

Great Neck Library
Main Building Committee
Tuesday, April 17, 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)

Call to Order

RM called the regular meeting of the Great Neck Library's Main Building Committee to order at 7:30pm at the Main Library on April 17th.

Action Items

Denise Corcoran

1. *Secure cost information from OSI on 2 factor identification system installation.* DC directed committee to the packet. There are 3 quotes. One is cloud based and the other 2 are server based. These are the smallest packages possible. The purpose is to provide 2 factor access to the system remotely. OSI can access now, but not with a 2 factor process. The 2 factor access will substantially increase penetration protection. Currently, access is limited to staff members Garry, Tracy and Denise. Outside agencies with access are OSI, A+ Technologies, Global, and Profound.
RM noted that this is common technology, whether the Library chooses the cloud or server. DC commented that with the cloud, there is no hardware. Access is by way of phone or fob. The server requires a small device in house to run the fob or cell phone app. RM asked DC to check if the cost will decrease over time. DC agreed. RM added that the cloud is preferred. It is more current and well supported. All agreed.
HC noted the item has already passed through Finance and can go directly to the BoT. In response to MW's concern for higher cost, DC explained that the most updated technology costs more. If the server is selected, it becomes outdated before it is installed. DC will investigate if the cell phone app is available.
2. *Secure from OSI who has remote access currently.* Covered in item 1.
3. *Secure from OSI a staggered schedule for replacement of equipment and recommend products with cost for the first cycle.* DC directed committee to the replacement schedule

included in the packet. The items highlighted in yellow are those that need to be replaced ASAP. The next group will be determined by the schedule for the renovation of the branches. Orange includes public catalogues. They are not a threat because there is no access to the network.

AM asked the Library to take caution once the renovation is done--the location needs to be dust free prior to delivery.

RS questioned if there will be 2 classes of computers purchased.

DC explained that the plan is for 2, depending on the user. Quotes are currently being gathered.

MD cautioned that purchasing different computers does not allow for interchanging.

RM asked DC to see if in pricing, there would be a benefit to buying all the same.

DC shared that most computers come with a 3 year warranty. The Library is planning to replace after 5.

RM asked DC to work up an analysis of the cost of computer options and bring back to the committee. Also bring information on each computer being considered.

MD noted the same computer can be purchased and the working memory and drive capacity vary depending on the user.

4. *Secure from OSI a better evaluation of existing computers and the need for replacement.* Covered in item 3.
5. *Work with staff to develop a YA Room with programing.* DC shared the YA space is in the works. The study room will have some programming. There has been successful YA programming to date. The stats will be in the BoT report. One Reference computer has been moved over to create a dedicated space for the YA librarian. There will be signage. The space will be used in a variety of ways to support teens.
6. *Formulate suggestions for the placement of the STEM lab.* DC explained that the STEM lab will be in the form of a pop-up. Programs can take place in the Multipurpose Room or in the Gallery. There will be no designated space. Individual events can be advertised. RM shared that this is a popular way for libraries to start.

Holly Coscetta

1. *Secure letter from the attorney from RS regarding the HVAC system problems and forward to committee.* Done.
2. *Share webinar power point on sustainability with the committee.* Done. HC agreed to email the webinar to the public members of the committee.

Charles Wohlgemuth

1. *Keep on Addison to get the HVAC system operating correctly.* CW shared that Addison will be in Thursday or Friday to work on the situation again. Addison was in and the repair lasted 1 day. The system is not working at all. There is a new issue with the Carrier unit in the basement. According to Sav Mor, there is an internal leak from the factory. There is no warranty remaining. The repair could be in excess of \$2,500. Carrier is coming in to give an estimate. The warranty was good for 2 years from the purchase date. To date, the Library has not been given the specification books from VRD. There was no notification from Carrier that the warranty was expiring. CW agreed to contact Carrier regarding the warranty directly.

In regards to the roof units, CW explained that the issues are with programming of the sequencing of the water valves. The Carrier unit is adequate; the internal leak is the issue. RM asked CW to follow up on the issues.

Tracy Geiser

1. *Provide information to the BoT on what the RFID can actually do.* TG referred to the email on RFID capabilities. There are reports from the gates that cover the alarm and patron counts. The system offers reports by item, genre, title, date ranges, and more. The system can tell where the item was taken out and where it was returned to. The company also sent a 200 page report explaining the available reports and instructions. The Library will need a 1 year cycle to draw a complete comparison.

