NORTHLAND PUBLIC LIBRARY AUTHORITY

Building and Grounds Committee MEETING – Held in person and virtually, using Microsoft Teams
May 12, 2026, 7:00 p.m.
MINUTES

I. Call to Order: The meeting was called to order at 7:00 p.m. Present: Dana Getz, Tom Kosmala, Noelle Ivankevich, Amanda DeKnight, Kim Englert and Bob Lukitsch.

II. Comments from the Public: (5 mins.) There were none.
PUBLIC COMMENT ON AGENDA ITEMS ONLY At this time, citizens may address the Authority Board on agenda items. Only residents and taxpayers of the Northland's five supporting municipalities will be permitted to address the Authority Board. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 5 minutes. Groups will be required to designate a spokesperson to represent them before the Board. The designated spokesperson may speak for a maximum of 10 minutes. Speakers are asked to clearly state their name and address for the record and keep comments brief and to the point. Please spell your name for the record. Speakers are reminded that the Authority Board uses these comment periods as opportunities to gather information and not to respond directly to concerns raised. Information gathered will not be discussed at the current meeting, but instead will be referred by the President to the Executive Director, Department Manager, and/or a Committee for review and to prepare an appropriate response which will be communicated to the entire Authority Board.

III. New Business:

a. HVAC System – Bob described the current issues we are having with the one of the heating/cooling units that work in tandem with the ERVs to pre-condition air entering the system from outside. A less expensive work around has been devised by CS&E but this is still running up considerable expenses on a system that is not all that old. Bob explained that the Technician feels that the problem was likely caused by the extreme cold we experienced this past winter. It will likely take another month or so to get these repairs completed, due to the need to manufacture a part.

b. Cleaning Company Issues

Bob explained that the current cleaning company is not performing up

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to standards on the flooring. We will likely be pulling back some of the work they are doing once the mid-day Maintenance position is filled, and then start working with them on the flooring problem.

c. CATS Signage – Amanda discussed the signage project currently going on in CATS. They are using some Grant Funding (from last year) on this project and are currently about $1,000 short. We have decided to complete the project this year so we will find the money somewhere.

d. Conference room rentals and chairs – Amanda explained that the new conference room has so far not been rented, and Marketing feels that it is due to the price and the number of chairs available. Staff would like to find a way to buy 35 matching chairs and see if that cost can be recouped through the rent.

IV. Unfinished Business:

a. Review of Project Status - Bob Lukitsch & Amy Steele (30 mins.) Bob covered the remaining issues that need to be addressed, including the parking lot ponding (between the handicapped parking spaces), the upstairs expansion joint (lifting out of the channel) and some remaining glitches with the lighting controls. In response to a question, Bob explained that we had signed off on the "substantial completion" paperwork, but had not yet paid the FMS or Sargent retainage amounts.

1. Furniture - The Committee discussed competing views on what the furniture in this area (Café vs. soft seating), if any, should look like. The discussed the idea of seeking input via wider engagement with Staff an Patrons, but ultimately decided that if the decision is to leave it empty at this juncture, that might create hard feelings. The Committee ultimately decided to table this matter for the time being and revisit it at a later time.

2. Landscaping - Amanda reiterated that we need to spend the $5,000 donation received for this purpose so she has reached out to Hahn Nursery and is working with them to secure enough trees and bushes to expend these funds, using Rebecca's design with a few tweaks, supplemented by additional trees for elsewhere on the property to ensure that we replace the 18 inches of caliper as required by

McCandless do to the trees and bushes that were removed to make room for the new addition. She also mentioned that we will likely use groundcover to help hold the dirt in place, as well as explore the practicality of building up the wall higher to help with the grade problem in these planting areas. There was a question regarding if the plants we buy will be warranted by the Nursery but Amanda explained that would only occur is we pay them to plant them (we may well do this with any bigger trees).

b. Upstairs Restroom - Bob explained that we have received the Proposal and need to work with them to remove some unneeded items that are listed. This should result in a lower cost overall.

c. Driveway - Bob provided an update that we have signed a contract with a Co-Stars vendor and we are waiting for them to schedule the work.

d. Lower Level Parking Lot Lighting – Bob explained that the lights are now fixed and we deducted the cost of these repairs from FMS's retainage..

V. Minutes from February 10, 2026 meeting (3 mins.)

Kim made a motion to approve the Minutes, seconded by Tom and the motion passed with one abstention (Amanda).

VI. Comments from the Public: (5 mins.) None.

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be referred by the President to the Executive Director, Department Manager, and/or a Committee for review and to prepare an appropriate response which will be communicated to the entire Authority Board.

VII. Adjournment

Tom moved adjournment of the Meeting, Bob seconded. The motion passed unanimously and the Meeting was adjourned at 7:55 p.m

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