

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
March 12, 2025
5:30PM

I. Call to Order

The meeting was called to order at 5:30 PM.

II. Roll Call

Present: Trustee Drisko, Trustee Schneider, and Director Kowalcze

Absent: None

III. Introduction of Visitors

None

IV. Minutes for Approval

- A. The Committee reviewed the Minutes from the meeting on February 13, 2025, and unanimously approved them with no edits.

V. Old Business

A. Parking Lot Entrance

1. Director Kowalcze presented the updated proposal the Library has received from Manhard Consulting to provide civil engineering work in relation to assessing and potentially moving the Library's parking lot entrance. Manhard is proposing subcontracting a traffic study to BLA, Inc. They also updated their proposal to explicitly state that a virtual presentation to the Board is included. The Committee only had a couple of follow up questions: First, if the traffic study would be automatically filed with the Village or if the Library would file it after the full proposal is completed. The second question was what the estimated timeline for the project would be, in terms of when it would be completed. Director Kowalcze will follow up with Manhard about these two questions. The Committee discussed the timing of the project, and debated waiting until Pfeiffer Road has been open longer and has even more traffic. The Committee agreed that given the amount of time planning a parking lot project could take, it was better to get things started as soon as possible, rather than delay which could cause additional delays down the line. The Committee recommended bringing the proposal to the full Board at the March Board Meeting.

2. As requested at the last Committee meeting, Director Kowalcze reached out to the Village regarding the responsibility of storm water drainage lines. The Utilities Department confirmed that the lines would fall on the property owner, while any changes/repairs would require permits submitted to the Village's Planning Committee.

B. HVAC Upgrade

1. Director Kowalcze provided a brief update on the shipping date for the new RTU being installed during the HVAC Upgrade. We are waiting on a construction schedule,

which has been requested with all due speed.

VI. New Business

A. Maintenance Checklist Quarterly Review

1. The Committee reviewed the Maintenance Checklists from the last quarter, and agreed they were ready to be presented to the Board at the March Meeting.

B. Baseboard Heater Repair

1. Director Kowalcze shared a proposal for replacing an 8-foot run of electric baseboard heater along the courtyard windows which is no longer fully functional. Given the high cost of the repair and the significant infrequency that the baseboard heater is used, the Committee agreed that it did not make sense to replace it at this time.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 6:08 PM.

Recorded By:

Amanda Kowalcze
Library Director