

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
January 20, 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

Absent: Trustee Stenoish

Also Present: Director Kowalcze

III. Introduction of Visitors

None

IV. Minutes for Approval

Trustee Miner motioned and Trustee Faris seconded to approve the Minutes from the meeting on December 17, 2025. The Minutes were approved unanimously with no edits.

V. Old Business

A. Meeting Room Windows

1. The Committee reviewed a revised proposal for the meeting room, which insulates only the bottom panels under the windows. Director Kowalcze pointed out that the upper panels are behind an eave, so there would be no benefit to adding additional insulation. The Committee discussed that the sound dampening effect of this project may not be highly effective, but it will add a lot of temperature insulation. Director Kowalcze will solicit additional proposals for this job.

2. Director Kowalcze also asked the Library's Owner's Representative and the architect the Library is currently working with for ideas about the meeting room soundproofing. It was suggested that laterally hanging sound panels could improve sound in the meeting room without requiring lighting or fire suppression systems to be moved. The estimated cost of such a project would be around \$200,000. The Committee felt that this project could potentially be considered at some future date, but did not align with the current budget plans.

B. Adult Services Desk

1. Director Kowalcze and Assistant Director Rice have been looking at a desk option from Demco. The new desk would be longer but narrower, providing more walkway space on either side of the desk. Demco is preparing a quote for the Library. Director Kowalcze is investigating joining TIPS, a national purchasing

cooperative as part of this purchase. Final numbers should be put together by the February Committee Meeting.

VI. New Business

A. Reading Room Project Bids Discussion

1. The Committee reviewed the Bid Tab from the Reading Room Bids, and discussed the Letter of Recommendation for the lowest bidder. Director Kowalcze shared that the lowest bidder has completed a project at Midlothian Public Library and is in the process of completing another project there. The Committee asked the Director to find out the scope of those projects, and to see how any references checked out. Director Kowalcze will follow up on these questions prior to the Board Meeting.

B. Building and Grounds Updates

1. Director Kowalcze shared recent building updates. There have been a series of HVAC challenges this month, with a pair of study rooms not getting heat and another pair being overheated. Additionally, the vent heater in the Director's Office is shutting down intermittently. Some of the HVAC woes have been solved and others are still repairs in progress.

2. At the end of December, a driver mistook their brake and accelerator and accidentally drove their car into the brick side of the Library's building. No one was injured other than the driver, whose air bag deployed, and who ultimately declined ambulance transportation. Director Kowalcze had the tuckpointer out to assess damage, and some damaged brick was noted, with a repair estimate of \$1,200. An insurance claim has been filed and a payment is in process.

3. The Committee discussed the accident and possible ways to respond from a building and visitor safety perspective. There are challenges to putting in bollards or wall barriers, given the location and width of the sidewalk, and keeping that sidewalk accessible. Nothing in the library's set up seems to be causing the accidents, just driver error. The Committee discussed possibly adding wheel stops, which might slow a driver before hopping the curb, but which come with their own challenges. Additionally, the Committee discussed that in the original parking lot plans from the expansion, all of the handicap spots were along the building wall, which would have cut the number of parking spots in half. Director Kowalcze will investigate why this was changed in the final parking lot layout.

C. Capital Priorities 2026-2027

1. Director Kowalcze shared follow up information for questions asked at the last meeting regarding a TikTok space and new screens for the Meeting Room. The library that had a TikTok space ultimately dismantled it and added the appropriate technology to their Library of Things, instead. Additionally, after

discussion Acorn Library's screens would not be able to replace Frankfort's meeting room screens.

2. Director Kowalcze is continuing to solicit budget ideas for the potential Capitol Priorities ideas. She is hoping to have all the numbers together for review at the February meeting.

VII. Public Comment
None

VIII. Adjournment
Meeting adjourned at 6:03 PM.

Recorded By:

Amanda Kowalcze
Library Director