

FRANKFORT PUBLIC LIBRARY DISTRICT  
BUILDING & GROUNDS COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
February 13, 2025  
4:45PM

I. Call to Order

The meeting was called to order at 4:48 PM.

II. Roll Call

Present: Trustee Drisko, Trustee Schneider, and Director Kowalcze

Absent: None

III. Introduction of Visitors

None

IV. Minutes for Approval

- A. The Committee reviewed the Minutes from the meeting on January 16, 2025, and unanimously approved them with no edits.

V. Old Business

A. Parking Lot Entrance

1. Director Kowalcze presented the proposal the Library has received from Manhard Consulting to provide civil engineering work in relation to assessing and potentially moving the Library's parking lot entrance. The other firms solicited have as of yet declined to submit a proposal. The Committee discussed a few clarifying questions they had regarding the scope of the proposal. Director Kowalcze will follow up with Manhard Consulting for clarification. The Committee discussed a second firm who had expressed interest but have yet to submit a proposal. Director Kowalcze will confirm they are withdrawing from consideration.

B. Capital Priorities FY2025-2026

1. The Committee discussed changes to the Draft FY2025-2026 Capital Priorities, following the January Board Meeting discussion. Several items, such as the Staff Parking Lot, have been moved to a future fiscal year, based on estimated costs and the need for a public bid process, in order to keep the number of bid projects reasonable per year. Other items were moved to the "Replace When Budget Allows" list, including wants from staff such as a stackable washer and dryer and replacing the self-checkout machines.

2. The Committee discussed the drainage issues in the Staff Parking Lot. In some communities, storm water lines are the purview of the County or the Village public works. Director Kowalcze will look into who is responsible for stormwater drainage, before the project continues.

3. The Committee discussed a few potential ways of addressing soundproofing the Meeting Room. One option, installing a drop ceiling, would be very costly and would

impact multiple systems, so the Committee agreed to wait until a future fiscal year before pursuing that type of project. It may be possible to add some sort of window system to better insulate and soundproof the windows, to block out traffic noise. The Committee decided that in order to stay on timeline for the budget, to add the Meeting Room Soundproofing to the Capital Priorities with a budget of \$30,000. If the project would exceed that amount, it would be delayed for a future fiscal year.

4. The Committee agreed to bring the Capital Priorities Draft back to the February Board Meeting.

VI. New Business  
None

VII. Public Comment  
None

VIII. Adjournment  
Meeting adjourned at 5:23 PM.

Recorded By:

Amanda Kowalcze  
*Library Director*