

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

March 14, 2024

4:45PM

I. Call to Order

The meeting was called to order at 4:45PM.

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 October 24, 2023 were presented for approval by the Committee. The Committee discussed that these minutes were in a longer and more detailed format than is typical for the Library's minutes, and that it is out of step with the standard that has been established by the Board. However, since the Minutes as written had been brought to a Board Meeting for discussion about building projects, for records retention reasons, it was decided to leave them in their expanded format.

The Committee also discussed that the Minutes as written used terms such as "felt," which were inappropriate for a document meant to reflect the actions of a Meeting, since the minutes recorder could not speak to the feelings of any individual committee member. The Committee requested that the word "felt" be replaced throughout the Minutes with more accurate verbs, such as "stated."

With those amendments, the Committee voted to approve the October 24, 2023 Minutes.

B. The Minutes from the Building & Grounds Committee Meeting on January 4, 2024 were presented for approval by the Committee. The Committee discussed these Minutes in light of the earlier discussion about level of detail and the use of "felt." The Committee requested that the Minutes be tabled until the next meeting, and that use of "felt" throughout be replaced. The Committee also requested that a section on discussing the October Minutes be broken up into multiple paragraphs to make it more readable.

The Committee approved tabling the Minutes of the January 4, 2024 until the next Building and Grounds Meeting, where they would be presented with the requested changes.

V. Old Business

A. FY2024/2025 Capital Priorities

1. The Committee reviewed an updated draft of the FY24/25 Capital Priorities. Proposals and estimates have been received, which has led to updating cost estimates,

as well as changing some priorities.

2. For clarity, the Priorities list has been updated to only reflect estimated local cost share for projects where there are anticipated other sources of funding, such as a grant from the Illinois State Library for the Reading Room work, or ComEd incentives for the halogen light replacement project.
3. Based on feedback from Owner's Rep Dan Eallonardo and the plumber, the new priorities include only cameraing and cleaning the interior sewer and sanitary lines, and plan to scope the rest of the lines exterior to the building next year.
4. Since the tuckpoint work in the current fiscal year addressed the high-priority areas of sealant on the West End of the building, the decision was made to table the 2015 Building Sealant Replacement for 1-2 years.
5. The automation controller for the West End HVAC needs to be replaced, since it is no longer supported and cannot receive software updates, leaving it vulnerable. The cost to replace the controller is estimated at \$6000. Director Kowalcze is also getting an estimate to see if the currently wireless thermostats in the West End could be replaced with hard-wired thermostats at that same time.
6. The Library is getting an estimate on replacing the remaining halogen lights in the parking lot with LED, which would be partially funded by ComEd incentives. After review from an electrician on 8 lights still need to be replaced, which would be an estimated cost of around \$5000 after ComEd incentives. This project is a priority now, since it takes advantage of currently available funding, will result in more energy efficiency, and will mean that the lights do not need to be replaced piece-meal when they go out.
7. The Committee discussed tree and plant replacement being a near-future priority based on budget and appropriate tree-planting timing. We have had several trees and bushes die over the last few years, which should be replaced for aesthetics.
8. The Committee added encapsulation of the identified lead paint as a priority when budget allows. We do not yet have an estimate on cost of encapsulation. Since this area is only around 5 square feet, it may be affordable to address it immediately. The area is not considered an active hazard, since no paint is chipping.
9. The Committee also discussed if it would be possible to replace the Library's shelving in sections, phasing out the heavy, dated wood shelving. Director Kowalcze explained that in the Adult Services collections, the shelving is currently hardwired into the floor, since it has built in lighting. In order to replace these shelves, new lighting would need to be installed above those areas. The Committee added Lighting to the Replace When Budget Allows category.
10. The Committee also discussed possible alternative energy routes for the Library, including solar panels, a windmill, or geothermal energy. The Library doesn't have a gas line, and we pay a lot in electricity annually, so finding a way to lower those costs, or taking advantage of any alternative energy incentives might be a wise idea for the near future.
11. The Committee decided to forward the FY2024/2025 Capital Priorities to the Board for approval at the next Board Meeting.

VI. New Business

A. Capital Priorities List Projects Updates

1. Lighting Controller and Switch Project Proposals

- a. The Committee reviewed proposals for the combination of lighting circuits and the installation of light switches to allow staff to turn on the lights in the public areas of the Library without using the breakers. The proposals had different approaches to the project, but the results would be the same for the Library. The two quotes were very close in price. The Committee discussed that Excel Electric was very familiar with the Library and had documented fast response time when we have an electrical issue. For those reasons, they elected to put that proposal forth for approval by the Board at the next Board Meeting.

2. Loading Dock Safety Rails Project Proposal

- a. Director Kowalcze lead the Committee through the proposal to install safety rails at the loading dock, as well as repair the damaged concrete and replace the safety rails outside the staff entrance. It was difficult finding companies to bid on this project, due to its small scope. C&J Construction has completed concrete projects for the Library before, including the installation of the book drop pad and working on the staff parking lot drain. The Committee elected to bring this proposal to the Board for approval at the next Board Meeting.
- b. Director Kowalcze shared a proposal for the installation of bollards and tactile warning strips at the public entrance. The work would cost almost \$20,000, and would require removing and replacing a lot of concrete that the contractor had evaluated to still be in excellent shape. Based on these factors, Director Kowalcze recommends tabling the installation of tactile warning strips until other concrete work is needed, and installing concrete planters instead of bollards. Based on an estimate from a concrete plantar company, we could get 5-6 concrete planters for around \$5000, which is much more cost effective.

B. Pfeiffer Road Project

1. The Committee discussed the current status of the Pfeiffer Road project, which seems to be running ahead of schedule. If and when traffic increases after this intersection opens, it may be prudent to ask for a traffic study. The Committee discussed reaching out to Will County to do this, although it may get moved to IDOT, since Route 30 is an IDOT road.

C. Technology Plan

1. The Committee decided to table discussion of a Technology replacement plan, due to a lack of time to discuss at this meeting.

VII. Public Comment

None.

- VIII. Adjournment
Meeting adjourned at 5:52 PM.

Recorded By:

Amanda Kowalcz
Library Director