

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY

June 24, 2024

4:00PM

I. Call to Order

The meeting was called to order at 4:00PM.

II. Roll Call

Present: Trustee Drisko, Trustee Schneider, Trustee Wagner, and Director Kowalcze

Absent: None

III. Introduction of Visitors

None

IV. Minutes for Approval

A. The Minutes from the Buildings & Grounds Committee Meeting on May 20, 2024 were presented for approval by the Committee. The Committee reviewed the Minutes and unanimously approved them with no edits.

V. Old Business

A. East End HVAC Update

1. Director Kowalcze briefed the Committee on an update regarding the East End air handler and Chiller. The Library has followed up with Amber Mechanical and requested that they complete the cleaning of the condenser coils, which is included under the Library's maintenance contract. Amber Mechanical has stated that this work will be scheduled for early July. Director Kowalcze informed the Committee that we are under contract with Amber Mechanical until June 2025. The Committee requested that when the Library considers new proposals for HVAC Maintenance, that the Library confirm that spring and fall maintenance will be completed in spring and fall, not the height of summer. Director Kowalcze was asked to review the HVAC contract to see if the change of HVAC equipment in the spring would void the contract, although the timing should align with the new installation being completed at the contract's conclusion. Once Amber Mechanical completes their work, we will ask FE Moran to adjust their proposal to fix the broken condenser switch and top off the refrigerant. Director Kowalcze told the Committee that the system is continuing to operate and cool the building despite the heat. The Committee discussed if a replacement was still indicated. Director Kowalcze stated that the 47-year-old system isn't going to improve with age, and that we may see increasing problems or failures develop. If the issues are an emergency, the Library may be forced to close or pay for alternative cooling for the period of repair/replacement. The Committee agreed that being able to handle the replacement with deliberation instead of an emergency situation is preferable.

VI. New Business

- A. HVAC Replacement Design Proposals
1. The Committee reviewed three proposals to design a replacement for the East End Air Handler and Chiller, run the bid process, and oversee construction. Two of the proposals are from architecture firms. StudioGC listed the design fee at 10% of the project, which they estimate to range from \$285,000 to \$375,000. Tria Architecture submitted a lump sum fee proposal of \$34,950, which falls into the same range as StudioGC. AMSCO Engineering submitted three possible approaches to the project ranging from \$160,000 to \$270,000, and listed their design fee as 8% of that cost. Director Kowalcze pointed out that that the architecture firms would need to hire an engineering firm for the design, so AMSCO could save money by doing both of those jobs. The Committee discussed that the architecture firms might provide more client support, and would be valuable if the scope of the project changed. The Committee discussed the likelihood of the scope of the project changing, and felt this was unlikely. Although the Committee had previously discussed moving to a gas line or geothermal heat, since the Library has three other RTUs that still have an estimated life of another 10 years, this is not an ideal time for that project. This is likely to be a mostly straight replacement project, so additional architectural design is unlikely.
 2. The Committee put together some questions for the firms and for our owners representative. None of the proposals as written mention overseeing the demolition and disposal of the current equipment, so we would want to clarify that. Additionally, the Committee is wondering if using a roof top unit would allow for equipment to be relocated if changes were ever done to the East End. Since we have three other RTUs, is it possible to try to align estimated useful life, to set up the Library for a larger HVAC change in a decade or so, when we could look at geothermal or a gas line, again? Finally, AMSCO's proposal lists rates for additional work, but unlike the other two proposals doesn't indicate what work would be considered outside the scope of the proposal. Director Kowalcze will reach out and get answers to these questions before the Thursday Board Meeting.
- B. Maintenance Checklist Quarterly Review
1. The Committee reviewed the maintenance checklists for March, April, and May.
- C. Capital Priorities Project Updates
1. Director Kowalcze shared that almost all of the FY23/24 Capital Priorities were completed, with the exception of painting the exterior doors. This is being done in house, and unfortunately weather has not been cooperative. Given current heat conditions, the doors will likely be completed in the fall.
 2. The Library unfortunately did not get awarded the Illinois Construction Grant for the Reading Room repairs. Funds were exhausted before the Library's grant was funded, but we are welcome to reapply for next year. This project has been shifted in the Capital Priorities list to next year.

3. Two FY24/25 Projects have been scheduled or proposals have been approved. The cameraing and preventative maintenance on the Library's sanitary lines has been scheduled for early July. The new parking lot lights have been approved, and we are waiting on scheduling for that project.
4. Director Kowalcze spoke to two industry professionals regarding the Library's small patch of lead paint. She was informed that encapsulation involved simply painting over the area with non-lead paint, which has already been done. Further, unless the paint is peeling or chipping, or work is planned for the painted area, it is not indicated to do full mitigation. The Committee recommended adding a check of the paint area to the Maintenance Checklist each quarter, so that it is monitored.
5. The Committee discussed two projects on the list that involved the West End HVAC controls, and whether or not they could be folded into the East End HVAC work. This is something that will have to be discussed with whomever gets the HVAC design proposal approval.
6. Director Kowalcze discussed the Library's growing need for a multi-functional library outreach vehicle, for transporting people, supplies, and tables or chairs to outreach events. The Committee discussed fundraising via the Friends of the Library and/or reaching out to area car dealerships for a donation or deal. Trustee Drisko suggested that a very basic pole barn might be constructed to shelter the vehicle, just off the Library's staff parking lot.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 5:05 PM.

Recorded By:

Amanda Kowalcze
Library Director