



Minutes
Building & Grounds Committee
Wednesday, May 23, 2018 - 4:30 PM

Present: Laurie Lenzini, Committee Chair; Diana Joren, Trustee; Barbara Cizek, Trustee; and John Mitchell, director.

The committee met to discuss a plan of action for the repairs needed now that the new fiscal year has begun. The goal of this meeting was to start work on the various projects based on necessity of the work and the cost involved.

With that in mind the committee decided to start work immediately on the damage to the wall in the meeting room due to settling; the installation of the concrete steps by the storage area exit; and the repair of the broken air conditioning unit in the adult room.

The library already placed a deposit on the condenser for the AC unit so the director will contact Beck's to schedule the repair now that the weather is warming up.

The director will contact ATP Enterprises about repairing the crack in the wall due to settling to get that taken care of.

The committee decided that of the three proposals for concrete steps the library will go with the "2 step" option. The director will contact the city inspector to confirm that this option is acceptable and the trustees will find contact information for companies to do the work. They will forward this information to the director who will set up meetings with the companies to gather quotes. The committee will meet again to go over the quotes and prepare a recommendation by the next board meeting.

The trustees will also research tuck pointers and gather contact information to send to the director. They will also research contractors to replace the entire front of the building and send that information to the director. The director will schedule meetings with the contacts in order to get quotes and will also ask them about the store front window and whether it needs to be replaced. The director will try to have the quotes ready for the next board meeting.

The meeting adjourned at 5:30pm.

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

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