

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

May 20, 2024

4:00PM

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 March 14, 2024 and January 4, 2024 were presented for approval by the Committee. The Committee reviewed the Minutes and unanimously approved them with no edits.

V. Old Business

None

VI. New Business

A. East End HVAC Update

1. Director Kowalcze briefed the Committee on an update regarding the East End air handler and chiller. FE Moran came out to the Library to give a second opinion on the assessment by the Library's maintenance company, Amber Mechanical, that the East End HVAC is in a critical state due to a bad valve. The technician from FE Moran stated that the valve does not appear to be failing, instead the system appears to have developed a freon leak in the evaporator coils and has a defective condenser fan cycling switch. FE Moran is proposing replacing the switch and topping off the system with NU22B refrigerant, which they believe may support the system through the end of the summer. Director Kowalcze and Owners Rep Dan Eallonardo will go back to the Library's current maintenance company and ask them for a proposal for this work for comparison. This is the short-term solution to the East End HVAC issues.
2. It is impractical to replace the evaporator coils, so at this time it makes sense to begin the process of completing an HVAC replacement project. Director Kowalcze will gather at least 3 proposals from architect and engineers for design, bid, and construction oversight services for this project. The Committee will plan to meet to review these proposals before the June Board Meeting.

- B. Parking Lot Hole Proposal
 1. There is a hole in the parking lot near a storm water catch-basin. The hole is likely the result of shifting of the drainage pipe below the parking lot. Director Kowalcze presented a proposal to tuckpoint the drain pipes and repair the parking lot asphalt. We are still waiting on a follow up proposal which has been delayed. The Committee approved the work, and if the second proposal is not received by end of week, Director Kowalcze will move forward with the proposal in hand for the amount of \$4,166.
- C. Car Accident Repairs
 1. Director Kowalcze reviewed the results of a motor vehicle accident in the parking lot on May 5. A driver who failed to reduce speed when entering the Library parking lot knocked down a light pole and snapped off a tree. Estimates for replacements came to around \$8000 and \$800 respectively. The driver's insurance company is mailing the Library a check to cover these repairs. Once the insurance check is received, Director Kowalcze will greenlight the proposals for the repairs.
- D. Concrete Planters
 1. Director Kowalcze shared an estimate for three 36" circular concrete planters to be added to the Library drop-off lane sidewalk, to serve as barriers between vehicles and patrons sitting at the outdoor tables. The planters will be planted with some type of perennial, and weigh around 1000 lbs before being filled. The total cost is \$2500, and the planters should arrive in a few weeks.
- E. Garage Soffit Leak
 1. Director Kowalcze shared that on May 14 staff discovered the soffit above the garage loading dock was leaking in the heavy rain. Ridgeworth Roofing came out to evaluate the roof and discovered that the scupper had gotten clogged with the weather and was acting like an ice dam, backing water under the flashing. Ridgeworth will put together a proposal to replace the scupper with a solid unit with no flashing for water to penetrate, which will prevent this problem from recurring in the future.
- F. Parking Lot Pole Lights Proposal
 1. The Committee discussed that the plan is to complete a parking lot light replacement in the next fiscal year, to replace the remaining halogen lights with LED lights. Based on what Director Kowalcze heard regarding lead time to replace the parking lot pole light that was struck in the automobile accident, she advised getting this project started, to hopefully have the lights installed in July or August. The Committee agreed that this was a good first project for the fiscal year. Trustee Schneider reviewed the lights and confirmed they were an acceptable color value. The Committee discussed that the replacement of all 8 lights was cheaper than the one light pole. Director Kowalcze explained that this was because only the tops of the lights are being replaced, not the entire light poles like the one struck in the accident. Director Kowalcze will reach out to Veterans Electric to get this project scheduled.
- G. FY2024-2025 Capital Priorities: Next Steps
 1. The Committee reviewed the Capital Priorities list to determine which projects should be tackled first in the coming fiscal year. The Committee determined to move the

East End Chiller and AHU replacement from the Emergency Replacement status up to the FY24/25 section. Additionally, the Committee decided to postpone the replacement of the West End HVAC controls, until a plan for the East End HVAC was established, in case there was an opportunity to integrate the two projects. Projects that were determined to be good starting points for the year included the parking lot lights, cleaning and scoping the internal sanitary lines, and the tuckpoint evaluation.

2. Trustee Drisko brought up the lead paint encapsulation. Since the Library has such a small patch of lead paint, waiting will only make remediation or encapsulation more expensive. Director Kowalcze will start reaching out to companies to determine costs and next steps for removal or encapsulation of the patch of lead paint. Trustee Drisko suggested looking at the EPA website for a possible list of approved companies for this type of work.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 4:57 PM.

Recorded By:

Amanda Kowalcze
Library Director