

**Highwood Public Library Board of Trustees Special Meeting
May 4, 2020**

Present via Zoom videoconference -Trustees Barbara Cizek, Janell Cleland, Lucy Hospodarsky, Diana Joren, Nora Loredo, Catherine Regalado; Director Carmen Patlan; Dave Wigodner; Dave Olson; Kay Kelly

Absent: Bertha Chavez, Laurie Lenzini, Patricia Lenzini

Ms. Hospodarsky called the meeting to order at 6:34 pm.

Public Comments – None

Introduction: Dave Wigodner, retired architect and library volunteer, provided some background and introduced Dave Olson from W.B. Olson Inc., a full service construction management company, to describe a potential design/build arrangement.

Ms. P. Lenzini arrived at 6:39 pm

Discussion: Illinois State Library construction grant

Ms. Patlan and Mr. Wigodner gave the board information on this grant, with deadline now extended to June 15. Grant would match up to 35% of submitted budget/eligible expenses. While library previously won a Live and Learn grant, the construction grant program is different and funds to a higher level. Mr. Wigodner discussed available funds with Mark Schaeffer at the IL State Library, and winning library must provide local funds within a year of award.

A floor plan had been generated from pro bono work by Krueck and Sexton (approx. 125 hours of work, value est. \$25,000 - 30,000), which allowed a preliminary budget to be developed (with Mr. Olson's kind help) and for fundraising to begin. However, K&S were not available to take the project and were glad to see it move forward. Now an exterior plan and elevations are needed to allow firmer contract input on budget. Additionally grant requires a soils report; asbestos report; lead report; proof of ownership; proof not in floodplain; proof not a landmark. (ADA Accessibility report no longer required). Wigodner and Olson recommend 845 Design Group as a proposed architect, using a principal with municipal experience who can meet tight timeline. W.B. Olson presented a multipart proposal including preconstruction work for grant application only split out. Mr. Wigodner estimated \$16,175 cost in total for grant preparation, including \$6800 for architect plans, and felt this work would be useful regardless of grant result. This would be funded by Friends Group, not regular library budget. There was discussion on Olson proposal, construction fee, risk for overages. It was noted architect needs answer tomorrow to meet timeline.

Mr. Wigodner and Mr. Olson left the meeting at 7:26 pm.

Ms. Hospodarsky moved to hire W.B. Olson to perform services for the grant application phase of contract provided they pass a reference check on 5/5/20. Ms. Loredo seconded.

Voting yes: Cizek, Cleland, Hospodarsky, Joren, P. Lenzini, Loredo, Regalado. Voting no: None. Motion carried unanimously.

Ms. Hospodarsky moved to apply for the Illinois State Library Construction Grant. Ms. Cleland seconded and the motion carried unanimously.

The Director will talk to Friends group, which have offered informally to cover expenses of this grant application phase, but need to officially vote. The President has updated the City Manager and Mayor.

May 18th will be Ms. L. Lenzini's last board meeting as she moves out Highwood.

Ms. Regalado moved and Ms. Hospodarsky seconded to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 7:43 pm.