

Great Neck Library
Main Building Committee
Thursday, May 16, 2018, 7:30pm
Main Library

Board Members:

Robert Schaufeld (RS)
Rebecca Miller, Chair (RM)
Weihua Yan (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

The regular meeting of the Main Building Committee was called to order at 7:30 by the chairperson, RM on May 16th.

Action Items

Denise Corcoran

1. *Investigate if the cost of the cloud based system with Duo Access will decrease over time.*
Done. Currently working with free trial from the vendor.
2. *Investigate if the cell phone app is available with Duo.* The app is available and currently in use.
3. *Write resolution for Duo Access for 2 factor authentication for the BoT.* Done.
4. *Work up an analysis of the computer to be purchased with pricing and details on the units.*
Garry secured new pricing. The committee was not interested in working with high low computers. As a result, if the Library purchases computers, additional parts will be required. The current computers will require ports and bar code scanners. There is 1 quote for these components. DC distributed a hand out for the computers. Garry recommended Dell, based on price.
MW questioned the difference in the 3050 vs. the 5050 models. MD commented that a comprehensive workup was not included. DC explained that it exists in email and will be sent to the members of the committee. RM commented that the purpose is to evaluate the options. MD added that if a higher end computer is selected, the Library may not need to replace sooner. Specs and details are needed to make the decision.
DC noted every time the situation is evaluated, more comes up. The Library needs to purchase the computer along with receipt printer, port, and scanner. RS cautioned that there

should be an adapter available to solve the purchase problem. DC added that monitors are not included in the quotes.

BS shared that the 3050 and the 5050 are very close. The memory and storage are the same. SK added that there are differences in the ports.

DC noted that the first purchase is for staff, totaling 33. The number can be cut back. RM noted that this was an incremental and important step. More needs to be done to pull together a total cost.

WY cautioned that the need for each computer has to be identified to select the correct computer.

DC agreed to pull together full pricing, including monitors and align with end use of each unit. The listing will be sent out ahead of time for all to review.

MW cautioned that the State List is not always the cheapest. DC shared it takes time to get back proposals from vendors.

BS asked to get the Library's IT tech involved and come to a meeting. DC agreed to invite. RM noted it would be beneficial to get input on what and why items are needed. It will give the committee the confidence to go forward.

5. *Reach out to the Great Neck Public Schools and inquire about the Honeywell initiative.* DC explained that the school spent \$12.1M on the energy audit. The Assistant Superintendent quoted the price. The school is more than happy to include the Parkville branch next time. BS asked if the school is seeing the money come back. DC noted that as of 2017, the school has seen savings over time and will recover more.
5. *Investigate the arrangement with Swiss Commerce and potential contract going forward.* The contract is expected to be finished tomorrow. Changes have been made as needed. The contract is currently with legal and, once vetted, will go to the BoT for approval.
6. *Write resolution for Bladykas & Panetta for the BoT.* Done. Bladykas & Panetta are sending the signed copy back to the Library. Hope for it to arrive tomorrow.

Holly Coscetta

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

Charles Wohlgemuth

1. *Contact Carrier regarding the warranty directly and the repairs required.* Done. Carrier has been in and the repairs completed.
2. *Follow up with Adison on the repairs.* Adison needs to come in and finish up. The Library has secured a local contractor to come in as needed.

YA Room—Update

DC noted the set-up is going well. There is a desk dedicated for the YA Librarian in Reference.

Space for STEM Lab—Laptops

DC informed the committee that the 3D Printers are in. Adam and Jamie went for instruction. Programs are being planned upstairs in the small study room. No venting is required for the printers.

Regarding the space for a STEM lab, DC explained that a dedicated space has not yet been secured. The equipment is stored in the locked cage in the Book Room, where limited personnel have access.

DC noted Adam has secured quotes for the laptops. The quotes will go to Finance for the laptops for the mobile STEM lab.

MD questioned the grant money for the STEM lab. DC noted that there is no update. TG added that Adam follows up every month and no new information is provided. RM noted that the Library cannot depend on the funding until received.

WY suggested contracting a professional grant writer. DC noted that in her time, the item has not been explored. DC cautioned that the professional gets paid and receives a percentage of the grant. RM viewed the item as a professional responsibility. The skills are present within; more focus is needed. JP suggested looking at the professional and offering a percentage only from money secured.

MW moved to the grant money for the RFID. MW noted the holdup is at DASNY. MW further explained that every Monday, Senator Phillips' Office is contacted for any new information. DASNY is currently 2 years behind in awarding grant money. They are holding in excess of \$2M. The office has all the information needed from the Library. MD suggested that the Library should call to follow up. DC agreed to call Senator Phillips' Office.

BS returned to the topic of grant writer, noting that it is important to seek out funding. The position could be full or part time. TG cautioned that many of the grants are not available to the Library, due to the demographics. RM asked for grant writing to be emphasized with staff. RM further explained that there is skill in the professional staff and the Library needs to nurture it. DC cautioned that if a grant writer is hired, the writer could secure funding the Library does not want. The Library would be obligated to fulfill the terms of the grant.

