



**MINUTES – COMMITTEE MEETING  
HIGHWOOD PUBLIC LIBRARY BUILDING & GROUNDS COMMITTEE  
Thursday, August 17, 2017**

Present: Library Board Vice President, Library Director

The committee was in agreement that the carpet in certain areas of the library need to be cleaned as soon as possible. Children’s Room will be cleaned immediately.

The external outlet on the outer wall on the west side of the library is attracting kids who want to recharge their phones. The cover was torn off so they could access the outlets so rather than fix the cover committee decided to “disable” the outlet. Director will look into costs of removing outlet completely or installing switch option to turn outlet on and off. Committee agreed best option would probably be to remove as the outlet doesn’t seem to be needed.

Removal of old fixtures and sealing off of pipes in old bathrooms is part of ATP contract. Director will contact ATP to find out how much credit library will receive if not done by ATP. If no substantial savings then library should proceed as planned. Otherwise library could put money towards additional work in YA Room and remove fixtures at a later date.

Architect contacted inspector about cement steps in back of library and was told the library had to go with the option which included a stoop and 2 steps. City Manager will determine how the city can help once the drawings are submitted to him.

Ramp in YA Room needs to be finished. Original plan was to use carpet squares to continue “path” through library. ATP wants to fold carpet over plywood base but this is not ideal situation due to difficulty of folding and fastening down the squares. Also, carpeting around ramp will probably need to be replaced. ATP provided other options:

Carpet scraps from Duncan flooring can be used to cover ramp and half of floor around ramp for no charge.

Duncan can install new carpet on ramp and on both sides of the ramp for \$2325.00.

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John Mitchell, Director      [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)



Floor of ramp can be covered with carpet squares as planned; ramp frame can be stained rather than carpeted; floor around ramp can be carpeted with carpet left over from Adult Room install.

The committee agreed that the last option would look the best and be most cost effective based on extra carpet squares and rolled carpet left over from the Adult Room installation.

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