

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
January 4, 2024
4:15PM

I. Call to Order

The meeting was called to order at 4:15PM.

II. Roll Call

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

Absent: None

III. Introduction of Visitors

Assistant Director Melissa Rice

IV. Minutes for Approval

A. The Minutes from the Buildings & Grounds Committee Meetings on October 24, 2023 were presented for approval by the Committee. Trustee Drisko requested that the minutes be pared down to match the format discussed at the December Regular Board Meeting. Trustee Veach objected to paring down the minutes, stating that in her opinion the previous format of the minutes was not transparent enough.

B. Trustee Drisko motioned to table approving the Committee Meeting minutes from the October 24, 2023 meeting until after they could go to a full Board Meeting for discussion. Trustee Veach objected to this discussion taking place at the January 2024 Board Meeting, and asked if they were going to be tabled for a full Board discussion, it be the February Board Meeting, which she could attend. Director Kowalcze verified in the Open Meetings Act that a body has 30 days or until the second subsequent meeting of the body, whichever is later, to approve minutes.

C. The Committee discussed the minutes and their purpose. Trustee Veach stated that in her opinion the previous minutes format were too vague, and that she wants people to see what's been talked about. Trustee Veach gave the example that she believed the Board was discussing a potential building referendum without being transparent in the minutes. Trustees Schneider and Drisko objected to this, stating that they were not misrepresenting meeting discussions, and that there were no plans for a referendum. Trustee Schneider clarified that any consideration or discussion of a referendum was in relation to one of several potential funding options for tackling building plans.

Trustee Veach stated that the minutes should give the public a good idea about what was discussed and what each member of the Board said, since the Board does not have a media press so the minutes should serve that purpose. She stated that being as transparent as possible in the minutes benefits the Library, because we can point to exactly every option that was explored and discussed if the library were ever questioned by the public if it ever pursued a referendum.

D. Trustee Veach suggested that the Board and Director meet with local legislators to inform them of our building challenges and see if we could rally their support in securing funding from any available sources.

E. Director Kowalcze stated that she believed there were two conversations on two separate topics happening simultaneously, and asked to return to the question of the minutes.

F. The motion as amended was to table the minutes of the October 24, 2023 Building and Grounds Committee Meeting until after the topic regarding the level of detail in the minutes could be discussed at the regularly scheduled February 2024 Library Board Meeting. This motion was seconded by Trustee Schneider.

G. Ayes- Trustee Drisko and Trustee Schneider; Nays- Trustee Veach. Motion carries.

V. Old Business

None.

VI. New Business

A. Capital Priorities List Projects Updates

1. Reading Room Grant

a. Director Kowalcze gave an overview of the current status of the 2024 Public Library Construction Grant Application, which is being submitted to the Illinois State Library to fund the Reading Room landscape regrading and repair. The application is ready for submission pending the submission of a soil boring report, which was delayed due to wet weather. However, on this exact day, the Illinois State Library announced an extension in the application deadline to February 15, 2024. Director Kowalcze reminded the Committee that our grant application will be a lower priority because we received a 2021 Grant, and they prioritize libraries who have not received a grant in 3 years. However, the work we have put together would allow us to reapply in 2025 with the same information. The Lead Paint testing identified one small patch of lead paint, which is currently considered non-hazardous, because it is not chipping. It appears that at some point in the Library's history, someone touched up the paint with an old can. We will need to investigate our options regarding encapsulation or removal with a licensed expert if or when we want to do any work in the paint area, which is near the entrance doors. The grant will be submitted once the soil boring report is received and before the new deadline of February 15.

2. Other Projects

a. Director Kowalcze gave an overview of the other outstanding projects from the FY23-24 Capital Projects list. The East End Bathroom ceiling tile replacement is due to be started on January 9th, and the new garage heater and floor outlets should be installed that same week. The rooftop safety hatch has been approved and we are waiting on scheduling with the roofer. Several concrete companies have declined to quote on the new bollards,

loading dock safety rails, and tactile warning pads. It's possible that it is too small of a job for those companies. We are reaching out to the company who installed our book drop pad for a proposal. We are on track to complete our FY23-24 projects on time and on budget.

