

**Highwood Public Library Board of Trustees Special Meeting
July 26, 2011**

Present—Trustees: Jaime Barraza, Bertha Chavez, Mark Frye, Lucy Hospodarsky, Nora Loredo, Catherine Regalado; Anthony Molaro, Director; Ferguson Mills, Kay Kelly
Absent: Alison Aldrich, Laurie Lenzini

Meeting called to order at 7:05 pm.

The special meeting was called to discuss the urgent plumbing situation that had arisen over the past week: the drinking fountain and bathrooms in the adult room are currently out of order. Problem history was reviewed: in January, 2011, J&E Doyle Plumbing rodded out a clogged toilet, and returned last week because a blockage was discovered in sewage line. On 7/25 a camera was run through the line and a break found in the cast iron pipe. This line is non-standard and runs below building instead of away from building. It joins to a ceramic tile line which is fine. Repair would involve ripping up floor and moving carpeting and shelves.

One (handicapped accessible) restroom remains available off YA room. The fourth bathroom by bookstore was shut down by director shortly after he started because it hadn't been used for a very long time and had cracked seals/sewer gas leak.

History of other plumbing work in library was discussed. A binder will be created and kept for records of work done on building, for director and B&G committee reference.

Library requires separate male and female bathrooms and a handicapped accessible bathroom—minimum 2 bathrooms if both accessible. Space planner will be consulted on other code requirements.

Spending authority was reviewed. The board explored options, including proposed repair, running pipe out to side of building, and not repairing pipe but using other two bathrooms instead. The board wanted more quotes, to be better educated before making a decision. There is cost associated with each bid for gathering the pipe video. There was discussion of other bidders, plumber relationships, and responsiveness. The president wants to ensure no conflict of interest. B&G committee and director will create a list of preferred vendors for the future.

Ms. Hospodarsky moved that Mr. Molaro take bids from the first 3 responsive plumbers of 5 contacted, including Doyle, for replacement of cast iron pipe beneath the adult reading room, including use of camera to prepare bid. The motion carried unanimously. Each bid should have details including type of replacement pipe.

The scope of project if a pipe repair was discussed: 500 feet would have to be cleared to access pipe—from front of building almost to circulation desk. Carpet, shelves, furniture would have to be moved. Carpet options, and first quotation, were reviewed: half of the

room and replace old carpet, put down new carpet in that half, or put new carpet in entire room (unclear whether quote included children's room).

The board expressed desire for a space planner with library expertise to design entire main room if renovation were to be done at same time as repair – could be interior designer or architect. A professional opinion should be given on bathrooms as well. Mr. Molaro felt the library would need to be closed for plumbing repair and carpet laying, but shelves could be relocated once the rug is down if planner had different ideas. Assistance from board and others would be needed during renovation. Time constraints, and possible need for repairing and/or capping pipe even if adult room bathrooms were discontinued were discussed.

- Mr. Molaro reported the number of new shelves in storage is uncertain.
- Ms. Kelly has contacted metal scavengers for old bookshelves.
- The board viewed the closed bookstore bathroom and its current limited access.
- Mr. Molaro recommended the lowest bid plumber should come in to address board on risks associated with various options.
- Space planner possibilities were discussed. Mr. Molaro will speak to Lake Bluff Library planner, with similar scale of renovation. Ms. Loreda will check on other options. The half-room option should be pursued only if space plan can't be accomplished quickly enough. The meeting room/thrift store space should be included in scope of space planning, as a second phase.
- YA bathroom should be assessed by professionals to ensure reliability for next few weeks.
- A portable bathroom, ADA compliant, was discussed as an interim solution.
- Monday's COW will be a Special Meeting also to allow votes.
- Mr. Molaro for board's information will also obtain 1 plumbing bid out to the street, 1 plumbing bid for bookstore bathroom repair, as well as bids on capping line and opinions on course to take.
- Mr. Molaro will obtain carpet laying bids for main room, separately for children's room for information, but not for half of room or for replacing old carpet.
- Mr. Barraza will compose COW/special meeting agenda, including Mr. Davis for logo.

Ms. Hospodarsky moved to table agenda item 6 until next special meeting. Mr. Barraza seconded and the motion carried unanimously.

Mr. Barraza moved and Mr. Frye seconded to adjourn the meeting.

Meeting adjourned at 9:12 pm.