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Great Neck Library
Main Building Committee
Wednesday, February 7, 2018, 7:30 PM
Main Library

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Board Members: **Library Professionals:**

Robert Schaufeld (RS)   Denise Corcoran, Director (DC)

Barry Smith (absent w/notice) (BS)   Tracy Geiser, Asst Director (TG)

Rebecca Miller, Chair (RM)   Holly Coscetta, Admin Coordinator (HC)

Weihua Yan (WY)   Charles Wohlgemuth, Facilities Manager (CW)

                                                                   Steven Kashkin, Business Manager (SK)

Public Members: **Guests:**

Marietta DiCamillo (MD)   Josie Pizer (JP)

Marianna Wohlgemuth (MW)

Alice Merwin **(**absent w/notice**)** (AM)

Invited Guests

Greg Marrett, Bayview Landscape Architect

Danny Ostad, Rockwell Developers

Jonathan Bijari, Rockwell Developers

Adam Hinz (AH)

RM called the regular meeting of the Great Neck Library's Main Building Committee to order at 7:30pm at the Main Library on February 7th.   All were welcomed to the first meeting of the committee under the new reorganization. The focus is to collaborate and share knowledge.

Action Items

RM directed to TG for the action items.

1.   *Amend list of computers needed to include justification for ones being disposed.* TG explained that there are 22 XP computers that need to be replaced or discarded. The list was provided. There are also 63 staff computers, purchased in 2013, that need to be assessed. There are no current hardware issues, but there are warning signs such as freezing. Staff computers can be used to replace Cassie computers. The XP computers running the children's games can be left alone. The staff computers will last approximately 2 years.

MD commented that the list is not accurate. The number purchased is not clear. JP noted that Neil reported 65 were purchased. TG agreed to look into the situation, cautioning that only half were purchased.

MW questioned if the iPads for children have internet access. TG explained that they are only for games and apps.

MW asked if Garry Horodyski could attend a meeting to explain the situation to the committee.

RM commented that the committee can ask questions and the information will be gotten.

WY weighed in on the XP and staff computers, noting that there needs to be a plan in place. Each department needs to determine what they have and what they need to aid in the decision. WY

cautioned that the XP computers that are online need to be taken down immediately. TG cautioned that the current XP computers cannot be taken offline as they run our printing system, Cassie and our catalog. They can be easily hacked because they are longer protected. RM asked that the XP computers that are attached to the internet be immediately replaced. The item will go directly to Finance for funding.

After lengthy discussion, RM noted that the Library needs to get professional recommendations. OSI is to be contacted to get input on the situation from Garry Horodyski.

DC agreed to contact OSI. Need input from them on what to purchase and get estimates. Once this is underway, a possible 5 year plan can be addressed.

2. *Add item on next BoT agenda requesting authorization to create a needs assessment list for computers.* Done.

3. *Get pricing on 3D printers, supplies and programs.*   AH shared that the Library would like to purchase a 3D printer for public use. The Makerbot Replicator is a complete package which includes the printer, back up extruder, PLA filament, and a warranty in total for $3,567.23. The current quote has expired. AH noted that there is concern for a space at Main. RM asked if the unit needed a permanent location. AH cautioned that there can be calibration issues. The unit can be mobile, but will require a heavy duty cart. It may be better to have the unit at a branch like Station where there is room. TG added that the unit shouldn't be moved. The better home would be Station, placed up front to draw patrons in.

MD stressed the need for policy prior to anything being purchased or implemented.

DC noted the printer should not be open to the general public. The printer should be for programs only. Any job will need to be checked and approved prior to printing. Time issues for printing will have to be considered. RM suggested tapping on other libraries for policy. AH shared that all have different policies. The Library will have to figure out what works best for Great Neck. Sample policies were submitted to RM for review.

MD asked how much a 50 filament bundle will produce. AH noted for example, 1 bundle pack will make 100 iPhone cases. RM stressed that it is an ongoing expense. AH suggested that cost could be controlled by using for programs only. MD pointed out that Station and Parkville are going to be renovated, making Main the better location.

RM summarized the conversation—in looking for the printer, the Library needs to determine how to effectively implement it. There are budget and location confinements. Need to view best practice in other locations. RS stressed placing the unit at Main. DC commented that the staff needs to explore options. The placement may be affected by fire alarms—the system creates a lot of heat.

MD commented that the requests need to be prioritized. The BoT has to be sensitive to the requests and where items fall in the priority order.

RM commented that the Library is ready to move ahead. Offering STEM provides for significant learning. The item has been on the table for a long time and needs to move forward.

MW reminded members that the committee had discussed in the past that half of technical services office be used as a permanent STEM lab.

MD cautioned that there are also 2 branches going under construction and a landscaping project. These take considerable administration attention.

RM noted that the professionals need to give guidance on what they can manage.

