

FRANKFORT PUBLIC LIBRARY DISTRICT  
BUILDING & GROUNDS COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
September 23, 2024  
4:00PM

I. Call to Order

The meeting was called to order at 4:05 PM.

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 June 24, 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. Garage Door Replacement Quotes

1. The Committee reviewed two proposals for the replacement of the overhead garage door and operator. The door is original to the building and has very limited insulation and is poorly sealed. The Committee discussed the importance of R-Value in determining the insulation factor of the door, and discussed that the Friends of the Library utilize the space year-round. One of the quotes gave costs for doors with R-values of 10.29 or 17.54, the other quote gave costs for an R-value door of 13.45. The Committee requested that Director Kowalcze reach back out to the second company to ask the cost for a door with an R-Value of 17, so that they are comparing like quotes. Additionally, they requested that Director Kowalcze find out why the door is quoted with a wood-grain finish, to see if that effected cost at all. Director Kowalcze will find the answer to these questions and bring them back to the Committee.

B. Youth Lighting Quote

1. Director Kowalcze brought the Committee to view a section of the bookstacks in Youth Services where the current lighting arrangement leaves certain bookshelves shadowed. Director Kowalcze consulted with the electrician, who submitted a proposal to add track lighting above the bookshelves. The Committee wants to know from the electrician if the track will be energized, so that additional lights could be added later. They also want to know if the track lighting would match the existing track lighting in

Youth Services. Finally, the Committee wanted to find out if cove lighting is a viable alternative, and what that would cost to add in lieu of track lighting. Director Kowalcze will follow up with the Electrician.

C. EV Charger

1. Director Kowalcze met with the company Verde Energy Efficiency Experts, who work on projects built around ComEd incentives. Verde visited the Library and put together a proposal to add two Level 2 EV chargers. The total project cost after incentives would be just over \$42,000. The Committee agreed that the cost made this project impractical at this time, when budget funds could be spent on higher priority maintenance projects. Director Kowalcze shared that the incentives change periodically, so she will stay in contact with Verde Energy and have them share costs and incentives as they change.

D. Parking in Circle Drive

1. Director Kowalcze shared the ways that staff have been discouraging patrons from parking in the circle drive in front of the Library, as this may eventually lead to an accident or threaten the safety of Library visitors. It does seem that the messaging campaign is decreasing the number of cars parked in the Drive. Director Kowalcze met with the Fire Department and the drive does not qualify as a fire lane. The Committee discussed adding an additional permanent No Parking/Idling sign as you enter the drive, not as you leave it. Director Kowalcze will look for one to add. The Committee also discussed filling the new planters in the front of the entrance. Staff are currently looking into sources for bulk stone and dirt to fill the planters. The goal is to plant no maintenance short evergreens in these planters.

E. Election Traffic Safety

1. Director Kowalcze shared some staff brainstorming suggestions for ways to handle the increased visitors the Library receives during early voting and the election, and how to make sure staff and visitors feel safe. Some of these suggestions are ways to set up signage and line management tools, to be proactive. Some are ways to keep visitors comfortable and increase staff morale. Staff will be discussing ways to handle political questions during Staff Day, as well. Director Kowalcze shared that asking for walkthroughs by police could be considered voter intimidation and is not recommended by the election safety webinar she attended. The Committee discussed posting signage about the Library's security cameras, including outside, to remind Library visitors that there are security cameras in place. The Committee suggested sharing the typical days that the Library sees high traffic during Early Voting (the last few days in the lead up to the Election) with the County Clerk's Office to see if they can provide additional election staff on those days. The Library might also want to set up an additional staffed table near the election entrance on the actual Election Day to help with security and visits.

- F. Maintenance Checklist Quarterly Review
1. The Committee reviewed the Maintenance Checklists for June, July, and August. The Committee discussed that some of the maintenance items regarding the grounds should be being covered by the lawn maintenance company, and that it has been three years since the Library has changed lawn maintenance companies. Director Kowalcze will look into proposals for the coming year. The same goes for the Library’s cleaning service company. The Committee also discussed changing the default statement in the checklist from “No notes” to “No problems noted.”

- G. Capital Priorities Projects Updates
1. The Committee reviewed where the Library stands on the FY24/25 Capital Priorities. Completed projects have come in under budget. Director Kowalcze shared that the HVAC upgrade project is in the design phase, and will be going out to bid in October, with bids due back in November. The project is on track for an April 2025 completion. Director Kowalcze also shared that other than preventative maintenance, the Library has not needed to have the plumber come out for any clogged pipes since the Sloane valves were installed. As a final update, the grant-funded new study room furniture was recently delivered and installed in the study rooms.

VII. Public Comment  
None.

VIII. Adjournment  
Meeting adjourned at 5:09 PM.

Recorded By:

Amanda Kowalcze  
*Library Director*