RS shared that there was an article stating that the Library will have a Friends Group. HC noted it was in *The Island Now*. WY commented that it is spearheaded by Rebecca Gilliar.

Punch List—HVAC

CW explained the OLA engineer, Jill Walsh, has been working on the problem. The VAV box for Circulation will be installed in the Machine Room. A location has been secured and drawn into the plans.

Sustainability Discussion (Solar Panels)

WY suggested seeking a grant for solar panels—green and money saving. There is a possible return within 5-6 years, which could defray the cost.

RS cautioned that there is a potential issue with the roof warranty if anything is mounted on the roof. DC cautioned that the documents--specification books and warranties-- have not been turned over to the Library yet. MD added that there have been leaks and caution must prevail.

RM shared that there may be other solar approaches. It is worth investigating all options.

WY suggested looking at Parkville, which has a long term lease. DC noted that any request would have to go through the school and the SED. RM noted that the school has made a commitment to sustainability. The Library needs to let the school know that there is interest. WY agreed, noting the Library is a community leader and it is good PR to go forward.

DC explained that there was an analysis prior to construction. The situation and prices have changed.

BS raised the certification program. The committee needs to take a second look. RM shared that 40 libraries are currently involved now. DC expressed interest in investigating.

MD suggested inviting someone from a participating library to come in and share their experience. RM noted the *Library Journal* did an article on sustainability covering an early library and their experience. RM asked TG to send the article to the committee members. The item will be put on the agenda for the next meeting. Everyone has homework.

WY agreed that all need to understand. RM asked all to come back ready to talk. The committee needs to decide if the program is right for the Library.

Tech

DC addressed the need for servers at Main. WY shared that he has discussed the item with DC and Garry. The servers are old. First, the need is to be understood and a list of requirements developed prior to asking for bids.

RM questioned whether the need is for servers or cloud. WY explained that the choice depends on the system. The comprehensive requirements need to be evaluated to decide. The choice could be all on the cloud.

Regarding PCs, WY stressed the need to look forward for what is available.

BS commented that Garry should be invited to the meeting.

RM noted that the challenge is to validate choices for both servers and computers. DC agreed to ask Garry to come to the meeting to answer questions and explain the choices. RM asked that there be options made available.

DC moved to the website. Patrons are asking for a rebuild of the website. There is no staff internal to handle the task since we need a complicated, comprehensive rebuild. The Library needs to look outside. The temp that is currently managing the site will wrap up by July and is not willing to extend. RM cautioned that it needs to be acted on. A consultant is an option.

WY asked if the temp can document all that is done prior to leaving. HC noted that the work is complex.

RM noted that there now are 2 tasks—redo website and provide support to cover the website.

DC suggested looking at an outside agency. Once the site is rebuilt, it will not be a full time position. The rebuild will be comprehensive. RM added that coding expertise should not be needed to maintain the site. (Going to BoT for resolution to write RFP for website re-design).

BS suggested crosstalk with other libraries to find out what they are doing.

RM directed the committee to RFID and asked for the status. DC shared that the system is up and running.

WY asked if tags could be recycled to save on cost. DC noted that they are not reusable. The cost is approximately 12 cents per tag, which is far less costly than a reusable plastic sleeve.

Landscaping

SK shared that the contract from Bladykas & Panetta is coming back and will get the ball rolling. There are 2 vendors coming in. Whitestone will come in for soil boring and analysis. Ferrantello will come in and work with the flagging and incorporate into the survey. Rockwell will put together a budget, but not for next meeting.

MW asked if the DEC has been contacted. SK noted that Bladykas & Panetta will make the contact.

DC added that the contract from Bladykas & Panetta has been signed and returned electronically. When the paper contract comes in, the Library will sign.

Next meeting will be June 14th.

Meeting adjourned at 8:45pm.

Submitted by Jamie Eckartz

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Action Items

Denise Corcoran

1. Email comprehensive work up on computer choices to the committee.
2. Investigate if adapter is available for the computers to avoid purchase of scanners and receipt printers.
3. Pull together full pricing, including monitors and align with end use of each computer to be purchased and send out ahead of time for all to review.
4. Invite Garry to the next meeting to provide information on computers and answer questions.
5. Call Senator Phillips' Office to follow up on RFID grant money.
6. Work with Garry to provide a comprehensive evaluation of the server requirements.
Compare physical server to cloud to help determine the appropriate choice. Ask Garry to be prepared to discuss the servers as well as computers.
7. Re: maintaining the website -Other options discussed to try first. Otherwise to go to BoT for resolution.)

Tracy Geiser

1. Email the *Library Journal* article on sustainability to the committee.

Committee

1. Review article on sustainability and be ready to discuss at the next meeting.