

**Great Neck Library**  
**Main Building Committee**  
Thursday, March 8, 2018, 7:30pm  
Main Library

**Board Members:**

Robert Schaufeld (RS)  
Rebecca Miller, Chair (RM)  
Weihua Yan (absent with notice) (WY)  
Barry Smith (BS)

**Library Professionals:**

Tracy Geiser (TG)  
Holly Coscetta (HC)  
Charles Wohlgemuth (CW)  
Steven Kashkin (SK)  
Denise Corcoran, Director (DC)

**Public Members:**

Marietta DiCamillo (MD)  
Marianna Wohlgemuth (MW)  
Alice Merwin ((AM)

**Guests:**

Josie Pizer (JP)  
Joel Marcus (JM)  
Daniella Khorsandi  
Julita Haber  
Pawel Buryk

**Invited Guest**

Chaz Popovich, OSI  
Scott Schafer, OSI

RM called the regular meeting of the Great Neck Library's Main Building Committee to order at 7:35pm at the Main Library on March 8<sup>th</sup>. RM acknowledged the 2 representatives from OSI and asked them to take the floor.

**OSI Presentation**

Chaz Popovich introduced himself as the IT support for the Great Neck Library. OSI started on February 1<sup>st</sup> of this year. OSI is getting on board with GNL's procedures. Remote access is being utilized to access the system for issues and changes that require attention. It is a priority to figure out how to work together. Currently, Garry is the contact for IT support.

Mr. Popovich explained that a work plan is being developed to define roles. OSI is looking at the logs for IT issues. To date, there are no recurring patterns. OSI will set up monitoring to alert them as to issues prior to being contacted by GNL.

OSI has met with the management team to draft a 5 year plan. A priority was to develop a plan for scheduling the replacement of existing hardware. GNL has a nice layout, but some of the components are old, specifically the servers.

MD questioned how OSI was handling remote access. Mr. Popovich explained that a firewall was configured and an account and password was set up using Remote Desktop, which is a function of Microsoft. MD asked if there is a 2 factor identification system in use. Per Mr. Popovich, there is not. MD cautioned that a 2 factor identification system is mandatory for security. Mr. Popovich agreed that it can be done. JP questioned the cost. Mr. Popovich noted that there would be a cost for the 2 factor identification. RM asked for Mr. Popovich to provide the cost information.

RS questioned the need to replace the servers. Mr. Popovich explained that the life of the server is scheduled at 3-5 years for a useful life, possibly 6. As the units age, the life is questionable. The warranty for the current servers has been extended. The version of the operating system needs to be upgraded. The servers are 7 years old and OSI recommends changing them.

RM commented that GNL has redundancy. Mr. Popovich agreed that the current system is redundant. The concern is the age of the servers. The old servers can be repurposed to the branches and be utilized as additional back up.

RM questioned broader disaster planning.

Mr. Popovich noted that it is drafted in the 5 year plan. OSI will propose hardware, along with costs, for GNL to approve. JP cautioned that the plan proposes replacement over a 2 year period. GNL can't do it in such a short period of time.

Mr. Popovich explained that when the purchase is done in 1 batch, GNL could standardize the equipment—all units the same, tremendous savings, staff familiar with equipment, and parts are interchangeable. JP added that the replacement would need to be done again in 3 years. GNL cannot sustain the cost over time. OSI will need to program differently.

MW readdressed the remote access, questioning if hacking is a concern. Mr. Popovich noted that the connection is encrypted, using LogMeIn, to restrict access. Several machines have remote access that is controlled by user name and password. The connections can be restricted. MD asked Mr. Popovich to discuss with the director who has remote access. Mr. Popovich shared that remote access was preexisting. OSI added LogMeIn, using OSI's account. MD stressed the need for dual factor identification. HIPAA laws dictate concern.

RM commented that the committee must review the 5 year plan that was distributed at the meeting. The committee will come back with questions at the April meeting. JP asked if in the month, products could be researched and proposed. RM asked Mr. Popovich to come up with a staggered schedule for replacement and recommend products. Mr. Popovich agreed.

RS cautioned that the list provided is based on purchase dates. Mr. Popovich noted that computers are fine, just old. The industry norm is to replace every 3 years. OSI can look at logs for maintenance to see what units need replacement sooner than later. RS cautioned that age is not the only factor. The units are to be looked at. If no new technology, why replace a unit that is still running.

Mr. Popovich agreed that one option is to do nothing. It is normal to replace the units before they fail. RM asked for the next meeting, noting that GNL is fiscally conservative, OSI provide a deeper recommendation after looking at the units and their condition.

RS suggested a 5 year replacement cycle. GNL would replace 20% of the units, where nothing would be older than 5 years. Mr. Popovich agreed and noted that OSI needs to become familiar with GNL's needs. Mr. Popovich will set up a meeting with DC. RM asked Mr. Popovich to be present at the next meeting. Mr. Popovich agreed.

DC shared that critical units for replacement have been identified. The 20% replacement is workable. RM asked for cost for the first cycle to be presented at the next meeting.

BS asked if units for hearing and visually impaired were being addressed. GNL is a public library. Mr. Popovich reported that it was not addressing the issue. RM stressed the need for universal access.

Mr. Popovich shared that it was a pleasure to meet the committee and left at 8:05pm.

