

Great Neck Library
Main Building Committee
Wednesday, January 10, 2018, 7:30pm
Main Library

Board Members:

Robert Schaufeld, Chair (RS)
Marietta DiCamillo (MD)
Joel Marcus (absent with prior notice) (JM)
Michael Fuller (MF)

Library Professionals:

Tracy Geiser (TG)
Holly Coscetta (HC)
Charles Wohlgemuth (CW)
Steven Kashkin (SK)

Public Members:

Leslie Kahn (absent with prior notice) (LK)
Marianna Wohlgemuth (MW)
Alice Merwin (absent with prior notice) (AM)

Guests:

Josie Pizer (JP)
Moe Kiswani (MK)
Cindy Simeti (CS)
Wei Hua Yan (WY)

RS called the regular meeting of the Great Neck Library's Main Building Committee to order at 7:35 pm at the Main Library on January 10th.

Action Items

Tracy Geiser

1. *Scan the award and send out to the committee members.* Done.
2. *Put together comprehensive list of what computers are needed.* TG stated that this item is on hold because it needs board approval to move forward. MD asked if we have the list of computers needed. TG responded that it was provided at last board meeting. RS requested list be amended to include operating systems used. JP asked for a detailed list with computers that are being disposed of and why.
3. *Put together request for computers with bids and submit to BoT for approval.* TG noted that this item was also on hold pending further board discussion and approval. RS requested that administration ask board to authorize needs assessment and inventory for computers at next meeting.
4. *Contact Russ at KG&D and Dominic Calgi of CALGI for advice on the landscaping situation. Contact Dubner as a possible source.* Done. TG added that two new bids have been received bringing the total up to four.

Landscaping

SK shared that Steve is doing a comparison and that he will be providing a recommendation shortly.

CW repeated that traffic cones are placed in vehicle circle in front of library to prevent cars from parking there because it is a fire lane.

Technology

TG announced that all library data has been collected and being input into the RFID system. Completion is expected by the end of the week.

MK presented a list of the library's hardware inventory including the computers he recommends be replaced.

MK Advised the committee that the HP server went off line and that although he was able to fix the problem a disaster recovery plan should be implemented.

MK shared that he has received complaints regarding slow internet speed and interruptions on wireless service at the Lakeville branch. He stated that when the new system was integrated FIOS was not available at that branch. It now is available and the system is now on FIOS and Cablevision.

MK noted that administration is experiencing scanning issues. RS shared that this has been resolved through an agreement with DocuWare.

MD inquired where scanned documents are being stored. HC responded that the documents are being scanned on the copy machine and stored in the cloud.

MD asked the status of DocuWare installation. SK stated the contract had not been signed until additional migration cost is approved by board.

MD questioned whether library servers are capable of supporting the scanning and if they need to be upgraded. MK stated that they are.

MD asked what is being stored on servers. MK said all the library programs are stored there.

MF inquired about slow Wi-Fi and phone speeds in main branch. He questioned whether or not we have enough bandwidth to support usage. MK stated the problem is not necessarily the bandwidth but the amount of simultaneous users. MK added that he could run a test and monitor performance with increased bandwidth.

RS asked if we have sufficient resources based on what we are hosting. MK stated that we do.

MK announced that he can prepare a disaster recovery plan for information technology but that disaster recovery encompasses more than that. He added that in the event of a disaster, if proper hardware is in place, information recovery should take no more than five hours.

MD inquired as to the status of live streaming. MK responded that all the equipment is ready for streaming and that it is portable enough to stream from any location in the library. He added that this is accessible by phone, computer and tablets. MD stated that it is not being utilized. MF said that library staff should be reminded about streaming being possible. MD indicated that every library event should be streamed and saved onto the website.

CS discussed options for virtual reality at the library. MF inquired as to whom the target audience would be and if it would be worth it. MD requested that we check what the school district and other libraries are doing with virtual reality.

Punch List/HVAC

CW said that he will be meeting with Addison on January 17th to go over the remaining items on the HVAC punch list.

CW announced there was a frozen fin tube heating pipe in the study room facing Bayview Avenue at the main branch. He contacted Carrier Icon Solutions and told them to remove VAV boxes off the thermostats and leave them free flowing to keep a continuous flow of water in the base boards to prevent further freezing. Thomas Curley was also contacted for the repair.

CW also shared that he discovered stained ceiling tiles in the reference office. Source is unknown.

The meeting was adjourned at 8:55 pm
Submitted by Gina Chase

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Tracy Geiser

1. Amend list of computers needed to include justification for ones being disposed of.
2. Add item on next board agenda requesting authorization to create a needs assessment list for computers.
3. Get pricing on 3D printers, supplies and programs.