



SPECIAL MEETING - HIGHWOOD PUBLIC LIBRARY & COMMUNITY CENTER BOARD OF TRUSTEES

Thursday July 27, 2023

Meeting called to order at 5:30 pm.

Present – Lorena Victorica, Lucy Hospodarsky, Jason Muelver, Paul Martinez, Bertha Chavez; Director Laura Ramirez; special presenter David Wigodner

Absent: Catherine Regalado, Janell Cleland

Public comment from the floor – None

Discussion on use of City Audit Firm, Forvis, for Library Audit

Follow up to last Board meeting's discussion. Board tabled decision to use the city's audit firm Forvis or go out to bid and engage our own audit firm until we received some additional information, which President shared from City Manager:

Last year's fees for the city portion of the audit was \$43,700. Current city fee estimate from Forvis is \$58,500, a 35% increase. The increase is in part a result of the CPA shortage.

Library paid Forvis \$15,320 for last year's audit. Current fee estimate is \$25,500. This is a 66% increase.

Exec Director shared her past knowledge that a non-profit audit was in range of \$20,000

Time constraint for going out to bid this year. City audit has just started.

President made the motion to approve use of Forvis for the Library Audit. Jason Muelver seconded. All in favor. Motion carried.

Discussion on furniture vendors and quotes received. Presentation by Exec Director and Dave Wigodner:

Brief background on reason for the delay in the purchase – waited until further along in the renovation to see how much of the contingency amount would not need to be spent. At point in time now where we are pretty sure we will get about 60% of the contingency budget amount back, which is approximately \$100k. And we also will have additional money available from our unspent allowances.

These two things will help pay for additional furniture and shelving items.

Received back three bids; two for shelving and furniture (Kentwood and LFI), and the third only quoted the furniture because they could not provide shelving to meet our delivery timeframe.

Generally all comparable in terms of quality and design.

Warranty – received from Kentwood, nothing from LFI. However, Dave believes their furniture would have an appropriate warranty (not concerned – especially because metal and wood shelving really does not wear out – more important with furniture that has moving parts, like office chairs).

Bids were in the \$260,000 to \$280,000 range.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Lorena Victorica

Laura Ramirez, Executive Director, director@highwoodlibrary.org



Kentwood furniture preferred for style. Laura and Dave would like to reconnect with Kentwood to get pricing on a hybrid for the shelving (a combination of open shelf design and ones with the back). The hybrid should bring the total cost of Kentwood's shelving at or below LFI's bid. If the Kentwood hybrid cost is not satisfactory, Laura and Dave proposed we buy furniture from Kentwood and shelving from LFI. It is preferred (easier) to use just one vendor however.

Jason Muelver made a motion to fund a \$276,000 total outlay for furniture and shelving. Lucy Hospodarsky seconded the motion. All present approved and motion carried. Executive Director to make the final vendor(s) selection.

Ms. Hospodarsky moved to adjourn and Paul Martinez seconded.
Meeting adjourned at 6:15 pm.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Lorena Victorica

Laura Ramirez, Executive Director, director@highwoodlibrary.org

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