

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
January 16, 2025
4:45PM

I. Call to Order

The meeting was called to order at 4:54 PM.

II. Roll Call

Present: Trustee Drisko, Trustee Schneider, and Director Kowalcze

Absent: Trustee Wagner

III. Introduction of Visitors

None

IV. Minutes for Approval

- A. The Committee reviewed the Minutes from the meeting on November 18, 2024, and unanimously approved them with no edits.

V. Old Business

A. HVAC Replacement Project

1. Director Kowalcze shared that the contract, bonds, and certificate of insurance have been signed and received from C. Acitelli. Everything is currently proceeding as planned, with no significant updates at this time.

B. Parking Lot Entrance

1. Director Kowalcze and Owner's Rep Dan Eallonardo have reached out to a few companies about getting a civil engineer to put together preliminary drawings and budget estimates for relocating the parking lot entrance. This is the information that would be needed to put together a one-sheet for the project. Two firms have expressed interest in assisting with the project, and should be sending over proposals for work to Director Kowalcze. Once those proposals are received, the Committee will hold another meeting to discuss.

2. The Committee discussed having a traffic study completed, as well. Director Kowalcze will investigate who to contact to initiate a traffic study. Trustee Karabis may have some insight as he reportedly has initiated a similar study in the past.

C. FY2025 Capital Priorities Updates

1. The Committee reviewed the capital priorities for the current fiscal year. Most of the projects are either completed or currently in progress. Projects that have been completed have been completed under estimated budget.

VI. New Business

A. Capital Priorities FY2025-2026

1. The Committee reviewed an updated list of the Required and Recommended

Work spreadsheet developed from the StudioGC Facility Assessment. The spreadsheet has been updated to reflect the work that has been already completed. The Committee discussed that some of the cost projections from StudioGC have ended up not being accurate once more concrete proposals have been solicited. The Committee suggested keeping the projected costs updated as more accurate estimates have been received.

2. The Committee discussed potential capital priorities for FY2025-2026. The most significant project is the Reading Room project, which would hopefully be covered in half by a State grant. Other smaller priorities include ongoing tuckpointing maintenance, heat-related replacement projects, tree and plant replacement, and a new Adult Services Desk. Director Kowalcze explained that the cypress tree near the garage is causing issues each year when it sheds its needles and clogs the gutters and the sewer drain. She is recommending that it is removed for the building's health. Trustee Drisko suggested reaching out to the IL DNR to see if someone could come out and suggest alternative trees or bushes that could be planted, which would enhance the Library but be better choices both for the building's health and potentially as native plants. Director Kowalcze will investigate this option. The Committee also suggested adding the rusty door connected to the Youth Program room to the capital priorities.

3. As the Committee requested, Director Kowalcze reached out to C&J Construction about preliminary work on evaluating the storm drain issue. Instead, C&J sent over proposals to complete a sewer replacement and redo the Staff Parking Lot. These proposals totaled around \$60,000. Dan E. from ICS has been asked to evaluate the proposed fixes, to see if they are realistic for our issues. If so, the Committee recommends moving this project up the priority list to next fiscal year, as the lack of drainage in the staff parking lot causes dangerous ice conditions in the winter. Director Kowalcze pointed out that depending on the timing for the Reading Room project, the Library may want to delay the Staff Parking Lot replacement until after heavy equipment may be brought out for the Reading Room. This factor will have to be considered as part of the timing on this project. Director Kowalcze will add the project to the draft priorities for next year, for consideration.

4. After evaluation by the HVAC company, one of the planned HVAC replacement projects would be more economical to do as a repair job, instead. This will cost around \$1400, and the Committee authorized Director Kowalcze to move forward with the repair, instead of waiting.

5. Looking ahead to future years of capital priorities, most currently listed priorities are ongoing maintenance, including tuckpointing maintenance and maintenance on the parking lot once it is replaced. It was recommended to have the parking lot sealed three years in a row once replaced, to increase its longevity.

6. The Committee discussed that in the last several years, many of the largest priorities have either been tackled or have been planned to be tackled (HVAC, Reading Room, Parking Lot, etc.). As these larger projects are completed, capital priorities may shift to items beyond safety to look at modernization and aesthetic upgrades.

7. The Committee agreed the Capital Priorities Draft should move to the full Board at the January Board Meeting.

B. Lawn Maintenance

1. Director Kowalczke reviewed the three lawn maintenance proposals that she has gotten, after soliciting lawn maintenance contracts for the spring. It is clear that the Library is currently paying a contract that is well under market rates. Unfortunately, maintenance has not been up to the Library's standards. Changing service companies will mean increasing the maintenance budget, but may lead to better results. Director Kowalczke is recommending a one-year contract with Koreman Landscaping at this time. The Committee suggested bringing the contract to the February Board Meeting for discussion.

C. Next Meeting

1. Once Director Kowalczke receives the proposals for the parking lot project, she will reach out to schedule another Building and Grounds Committee Meeting.

VII. Public Comment
None

VIII. Adjournment
Meeting adjourned at 6:01 PM.

Recorded By:

Amanda Kowalczke
Library Director