



HIGHWOOD LIBRARY & COMMUNITY CENTER  
BUILDING & GROUNDS MEETING AGENDA  
Location: Highwood Library  
Wednesday, December 4, 2024 4:30 pm

1. Call to order
2. Roll Call
3. New Business
  - a. Electrical Issues
  - b. HVAC Issues
  - c. Access to building
  - d. Discussion of Safety Checklist
4. Old Business
  - a. List of warranty items from renovation
  - b. Capital improvements wish list
  - c. Maintenance Checklist
  - d. Discussion of Capital Improvement Plan
  - e. Vendors rate comparison: Alarm detection company and Cintas
5. Adjournment

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer  
Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Nancy Pastroff  
Laura Ramirez, Executive Director [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)