

FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
November 12, 2025
5:00PM

I. Call to Order

The meeting was called to order at 5:01 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 Stenoish seconded to approve the Minutes from the meeting on September 17, 2025. The Minutes were approved unanimously with no edits.

V. Old Business

A. Building & Grounds Updates

1. Director Kowalcze shared some building and grounds updates including that the cypress tree, vestibule heat, and sorting room floor projects have been completed.

There were three broken items that required repair since the last meeting: a window shade in Meeting Room A, the electronics panel in the water bottle filler of the West End water fountain, and the handle to the drive up book drop.

B. Reading Room Project Update

1. Director Kowalcze shared some updates from the most recent construction meeting. The architect has submitted their 90% drawings to the Village for permitting. The architect has suggested we appeal to the Village to reduce or remove permit fees. Director Kowalcze will reach out to the Village to do so. The architect shared that other jobs they are working on are having bids come in higher than expected, due to economic changes. The project continues to be on schedule, with Bid information planned to go out December 11th, and Bid Opening on January 15th.

C. FY2025-2026 Capital Priorities Updates

1. Director Kowalcze reached out to the landscaper to ask about mulch or rock options for near the front of the building. He suggested rock over mulch, but has not been able to make it out to the Library for a more complete discussion or cost estimates. As discussed during updates, many Capital Priorities projects were completed in October.

VI. New Business

A. FY2025-2026 Capital Priorities: Next Steps

1. The Committee reviewed the remaining items on this year's capital priorities. They decided to focus next on the Adult Services Desk replacement and the Meeting Room soundproofing. Trustee Miner suggested looking into Meihlin Manufacturing for Adult Services Desk options. The Committee discussed the various soundproofing challenges that are faced in the Meeting Room. Trustee Faris knows someone who works in windows that may be able to give an idea about what can be done for the Meeting Room windows to better soundproof them.

B. FY2026-2027 Capital Priorities

1. Director Kowalcze shared the typical timeline for putting together Capital Priorities for the next fiscal year. The Committee will begin working on these next month. The Committee discussed some background on current future Capital Priorities, including options for breaking the parking lot project into phases. Director Kowalcze will try to find drawings to indicate where the crushed drainage line runs under the parking lot, to see if it is only under the Staff parking area. Director Kowalcze shared a few items that should be considered for future capital priorities, including replacing the fence on the rooftop, and planning for a shingle replacement on the roof. The shingles are still in good shape, but are 30 years old, which is considered end of life, and the Library should be planning on potentially needing to replace them in the next 5 or so years, depending on how they hold up.

C. Next Meeting

1. The Committee will meet next December 17th at 5pm.

VII. Public Comment
None

VIII. Adjournment

Trustee Faris moved to adjourn and Trustee Stenoish seconded. Meeting adjourned at 5:55 PM.

Recorded By:

Amanda Kowalcze
Library Director