

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
August 5, 2026
5:00PM

- I. Call to Order
The meeting was called to order at 5:02 PM.
- II. Roll Call
Present: Trustee Faris, Trustee Miner, & Trustee Stenoish
Absent: None
Also Present: Trustee Look, Director Kowalcze
- III. Introduction of Visitors
Dan Eallonardo, Independent Construction Services, Darren Schretter, StudioGC (Arrived 5:25pm)
- IV. Minutes for Approval
Trustee Miner motioned and Trustee Stenoish seconded to approve the Minutes from the meeting on June 16, 2026. Minutes were unanimously approved with no changes.
- V. Old Business
 - A. Reading Room Update
This discussion item was held until further in the Agenda, under New Business, to wait for the representative from StudioGC.
- VI. New Business
 - A. July 27 Storm Damage
Director Kowalcze shared status updates following the damaging storm on July 27. A tree fell near the staff parking lot, missing the Library's outreach vehicle, but hitting the car of three staff members. An insurance claim was opened, but the insurance company is stating this would be an act of god, and the staff members are following up with their own insurance companies. The tree has been chopped up and removed by the Library's landscaper. There was also damage to some ceiling tiles, due to rain intrusion related to the current construction project. The contractor has been informed that they will need to make repairs. Luckily, no materials were damaged.
 - B. Roof Preventative Maintenance Contract
A roofing company has reached out to see if the Library would be interested in an ongoing preventative maintenance contract for the roof. The cost of the contract would allow for additional roof inspections, and the maintenance items covered include the items the Library paid for as a service visit this year. This

contract would potentially get the Library more service for the same cost. The roofing company in question has references for other area libraries. Director Kowalcze has reached out to the company the Library currently uses for roofing, and is requesting a proposal for a preventative maintenance contract from them. The Committee will look at this again at the next meeting.

C. Snow Removal Contracts

The Committee reviewed proposals for snow removal and salting. The company the Library currently uses had their 3 year contract up for renewal this year. After comparing the multiple proposals, the Committee recommended resigning another three year contract with our current company, RWS, based on cost and proven reliability and communication.

D. Reading Room Update

Trustee Look summarized the Board's discussion and expressed concerns about the Reading Room Project from the July Board Meeting, and explained how the Building and Grounds Committee is able to ask more informed questions about the status of the project and share those insights with the full Board. Trustee Look reminded all involved that this project is not only funded by dollars from our local taxpayers but also statewide taxpayers due to the Construction Grant funding.

Darren Schretter from StudioGC and Dan Eallonardo, Owner's Representative from ICS, shared an overview of the current status of the Reading Room project, including what current difficulties and delays are being experienced. The Committee members asked questions in order to get a fuller understanding of where the project stands and options for going forward.

Schretter confirmed that contractor KWCC has had a foreman on site while work is being completed, but that work has not been completed on the schedule originally presented. Per the Board's request, KWCC has been asked to deliver daily status reports. Schretter shared the current schedule for Architect/Owner/Contractor meetings, and the Committee determined what they would like to see coming out of the next meeting, which is scheduled for August 7th.

The Committee would like to see a plan for completion. As one of the reasons given for the delays is difficulty procuring materials, the Committee wants KWCC to provide a timeline for procuring the needed materials. Additionally, they want a work schedule, including who is in charge when that work is being conducted.

The Committee asked about potential recourse, if the work is not completed. Schretter and Eallonardo shared that KWCC would be in default of contract, and

that action would be taken on the performance bond, but that this is a complex process, so a positive project completion with KWCC is preferable.

Eallonardo suggested a potential water test for the work when it is completed, but there is a cost associated. Additional proposals and consideration are needed.

The Committee discussed that the contractor KWCC needs to hear that the Board is currently dissatisfied, but that a more positive relationship is still possible, if the project turns around.

Trustee Miner volunteered to attend the next Architect/Owner/Contractor meeting on August 7th, to provide a Board presence and show how seriously this project is being taken.

Director Kowalcze was asked to provide a summary update to the Committee members and Trustee Look following that meeting.

At the conclusion of this action item, Trustee Look and visitors Schretter and Eallonardo departed the Meeting.

E. Building & Grounds Updates

Director Kowalcze shared that following our summer HVAC inspection, several of the Library's RTUs were found to be in need of replacement contactors, as well as other parts such as a replacement heat recovery wheel. The items are damaged due to routine use and age, but the replacements are needed in order to continue smooth operation of the RTUs. The Committee approved moving ahead with the repairs, which totaled \$4,790, and will be paid out of the Building Maintenance budget.

Director Kowalcze also shared that a handful of low priority electric repairs were also needed, including replacing a parking lot lamp, two floodlights, the exhaust fan in the staff restroom, and floor outlet. This all ends up being approximately one days work for the electrician, so the repairs cost \$2,850. The Committee approved moving ahead with the repairs.

VII. Public Comment
None

VIII. Adjournment
Meeting adjourned at 6:32 PM.

Recorded By:

Amanda Kowalcze
Library Director