsky seconded. The motion carried unanimously with Yes votes: Chavez, Hospodarsky, Lenzini, Loredo, Regalado.

Ms. Hospodarsky moved to select ATP Enterprise Group, Inc. as lowest and winning bidder for East Building renovation project. Ms. Lenzini seconded. The motion carried unanimously with Yes votes: Chavez, Hospodarsky, Lenzini, Loredo, Regalado.

In next steps, director will contact architect, will ask about start timing, and President will contact City Manager.

New Business

Ms. Regalado presented proposed board meeting calendar for FY17. Ms. Hospodarsky moved to approve the board meeting calendar as presented. Ms. Loredo seconded and the motion carried.

- Calendar will be posted at building and website.
- City newsletter submissions are due soon; director will compose and include renovation news.
- Director will discuss food policy at next staff meeting (a week from Saturday) and make recommendation for policy committee/board.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn.

Meeting adjourned at 8:17 pm.

Next regular board meeting will be Monday, May 16, 2016.