

FRANKFORT PUBLIC LIBRARY DISTRICT  
BUILDING & GROUNDS COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
December 17, 2025  
5:00PM

I. Call to Order

The meeting was called to order at 5:06 PM.

II. Roll Call

Present: Trustee Miner & Trustee Stenoish

Absent: Trustee Faris

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 November 12, 2025. The Minutes were approved unanimously with no edits.

V. Old Business

A. Reading Room Project Update

1. Director Kowalcze shared that the project is officially out for bid, and that a prebid construction meeting is scheduled for January 18<sup>th</sup>. The project remains on timeline. The Committee briefly discussed that the permit required replacement landscaping, and Director Kowalcze confirmed the new landscaping would be at grade, not on a berm.

B. Building & Grounds Updates

1. Director Kowalcze shared some building and grounds updates including that the the Eastmost window shade in Meeting Room A has broken and is nonfunctional. Director Kowalcze has reached out to a company for a replacement. Due to a high water bill, the staff has also identified a running toilet, which is being worked on. There has been some icing from melting snow in the Staff Parking Lot. Additionally, Study Room 3 had to be taken out of use for several days, due to an odor. A hole caused by a missing weep vent in the brick wall adjacent to Study Room 3 has been plugged with steel wool.

C. Meeting Room Windows

1. The Committee discussed a three-phase window insulation proposal, intended to improve soundproofing in the Meeting Rooms. The Committee expressed that the project was expensive, and discussed alternatives. The Committee requested to gather additional quotes and to limit the scope of the project to just insulating the metal panels beneath the windows. The Library could then reassess the impact of this change and decide if more work is needed or if there is enough improvement. The Committee also discussed the possibility of a drop ceiling, but there was concern about how this would

impact other systems, such as the fire system. The potential of floating sound panels was discussed, however. Director Kowalcze will ask Darren from StudioGC and Owner's Representative Dan Eallonard their opinions about the Meeting Room when they are onsite for the construction meeting.

D. Adult Services Desk

1. Director Kowalcze and Assistant Director Rice are still investigating desk options for the Adult Services Desk. After reflecting on sound zones in the Library staff determined it was better to leave the Desk in its general vicinity, rather than relocate to the periodicals area. Any desk purchased will not be permanently attached to the floor, so it could be relocated in the future if desired.

VI. New Business

A. FY2026-2027 Capital Priorities

1. The Committee reviewed potential Capital Priorities for FY26-27, based on the current priorities list, the Board brainstorming suggestions, and staff suggestions.

2. The Committee discussed the parking lot. Director Kowalcze reviewed the blueprints, which indicate that the drainage pipe in need of replacing runs only under the staff lot, not the main parking lot. The Committee discussed that replacing the staff parking lot and that drainage line in the next fiscal year should be a priority, before the parking lot damage leads to a liability issue. The rest of the parking lot could be assessed and done in future phases. Trustee Miner suggested that there may be a material way to make the staff lot better reinforced against damage from the garbage trucks.

3. The Committee expressed that the building's landscaping is a priority on both the Board and staff lists. Some of the larger landscaping projects might be better to be held after the Strategic Plan gathers some data on the public's thoughts about library spaces. However, updating existing greenery and improving curb appeal could be a priority in the next fiscal year. Several potential landscapers who could be approached for cost estimates were discussed.

4. The Committee discussed several of the space suggestions brought up at the Board Meeting, including a space for virtual reality equipment and a soundproof recording area. One factor is where those spaces could fit into the Library. The Committee discussed if a VR location could be temporary, or could fit partly into an existing space. The Committee also discussed a potential TikTok space. Director Kowalcze will reach out to Acorn Library to discuss how they created a TikTok space.

5. The Committee discussed the possibility of adding an awning to the front of the building. Several different types of awnings were discussed, which have different levels of cost and work. It was agreed that the Board would have to agree on the type of awning desired, in order to determine project scope and cost.

6. The Committee discussed several building maintenance projects, such as adding in a budget for professional building painting. This can be expensive, but could be done in phases over the course of the next few years, similar to how the building tuckpointing is done. An additional project is replacing the rooftop fence, which is no longer in good shape.

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7. The Meeting Room projection screens are no longer properly functioning due to breaking down from age. The material becomes stick, making them twist on themselves when raising lowering. Director Kowalcze will reach out to Acorn Library to ask about their projection screens, which were recently replaced with video screens.

8. The Committee discussed several smaller capital considerations, including purchasing a new lateral fireproof file cabinet (with set up delivery) to replace one that is becoming more difficult to open and close, adding a public bike repair station to the front of the building near the bike rack, and swapping out some shelving to better suit the formats on those shelves.

9. Director Kowalcze shared some brainstorming about ways to keep sound and break room smells from spreading out onto the main library floor. Potential door placement or replacement ideas were discussed. Director Kowalcze will continue to brainstorm with staff on this idea.

B. Next Meeting

1. The Committee tentatively scheduled their next meeting for Monday, January 19<sup>th</sup> at 5pm, in order to have time to review the Reading Room Project Bids before the Board Meeting.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 6:23 PM.

Recorded By:

Amanda Kowalcze

*Library Director*