



**MINUTES – COMMITTEE MEETING
HIGHWOOD PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE
Monday, September 18, 2017**

Present: Library Board Vice President, Library Board Treasurer, Library Director

The committee met to discuss two quotes for work that the library needs due to failing equipment.

The first had to do with the library's fire alarm system radio. After all the new fire alarm system equipment was installed Chicago Metropolitan Fire Prevention came to the library to connect the radio to the new panel. They were not able to connect due to the age of the radio and said that the library needed to install a new radio. The director received a quote from CMFP for \$1,135.00 for the new radio and its installation. The committee approved the installation and moved that the work be scheduled as soon as possible to get the system fully functional.

The second had to do with one of the air conditioning units for the Adult Room. The condenser for the unit failed and needs to be replaced. Beck's sent a quote for \$2,978.00 and mentioned that he already has the part needed in stock. Due to the ongoing construction costs the committee decided to wait to repair the unit until after the winter. The second air conditioner should be able to cool the Adult Room for the rest of the season. The committee did approve a \$200.00 down payment to Beck's in order to hold the part until next season and to guarantee the price quoted.

Board of Trustees

Lucy Hospodarsky, President • Laurie Lenzini, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Maribeth Kuebler • Bertha Chavez • Patricia A. Lenzini

John Mitchell, Director director@highwoodlibrary.org