### **Action Items**

RM directed to RS for the action items.

Robert Schaufeld

1. *Follow up with Charlie on getting letter out for the HVAC problem.* RS noted the letter is out. The letter will be forwarded to HC to be shared with the committee.
2. *Schedule Sustainability for the next BoT meeting.* TG shared that Matt is coming to the next meeting. RM asked to give him 15 minutes to speak, followed by questions.

Charles Wohlgemuth

1. *Follow up with Addison on representative coming to the Library to fix HVAC system.* CW shared that Addison will be in again next week as there are still problems with the system. Addison was in on the 2/28 and did considerable work that lasted for a day then failed. The OLA engineer will be available as well.

Rebecca Miller

1. *Forward 3D printer policy information to Joel for review.* Done.

Denise Corcoran

1. *Confer with OSI on the problem with the XP computers. Secure pricing for necessary replacements.* Ongoing.
2. *Secure bids for civil engineer from Bayview/Rockwell.* SK directed the committee to the 3 bids distributed. The recommendation is for Bladykas. They have a good working relationship with Rockwell and low cost. RM noted that the bids were not seen in advance of the meeting. In the future, plan to get the information out early for the committee to review. RS, noting the Bladykas bid is 10 months old, asked if the bid will still be honored. SK agreed. RS will skip Finance and add to the BoT agenda.

Tracy Geiser

1. *Investigate if 65 computers were purchased in 2013 or only half.* SK did the research and found that the original plan was for 150 computers. The number was changed to 90. In 2012/13 GNL purchased 40 and in 2013/14 purchased 48 plus 2. The cost was \$46K, which matched the resolution. The gap was never purchased.

2. *Provide information to the BoT on what the RFID can actually do.* TG noted that she is in touch with the vendor. As soon as the project manager provides the information, it will be shared with the committee.

RM asked for an RFID update. TG noted that Sierra has been upgraded. GNL needs to purchase API Apps, which will go to Finance next week at a cost of \$4,600.

DC cautioned that the patron library cards do not have a pin number. Investigation needs to be done. GNL may have to purchase more applications and licensing. Most libraries have the pin system. GNL can wait and see.

3. *Share webinar power point on sustainability with the BoT.* The webinar was sent to all committee BoT members. HC will send to all committee members.

## **YA Room Discussion**

JP expressed a need for a place for young adults to come in, read, and have programming. RM noted the Library has a Head of Youth Services, a Young Adult Librarian, and other individuals that work with kids. They should be asked to dream on the idea.

MD pointed out that a place was designated for teens in the plan. MW questioned the need when Levels is in place. JP explained that the focus is middle school kids to come in, study, have book discussions, and programs like Comic-Con. Levels is focused on creativity and the arts. RM stressed this must be planned and programmed by library staff. DC agreed to activate the staff to plan a dynamic place for teens.

RS asked for the committee to plan a space for the STEM Lab next month. It is possible to cut TS in half, which was JM's idea. RM agreed to move forward with the process. Policy is needed for the lab. RM asked to see the guidelines for the Carter Fund. Grant writing might have to be done.

## **Tech**

MD cautioned that the Library needs to be very careful with the current system in place.

RM agreed and noted that MD's diligence is necessary to keep the integrity of the system and get updates.

## **Landscaping**

Regarding the R. Klement Remembrance at Main, TG commented that it is on hold until the Library gets the landscaping going. RM noted that the item will remain on the agenda.

MD asked if there is a possibility for the landscaping to be done this year. DC commented that the plan should get going this year with some good plantings for the fall. RM noted that the civil engineer selection will be addressed at the BoT meeting.

DC questioned if OSI is needed at the next Main Building meeting, with the decision of the 5 year plan for replacement. RM noted that she has not read the plan. If there are questions, they can be channeled through DC.

DC shared that OSI has just done work with Syosset. The price for servers has gone down.

RS asked DC to evaluate the specific needs for each unit replaced. The Library may need to purchase better units for areas like the Business Office.

MD cautioned the reassigning of computers is not cost efficient. There are a lot of tasks necessary to repurpose the computers. MD also asked that bids come to the Library direct to allow quicker reviewing. Bayview sat on the bids for some time. The RFP process needs to be reviewed to go further.

### **Next Meeting Date**

The committee agreed to April 17<sup>th</sup> as the next meeting date.

RM asked to cancel OSI. Rockwell will not be needed either.

Meeting adjourned at 8:45pm.

Submitted by Jamie Eckartz

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**Action Items**

Denise Corcoran

1. Secure cost information from OSI on 2 factor identification system installation.
2. Secure from OSI who has remote access currently.
3. Secure from OSI a staggered schedule for replacement of equipment and recommend products with cost for the first cycle.
4. Secure from OSI a better evaluation of existing computers and the need for replacement.
5. Work with staff to develop a YA Room with programing.
6. Formulate suggestions for the placement of the STEM lab.

Holly Coscetta

1. Secure letter from the attorney from RS regarding the HVAC system problems and forward to committee.
2. Share webinar power point on sustainability with the committee.

Charles Wohlgemuth

1. Keep on Adison to get the HVAC system operating correctly.

Tracy Geiser

1. Provide information to the BoT on what the RFID can actually do.

Steven Kashkin

1. Provide guidelines for the Carter Fund for RM to review.