FRANKFORT PUBLIC LIBRARY DISTRICT
BUILDING & GROUNDS COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
September 17, 2025
5:00PM

I. Call to Order
The meeting was called to order at 5:02 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 August 20, 2025. Trustee Miner's name was misspelled and needed to be corrected in the Minutes. The motion to approve the July Minutes listed the wrong trustees. The Minutes were approved with these amendments.

V. Old Business

A. HVAC Project Update

1. Director Kowalcze shared that Acitelli completed the HVAC project punchlist on September 10th, concluding work on this project. The final bills will be sent at the end of the month, officially wrapping the HVAC replacement. The permit inspection was completed, as well. The Committee was happy that this project is finished.

B. Reading Room Project Update

1. Director Kowalcze shared the current project status and that the Board would potentially be reviewing bids for construction at the December or January Board Meetings. Director Kowalcze, StudioGC, and owner's representative Dan Eallonardo have a kickoff meeting scheduled for 9/19. The Board will also be reviewing land survey proposals at the September Board Meeting.

C. Building & Grounds Updates

1. The Committee reviewed the Maintenance Checklists from June through August. Director Kowalcze shared the proposal to replace the southwest garage gutter scupper from Ridgeworth Roofing. These came in much higher than anticipated. As the majority of the issues with this gutter are caused by the bald cypress tree, Director Kowalcze recommended holding off on this replacement until after that tree is removed and it is seen if the problems persist. The Committee also discussed mulching or rock possibilities for the front of the building. The lawn maintenance company will need to be consulted for potential options and suggestions.

D. FY2025-2026 Capital Priorities Updates

1. The proposal for tree removal was approved, and the company stated that there was a 3-4 week lead time for this work. The proposal for the heat projects was approved, and it will take approximately 3 weeks for the new parts to arrive, after which the work will be scheduled.

VI. <u>New Business</u>

A. Sorting Room Floor Proposal

1. Director Kowalcze shared the sorting room floor proposal from American Flooring. The revised proposal is around $60 more expensive than the original proposal six months ago. The company is able to do the work in October. It will take two days, and one of the days can be Staff Day to minimize disruption. The Committee agreed the proposal should be forwarded to the full Board for discussion.

B. Next Meeting

1. The Committee decided to schedule a tentative meeting for October 22nd at 5pm. If there is no business to discuss, this meeting will be cancelled.

VII. <u>Public Comment</u>

None

VIII. <u>Adjournment</u>

Trustee Miner moved to adjourn and Trustee Stenoish seconded. Meeting adjourned at 5:29 PM.

Recorded By:

Amanda Kowalcze
Library Director