In response to BS, TG explained that all books in the Book Room are tagged.

DC added that all books are listed in storage and staff will be able to retrieve those items.

They are shelved in order for easy access.

MD questioned that if the RFID system is operational. DC explained the pads are in the testing phase. The check-out will be in test mode Thursday or Friday. Staff will be trained next week.

Steven Kashkin

1. *Provide guidelines for the Carter Fund for RM to review.* SK noted the information on the Carter Fund is in the packet. The fund states that the money is for education purposes, specifically anthropology, archaeology, and art history. The fund is not viable for the STEM lab.

Sustainability Discussion

RM noted that she was not present at the BoT meeting when the presentation occurred. The representative came and the topic needs to be revisited. People did not learn what they needed to.

MD shared that in the renovation a lot was done to be sensitive to sustainability. The Library can accomplish without buying in. There needs to be an initiative to get started—recycling for example.

JP added that the speaker was ok if you wanted to buy in. He had good ideas. It would be best to focus on 1 building. The Library could install a dishwasher and/or solar panels. Solar panels can benefit with rebates from New York State. The roof faces south, which is optimum.

DC commented that the Sustainability Initiative is a good approach. The environmental side has been discussed. There is also economic plausibility and social equitability. The program lays out a map to achieve with detailed instructions. It has potential to put the Library at the top as a leader, in how it prepares for the future. It would be great for the community as well as library funders to see.

BS suggested reaching out to the Great Neck Public Schools. They have an initiative with Honeywell since 2009. They have had a cost savings of \$5M. It is being done in our town, we should tap in.

RM cautioned that the Sustainability Initiative looks at libraries. JP added that the Library has done a lot. There are no paper towels in the rest rooms. The lights are LED. The flushing systems are efficient.

RM noted the goal is for library sustainability and communication. Everyone knows how important it is. A mechanism is needed. Without one, it could take a long time to get there. The Sustainability Initiative looks at the building and all is done. The Library gets the credit.

MD cautioned that the Library has a lot to do with repairs and litigations. The project may be a lot to take on. RM did not agree.

DC posed, “How does the Library partner with members of the community?” Moving forward, the Library needs to learn from those who have been successful. Certification would place the Library in the forefront and pull the community together.

AM asked to include who collects the garbage. Make sure that the recycling is kept separate. CW explained that the waste pick up goes to a plant and is separated by machine.

JP asked MW to work together to make bookmarks to share with the community what the Library has accomplished in sustainability. There are savings in electricity for one. BS suggested doing the sustainability as a whole—all branches. AM suggested contacting the Great Neck Record and putting an article in explaining what the Library has accomplished. RM noted that conversation will continue.

Tech

RM noted that the discussion on the servers will take place at the next meeting.

Regarding Swiss Commerce, MD questioned what the next step is with them on hold. TG noted that they are on hold because of conversation of bringing the website back in house. DC noted that she is happy with their service. SK added that they are on a month-to-month agreement. RM asked for a contract to be investigated. TG noted that Peter is working on it. DC will investigate further. Currently, Swiss Commerce is hosting the website and Cindy is editing it.

Landscaping

SK guided the committee to the handout credentials for the civil engineers. Bladykas & Panetta got good references. The item went to the BoT and was tabled. MD asked if there are 3 bids. SK agreed.

RM looked to the committee for consensus on recommending Bladykas & Panetta to the BoT. All agreed.

Next meeting will be May 16th.

Meeting adjourned at 8:50pm.

Submitted by Jamie Eckartz

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Action Items

Denise Corcoran

1. Investigate if the cost of the cloud based system with Duo Access will decrease over time.
2. Investigate if the cell phone app is available with Duo.
3. Write resolution for Duo Access for 2 factor authentication for the BoT.
4. Work up an analysis of the computer to be purchased with pricing and details on the units.
5. Reach out to the Great Neck Public Schools and inquire about the Honeywell initiative.
6. Investigate the arrangement with Swiss Commerce and potential contract going forward.
7. Write resolution for Bladykas & Panetta for the BoT.

Holly Coscetta

1. Share webinar power point on sustainability with the public members of the committee.

Charles Wohlgenuth

1. Contact Carrier regarding the warranty directly and the repairs required.
2. Follow up with Addison on the repairs.