

**Highwood Public Library Board of Trustees Special Meeting  
June 25, 2019**

Present—Trustees: Bertha Chavez, Janell Cleland, Patricia Lenzini, Nora Loredo, Catherine Regalado; Carmen Patlan, Director  
Absent: Barbara Cizek, Lucy Hospodarsky, Diana Joren, Laurie Lenzini

**Ms. Loredo called the meeting to order at 6:46 pm.**

**Public Comments – None**

**Discussion of plumbing repair in the East Building**

The director has obtained 2 quotes, for \$4390 and for \$4400. Second quote does not include city permit, but includes courtesy discount because previous company used, so is \$3900. Director will request permit fee waiver from city.

An Excel technician televised line again yesterday, without waiting for a backup. Director showed board the video where the T and block-up spot is evident. She pursued why this wasn't identified in original bathroom installation. Company said they assumed it was existing functional plumbing so didn't televise. T is located beneath utility closet. Work would include cutting floor 3-4', refill, and a rough finish. There is no urgency to replace flooring. Plumber will televise again once Y is put in. Work would take 2 days and library would be without plumbing. Advance notice to public is needed and July 4<sup>th</sup> holiday time is not available for company so July 8-9 recommended for closure.

This expense was not budgeted for and funds will need to be taken from reserves. Director will inquire tomorrow about any discount for paying by check versus credit card, and about warranty.

Ms. Loredo moved to approve presented Excel plumbing quote of \$3900 including discount and 50% up-front payment. Ms. Regalado seconded and the motion carried unanimously.

At this time no other expenses will be approved associated with plumbing repair as the floor is located in the closet with linoleum floor and is not public-facing.

Ms. Loredo moved to close library during plumbing repair July 8-9 because no bathrooms will be available. Portable bathrooms would not be cost effective. Ms. Cleland seconded and the motion carried unanimously.

Ms. Patlan also discussed concerns about other leaks, given the heavy rains of week. She has spoken with the city manager. The roofing company will recaulk the area around the pipe where roof leaks, and will caulk the missed area, covered under work warranty. The board wanted to defer to Ms. Cizek on a \$1800 quote to seal other cracks she observed when up on roof.

Ms. Regalado moved and Ms. Loredo seconded to adjourn the meeting; the motion carried unanimously.

**Meeting adjourned at 7:11 pm.**