

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY

March 4, 2026

5:00PM

I. Call to Order

The meeting was called to order at 5:04 PM.

II. Roll Call

Present: Trustee Faris, Trustee Miner, & Trustee Stenoish

Absent: None

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 January 20, 2026. The Minutes were approved unanimously with no edits.

V. Old Business

A. Meeting Room Windows

The Committee reviewed the proposals for the Meeting Room panel insulation, which were very close in costs. The Committee discussed that they were hopeful this could assist with noise transfer from outside, but that it had an added benefit of adding insulation to the room. Depending on the success of this project, additional window insulation could be explored. The Committee agreed to move the lowest cost proposal to the full Board for discussion and approval.

B. Adult Services Desk

The Committee reviewed the Adult Services Desk proposal from Demco. The new desk, which is actually two desks back-to-back, would be narrower, which will open up more space for the walkway. Director Kowalcze is waiting on a second estimate from Library Furniture International, which is expected to be very similar. The quote includes white glove delivery and set up, and the purchase would be made through The Interlocal Purchasing System (TIPS). The Committee discussed that the desk is on casters, so could be moved later if that was desirable. The Committee agreed to move this estimate to the full Board for discussion, with the understanding that if the additional estimate from LFI had not yet arrived, that the topic should be tabled for the April meeting.

C. Parking Lot Safety

The Committee returned to the topic of the recent vehicle vs library building accident. Director Kowalcze looked at the placement of the handicapped parking spots, and if the Library wanted to move all of them next to the building, it would require redoing the sidewalk, which currently does not have the necessary curb cuts past the current handicap parking spots. The Committee discussed that the greatest area of concern is the Youth Courtyard, where folks might be congregated and distracted in the event of an accident. Director Kowalcze spoke to the landscaper, who is recommending adding granite boulders between the courtyard and the parking lot to act as a physical barrier. Director Kowalcze will look at prices and options for this.

VI. New Business

A. Building & Grounds Updates

The Eagle Scout who reached out to partner with the Library on his service project is waiting to hear back from Boy Scout Leadership on if his trellis building plan is approved. If it is approved, he will be adding several large trellises to the West End of the building, along the currently bare wall facing the parking lot entrance. Staff will then plant native plants to grow on these trellises, creating a statement wall, supporting our sustainability efforts, and developing a currently empty part of the grounds.

B. Landscaping Proposal

The Committee reviewed a landscaping proposal from the Library's landscaper to redo the landscaping surrounding the front entrance. The proposal would be for a full removal of existing landscaping, and the installation of all new plant material with landscaping rock in lieu of mulch. The plant material was chosen to have curb appeal for all four seasons. The Committee discussed that the Board has two priorities, one to improve curb appeal and one to focus on native plants. This landscape design does not focus on native plants. The Committee discussed other areas of the grounds where Library staff are focusing on native plants. The Committee had several questions about some of the specific plants suggested by the landscaper, which Director Kowalcze will pass along. The Committee noted that the capital priorities for the current fiscal year included funds for mulching and for plant replacement, which aligned with the costs for this project. The Committee decided to forward the proposal to the full Board for discussion at the April Meeting.

C. Illinois State Library Security Grants

The Illinois State Library has released a new grant to support the implementation or upgrade of technology for security purposes. It is currently unknown if this will be a one year or recurring grant opportunity. Director Kowalcze is meeting

with several companies for estimates, in order to write a grant application that would cover the installation of several additional security cameras to cover some current blind spots, and the installation of a key fob-based lock system.

D. Capital Priorities 2026-2027

The Committee discussed the draft 2026-2027 Capital Priorities. The Committee agreed that the majority of the money and attention for the coming fiscal year would be focused on the needed repairs and upgrades to the staff parking lot, so fewer additional projects might be better. Other items on the draft Capital Priorities include rooftop fence replacements, continued maintenance work on tuckpointing and interior building painting, and a new front entrance awning. The Committee agreed to forward the draft Capital Priorities to the full Board for discussion.

E. Donor Wishlist

The Committee reviewed items for a donor wish list at various price points. The Committee discussed adding a pre-fab soundproof room for public use, but decided given the building code considerations concerning fire suppression that it might be too complicated a project for a donor wish list at this time. The Committee included on the wishlist a new front entrance awning for the high cost item on the list and artwork display rails for the lowest price point. Additional medium cost wish list items included the landscaping project, upgrading the technology in the Meeting Room, and potentially installing a Hearing Loop, replacing furniture in the Reading Room or the comfortable seating furniture throughout the Library, and installing a ventilation system in the Lab.

F. Next Meeting

The Committee set the next meeting date for Wednesday, April 8 at 5pm.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 6:22 PM.

Recorded By:

Amanda Kowalcze
Library Director