RS stressed the need for a vision—the Library needs to become a leader again. Tech should be a priority.

AH shared that a colleague of Barry's would like to donate a 3D printer to Levels. Levels has the space to house it. With the purchase of the laptops and the hiring of Sharon, Levels is ready to take it on.

RS questioned if there is a warranty on the equipment. AH noted that it is an open source model and parts are available. The printer was offered in good faith. RS cautioned that the printer must be UL approved and would be have to be covered by insurance if there was a problem. AH was unsure. The model is a V2 machine and currently, the V3 is out.

RM stressed that policy has to happen first. AH asked for guidance. JP noted that a resolution would be required. MD asked that policy samples be forwarded to Joel. AH asked if there is comfort with the printer being used at programs. RM cautioned that there has not been a thorough investigation yet.

DC commented that the donation is wonderful. The Library needs to look forward for a maker space that is cutting edge. The focus is to be on what's new, not one stand-alone piece. Further investigation is needed.

Punch List—HVAC
CW informed the committee that Addison was a no show. The person needed was in a car accident. CW will follow up further. To date, adjustments have been made to keep the system running.

MD asked if the BoT received a letter from the attorney regarding the matter. TG noted that Charlie Segal is still working on it with Ken. RS noted that the approach is too passive. The Library needs to threaten to sue to move ahead. RS will contact Charlie to get the letter out ASAP. RM asked to have ~~the~~ it done by next BoT meeting.

OSI Technologies
RM shared that OSI will be invited to attend the next Main Building Committee meeting in March. TG noted that they have been in twice to see the set up and will be in attendance in March.

RFID Update
TG shared that DC has met with Noel. Noel has been to the branches and turned on the system. The receipts have been updated. The check-out system has been set up. The system is programmed for 8 languages and 2 more will be added. The system allows for changing the languages as the community changes. The system will hopefully be up and running by Friday, February 9th. Some training has already been done.

WY asked for information on what the RFID can actually do. TG agreed to provide.

Digitization of Newspapers
TG shared that the item is currently on hold.

Landscaping

RM turned over the floor to the representatives from Rockwell—Danny Ostad and Jonathan Bijari.

Mr. Ostad shared that this is a great project to be involved in. The priority is to meet with Bayview and understand the project before bidding. A time frame needs to be set up. A civil engineer needs to be hired and permits secured. Bladykas and Panetta is a possibility. Timing is crucial. The project is expected to take 6 months to complete—four months hard constructions and two months for punch list.

Mr. Bijari noted that the job needs to be done aggressively, but not rushed. Rockwell has worked with Pacific Sprinkers in the past successfully.

MD informed the guests that there is a process. For the civil engineer, there must be three bids.

Mr. Bijari cautioned that planting depends on when DEC and Town Of N. Hempstead permits are secured. If it is too late, the planting will happen next spring. Mr. Ostad noted that Rockwell thought the process was underway for the permits. There is no civil engineer in place. The DEC has not signed off on jurisdiction.

RM commented that the committee needs to understand the flow.

Mr. Bijari noted that the focus is to be on securing a civil engineer and the permits. Input from the civil engineer can change the cost factors. Mr. Ostad added that the Town of N. Hempstead can also add changes.

JP explained that all money goes through the Finance Committee before going to the BoT. The meetings are Feb. 15, Mar. 14, and Apr.12.

Mr. Ostad noted that the benefit of engaging Bladykas and Panetta is that they do civil engineering and surveying in house. They handle design, will sign off on inspection, and do the survey.

New Business
RS addressed creating a sustainable community within the Library. RM noted that this is a project of hers and would like to see the Library participate. There is no professional gain for her. TG shared that she took a webinar and will share the power point with the BoT.

RM noted that there is a bench mark system set up. There are 25 libraries that have signed up since the program launched last year. The commitment is to be from both the BoT and the staff. There is also a financial commitment.

MD cautioned that the item must go to the BoT first for review and asked RS to add to the agenda for the BoT.

Meeting was adjourned at 8:45pm.
Submitted by Jamie Eckartz

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Action Items

Robert Schaufeld

1. Follow up with Charlie on getting letter out for the HVAC problem.
2. Schedule Sustainability for the next BoT meeting. (HC will do)

Charles Wohlgemuth

1. Follow up with Addison on getting a representative to come to the Library to fix HVAC system.

Rebecca Miller

1. Forward 3D printer policy information to Joel for review. (HC will do)

Denise Corcoran

1. Confer with OSI on the problem with the XP computers. Secure pricing for necessary replacements.
2. Secure bids for civil engineer from Bayview/Rockwell.

Tracy Geiser

1. Investigate if 65 computers were purchased in 2013or only half.
2. Provide information to the BoT on what the RFID can actually do.
3. Share webinar power point on sustainability with the BoT.