



Minutes
Building & Grounds Committee
Thursday, December 14, 2017 – 6:00 pm

Present: Laurie Lenzini, Diana Joren, Committee Members. John Mitchell, director.

The Committee met to discuss the outstanding issues remaining from the East Building renovation and some of the construction issues that were discovered as part of the renovation.

The outstanding renovation issues included:

The faulty hardware on the door to the staff lounge. The director is working with ATP to get the warranty replacement installed.

The distribution of heat to the back rooms of the East Building. The director met with Dorian HVAC and the vents were readjusted.

The “peeling” of the carpet squares in the entranceway. The director will be meeting during the next week with Carlos from Duncan Flooring to address the issue.

The carpet / trim around the ramp. The committee decided to put up wooden trim along the base to cover up the uncarpeted areas.

The lack of trim along the base of the storage room. The committee decided to install trim along the floor.

As for the construction issues the committee decided that the following projects need to be completed this fiscal year:

The installation of the concrete steps behind the storage area.

The tuck pointing and window repair of the front of the Meeting Room and the repair of the internal water damage.

The sealing of the leak around the electrical pipe in the corridor to the staff lounge.

Board of Trustees

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

Trustees: Bertha Chavez, Barbara Cizek, Diana Joren, Maribeth Kuebler, Patricia Lenzini

John Mitchell, Director director@highwoodlibrary.org



The director will get quotes for all the above mentioned work and then calculate how the repairs will affect this year's budget.

The Committee decided that the roof repair, because of its high cost, should be delayed until the next fiscal year.

Board of Trustees

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

Trustees: Bertha Chavez, Barbara Cizek, Diana Joren, Maribeth Kuebler, Patricia Lenzini

John Mitchell, Director director@highwoodlibrary.org

102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404