

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
August 20, 2025
5:00PM

I. Call to Order

The meeting was called to order at 5:00 PM.

II. Roll Call

Present: Trustee Faris, Trustee Miner, & Trustee Stenoish

Absent: None

Also Present: Director Kowalcze

III. Introduction of Visitors

None

IV. Minutes for Approval

Trustee Miner motioned and Trustee Stenoish seconded to approve the Minutes from the meeting on July 23, 2025. The Minutes were unanimously approved them with no edits.

V. Old Business

A. Reading Room Grant

1. The Committee reviewed the revised proposal for \$14,700 for architect services from StudioGC for the Reading Room project. Director Kowalcze shared that StudioGC advised that engineers were recommending an additional survey of the work area, which would cost an additional \$3,800, and be paid directly to an engineering firm. The revised proposal plus the engineering study will still bring the project in over budget for design, but it is closer to the original budget than the previous proposal. The Committee agreed to forward the proposal to the August Board Meeting for review.

B. FY2025-2026 Capital Projects Review

1. Director Kowalcze shared that although the original plan had been to review the proposal for the Sorting Room Floor, staff had asked that that project be delayed until winter, when material circulation slows down more than the back to school season.

VI. New Business

A. Building Updates

1. Director Kowalcze shared that she had reached out to the roofers for a quote for replacing the scupper on a gutter that gets backed up, to prevent water from getting under the roof flashing. The estimate has not yet been received. Additional building news included the loss of a tree in the recent storm, the need to replace staff lockers and the fire resistant lateral filing cabinet soon, and the planting of new plants around the entrance sculpture.

B. Cypress Tree Removal

1. Director Kowalcze solicited 6 tree removal companies for proposals, and

received estimates from 3 of them. The Committee reviewed the proposals and selected the proposal from Precise Tree Care based on price and outline of the project in the proposal. This proposal will be forwarded to the August Board Meeting for approval.

C. Heating Project Proposals

1. Director Kowalcze approached 3 HVAC companies for proposals for these projects, which include replacing the air curtain, the vestibule heater, and the electric baseboard heater in the West End women's restroom. One of the HVAC companies recommended approaching an electrician for the work instead, for more competitive costs. Director Kowalcze reached out to the Library's electrician for a proposal. One of the HVAC proposals is still pending, the Committee decided to disregard this proposal, unless it comes in the cheapest and before the August Board Meeting.

2. The Committee reviewed the proposals received and selected the proposal from Excel Electric based on price. Excel Electric had suggested that for the same price the Vestibule Heater could be replaced with an electric fireplace, but the Committee determined that since this would produce less heat, they recommend staying with a cabinet heater. The proposal will be forwarded to the August Board Meeting for review.

D. Next Meeting

1. The Committee decided to meet monthly, even if just to check in on current building updates. The next meeting will be Wednesday, September 17 at 5pm.

VII. Public Comment

None

VIII. Adjournment

Trustee Miner moved to adjourn and Trustee Stenoish seconded. Meeting adjourned at 5:41 PM.

Recorded By:

Amanda Kowalcze
Library Director