

FRANKFORT PUBLIC LIBRARY DISTRICT  
BUILDING & GROUNDS COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
March 16, 2023  
1PM

I. Call to Order

The meeting was called to order at 1:01PM.

II. Roll Call

Present: Trustee Drisko, Trustee Schneider, and Director Kowalcze

Absent: None

Also Present: Head of IT Julia Wojcik, Citizen's Advisory Committee Member Katherine Veach

III. Introduction of Visitors

None

IV. Minutes for Approval

The Minutes from the Buildings & Grounds Committee Meetings on December 10, 2021 and February 16, 2022 were reviewed and approved by the Committee.

V. Old Business

None.

VI. New Business

A. East End & Staff Restrooms

1. Director Kowalcze presented to the Committee two proposals for plumbing projects to attempt to decrease the frequency of sludge clogs developing on that side of the building, which results in frequent plumber visits. The Committee felt that the proposal from RJ Graham Plumbing, which included scoping and power washing out the pipes to remove scaling, before installing sloan valves to add more water to the system was most promising. The proposals will go to the full Board at the Meeting next week, with the Committee's recommendation.

B. Garage Door

1. Director Kowalcze informed the Board that following maintenance and repair on the current garage overhead door, the company who did the repairs also submitted an estimate for the replacement of the overhead door. The replacement would cost around \$10,000, and would include a new track, door, and motor. The door is still fully operational, but the motor is past an age where a repair (in the event it was needed) would be practical, and the current door is not insulated. A new insulated door would be more energy efficient and provide a more comfortable space for staff and volunteers who frequent the garage.

C. Technology Plan and Disaster Recovery Plan

1. The Committee reviewed and discussed the existing Disaster Plan. The Disaster Plan as currently written does not include any technology considerations. The Library is currently in the process of updating the Safety Manual, and some of the Disaster Plan overlaps with the Safety Manual. The Committee felt that the Disaster Plan could be rewritten to be more focused on the immediately aftermath of a disastrous situation. They also felt we could create two separate documents, one for a building disaster and one for a technological disaster and recovery.

2. Technology Plan: The Library does not currently have a Technology Plan, as suggested by the Serving Our Public 4.0 Standards. The Committee reviewed example plans from other Libraries and identified the structure that they preferred, which strikes a balance between a plan appropriate for an IT professional and a layman. The Committee felt that a list of existing technology and a replacement cycle should be included as an appendix, as it is more likely to need frequent updating. Trustee Drisko suggested adding Technology or Technology Replacement as a separate line item in the Working Budget. This is currently accounted for in the Automation Line. Trustee Drisko also suggested including future recommendations, such as looking at which technology lines could be virtualized in the future.

Head of IT Julia Wojcik lead a discussion about potential future ways to keep library technology safe from malicious activity. The most important element was identified as staff training, which the Library is currently offering and will continue to offer. Trustee Drisko is going to look into what resources ISC2 offers. Potentially we could even offer training for community members on IT safety.

Director Kowalcze and Head of IT Wojcik are going to gather data for a draft of the Technology Plan, with a goal to review a draft with the Building and Grounds Committee at a May meeting. There was a suggestion to check to see if the State has a recommended format for either a Disaster Recovery or Technology Plan.

D. Capital Priorities

1. Director Kowalcze presented last year’s Capital Priorities list. In a normal year, the Committee would be making a new list for the next fiscal year at this time. This has been put on hold until the Building Assessment Study is presented at the March Board Meeting. Director Kowalcze showed a draft of the Study, to show how it is comprehensive to building systems and capital items, and how the Building and Grounds Committee can use it to shape priorities going forward. The Building and Grounds Committee is planning to meet in April to start following up on this Study.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 2:00PM.

Recorded By:

Amanda Kowalcze  
*Library Director*