

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
May 13, 2026
5:00PM

I. Call to Order

The meeting was called to order at 5:03 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 Faris motioned and Trustee Stenoish seconded to approve the Minutes from the meeting on April 8, 2026. A typo was corrected to reflect that the Committee, not the Courtyard, reviewed proposals. Minutes were unanimously approved with this correction.

V. Old Business

A. Parking Lot Safety

The Committee reviewed a proposal for new round planters for the area in front of the Youth Courtyard. The Committee reviewed AI mockups of the courtyard with the two planter types in front and agreed that the round planters were more aesthetically pleasing. Director Kowalcze asked the company about placement on dirt instead of concrete, and the company advised that the planters would settle and sink slightly into the dirt. The Committee agreed that this was not a large concern for them. Director Kowalcze has gotten a labor proposal from a company to complete a series of projects, including placing the planters, assembling and installing the carport, and installing a new bike rack. The company would charge an hourly prevailing wage rate, and the projects would likely cost a combined \$4800. This cost is spread across a few different budget lines and is accounted for in the budget for each project. The Committee agreed to bring the planter estimate to the full Board for discussion at the next Board Meeting.

VI. New Business

A. Building Projects Updates

Director Kowalcze shared status updates on a variety of ongoing building projects. The Reading Room Construction project has hit a variety of weather delays, but we have been assured that it is going to be picking up soon.

The landscaping project is on the schedule with the landscaper, with an expected June installation. Weather has caused delays in landscaping, as well.

The meeting room AV screen installation is now scheduled for May 21st, with the company shipping out the replacement screens following the incorrect screens being delivered in April.

The Library has reached out to the Village to inquire about a permit for the carport. The Committee discussed that once a carport is installed, signage might need to be installed indicating it is reserved parking for the Library vehicle. The Committee also discussed adding Employee Only parking signage to the Staff Parking Area.

The new Adult Services Desk is being installed on May 20th.

The Illinois State Library anticipates awarding the Library Security Awards in June.

The Director and Head of Youth Services presented the youth services update ideas to the potential donors, and the Library is waiting to hear back.

The Library had a sealant inspection on the West End, as part of the sealant replacement capital priority. Only a few areas needing replacement were found. The company recommends waiting five more years before having another inspection. At that time, the West End window wall will be 15 years old and due to have the window seals inspected, as well.

B. Building Updates

Director Kowalcze shared that as part of a routine check, the Head of Facilities discovered that the emergency exit door out of the Youth Programming Room is no longer functioning properly. After having it inspected by a door company, the Library got a quote for a replacement door. Until the door is replaced, staff are ensuring the other exterior door in the room is left unlocked during use.

The Library had its annual preventative maintenance visits from the roofer and the plumber. Neither found anything unexpected for routine maintenance.

The Library has signed an HVAC preventative maintenance agreement with F.E. Moran. The new contract will account for quarterly service visits, which will cost around the same as our current contract, which is only semiannual service.

The Library is working on scheduling our annual carpet cleaning and window cleaning visits. The window cleaning may be delayed until after the Reading Room project is complete.

C. Next Meeting

The Committee set the next meeting date for Tuesday, June 16 at 5pm.

VII. Public Comment
None

VIII. Adjournment
Meeting adjourned at 5:37 PM.

Recorded By:

Amanda Kowalcze
Library Director