

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

April 8, 2026

5:00PM

I. Call to Order

The meeting was called to order at 5:01 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 March 4, 2026. The Minutes were approved unanimously with no edits.

V. Old Business

A. Parking Lot Safety

The Committee reviewed a proposal for adding granite boulders in front of the Youth Courtyard, in order to provide a physical barrier for any vehicles that might come up over the sidewalk. The Committee also looked at proposals for adding round bollards or stone planters in the same area. The Committee agreed that the round bollards would not work and felt that the boulders might look unintentional. The Committee was interested in the planters, which could be used to grow either herbs or plants that would attract pollinators. The Committee would like to see an additional proposal for round planters, to match the ones near the entrance. Director Kowalcze will get this proposal and ask about any concerns in adding the planters to dirt instead of concrete pads.

B. ISL Security Grant

Director Kowalcze shared with the Committee the information that she had gathered in order to put together the grant application for the new Illinois State Library Security Grant. The electrical work to mount two additional wireless parking lot cameras could be as high as \$21,000. Overall, the estimated costs to add more security cameras and add a keyfob system to 9 Library Doors came to \$70,000. Director Kowalcze will keep the Committee informed of any status updates on the grant application.

- C. Donor Wishlist  
Generous local residents are considering making a donation to the Library. Director Kowalcze met with them and shared the Library’s Donor Wishlist, as organized by the Building & Grounds Committee. The potential donors shared that they were specifically interested in donating funds to update the children’s area. Director Kowalcze and Head of Youth Services Mary Ryan have started to look at potential furniture changes that could be made to make the Youth Area more inviting, modern, and exciting for the community. The Committee discussed putting together purchase ideas at three different price points (\$30,000, \$20,000, and \$15,000) and presenting them to the potential donors. Director Kowalcze will report back after further discussion with the potential donors.
- D. Landscaping  
Director Kowalcze has not yet heard back from the native plant nursery on a recommendation for a landscaper to make plant installations. The Library’s landscaper has added more native plants to their design. Director Kowalcze will confer with plant savvy staff to ensure they will meet the Library’s needs. The Committee asked Director Kowalcze to also confirm the cost with the landscaper. This item should be discussed again at the next Board Meeting.

VI. New Business

- A. Building & Grounds Updates  
The tuckpointing repair related to the car accident has been completed. The cracked window has been replaced in the staff office next to the courtyard. They have taken measurements for the window insulation in the Meeting Room, including taking a baseline sound measurement for future comparison. A bollard was hit by a snow plow and was slightly askew, but has been pushed back into place by the snow removal company. Director Kowalcze is soliciting proposals from HVAC Maintenance Companies for our annual preventative maintenance contract, which expires on June 30.
- B. Capital Priorities  
The Committee reviewed the current year capital priorities to establish what had been completed and what was still outstanding. The list is in good shape heading into the fourth quarter of the year. The 2026/2027 Capital Priorities are still in draft form, but there was a suggestion to add phase two of soundproofing for the meeting room, in case phase one is a success. The Committee also discussed adding a temporary carport to the Staff lot, to protect an outreach vehicle once one is purchased. The Committee agreed that this would not impact the parking lot project, as the temporary carport could be removed once no longer needed.

C. Tuckpointing Maintenance

The Committee reviewed a proposal for tuckpointing maintenance. The area where the maintenance would be completed is in the same area where the Reading Room work will be done. The Committee discussed bringing the proposal to the Board for approval, but working with the tuckpointer on scheduling to complete the work before or after the Reading Room work, so that there is no concern about needing to work around the other workers.

D. Next Meeting

The Committee set the next meeting date for Wednesday, May 13 at 5pm.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 6:11 PM.

Recorded By:

Amanda Kowalcze  
*Library Director*