- b. Director Kowalcze brought up the quote for the new lighting controls and light switches for the public areas of the Library. Currently, the lights are turned on and off everyday at the breakers. The current proposal for the light switches is \$11,240, which is down from \$15,000, after a suggestion was made to combine the new LED light breakers to cut down on hardware. We are working on getting additional proposals, but Director Kowalcze asked the Committee their opinion on moving forward with the project if all of the proposals come in around \$10,000. The Committee discussed and agreed that this was an important quality of life improvement for staff, which could also have safety concerns or lead to expensive repairs if the breakers on the panels were to break. Discussion will continue when additional quotes are obtained.

B. Maintenance Checklist

1. Director Kowalcze presented a draft Maintenance Checklist for discussion and feedback, as requested by the Library Board. This checklist is designed for Library Staff to track the various maintenance tasks to be completed on a regular, annual, or irregular basis. The checklist was compiled by the Director and staff, including the Head of Maintenance, and the items on the list are from example maintenance lists, the state standards, and the maintenance budget. Director Kowalcze explained that this would be a living document, particularly for the first year, as items would be added or edited to more accurately reflect the Library's maintenance needs and timeline.

2. The Trustees agreed that the document content was good, but that its format was overly difficult to read and overwhelming. Trustee Schneider suggested editing the checklist to break it up more visually by month, so it isn't so visually overwhelming. Trustee Veach agreed and suggested that the font size also made it hard to read. The Committee suggested breaking the actual working version of the document out by month, so that it was more accessible to the staff members who would be using it. Trustee Veach pointed out that this version of the document does not contain a place for noting what is found during inspection or if follow up is needed. Trustees Schneider and Drisko suggested adding additional columns to the working version of the document for notes, if follow up is needed or not, for initialing and dating when items are completed, and when additional action might be needed by. Director Kowalcze offered to mock up one month of the "working version" for the January Board Meeting, so the Board could see how the maintenance checklist would be utilized by staff. The maintenance checklist and this additional document will be brought to the January regular Board Meeting.

TASK ITEM: Create a one-month example of the maintenance checklist with additional columns for tracking accountability and needed follow-up.

C. FY24/25 Capital Priorities

1. Director Kowalcze reminded the Committee that we are coming up on budget planning for Fiscal Year 24/25. She asked the Committee to review the currently identified projects for that year, and to suggest any possible additions, so that data on costs could be gathered.
2. The Committee inquired as to if the Reading Room work was identified in the correct fiscal year, in alignment with the State budget cycles. Director Kowalcze confirmed that it was, but that if the grant was not awarded this year, that it would be pushed to the following fiscal year's (FY25/26) priority list.
3. The Committee asked about the veracity of the cost for cameraing and cleaning the sewer lines and sanitary lines, based on the previous project to do this in the East End. It was discussed that the previous project was just one small part of the Library's sanitary lines. Director Kowalcze will reach out to RJ Graham Plumbing, who completed that project, for a more accurate cost estimate.
TASK ITEM: Reach out to RJ Graham Plumbing for a cost estimate for cameraing and cleaning the sewer and sanitary lines.
4. The Committee asked about the costs and potential funding for replacing the parking lot lights. Director Kowalcze was given the suggestion for this project by an electrician, who stated that ComEd funding could greatly assist with the cost of replacing the halogen lights with more energy efficient LED lights. Some electrical shops are more experienced in this project and can assist in applying for reimbursement. Director Kowalcze will gather data on this. Trustee Schneider has prior experience in lighting and cautioned to pay attention to the proper color for outdoor lighting, as lighting that is too blue is hard on the eyes.
TASK ITEM: Gather data on replacing the parking lot lights utilizing ComEd incentive funding.
5. One item not already on the list that was brought up for discussion was replacement of dead trees and shrubs, and possible mulching. Mulching is a very expensive project that needs to be done every few years.

VII. Public Comment
None.

VIII. Adjournment
Meeting adjourned at 5:10 PM.

Recorded By:

Amanda Kowalcze
Library Director