

Great Neck Library  
**BRANCH COMMITTEE**  
Thursday, February 28, 2019  
Station Branch

**Board Members**

Barry Smith, Chair (BS)  
Rebecca Miller (RM)  
Scott Sontag (SS)  
Josie Pizer (JP) (absent w/ prior notice)

**Staff**

Denise Corcoran (DC)  
Tracy Van Dyne (TV)  
Justin Crossfox (JC)  
Irene Winkler (IW) (absent w/prior notice)  
Alana Mutum (AM)  
Charles Wohlgemuth (CW)

**Members of the Public**

Naomi Penner (NP)

**Call to Order**

BS called the meeting to order at 7:03 pm.

**Update on Action Items**

**Denise Corcoran**

1. Follow up with landlord regarding plumbing and electrical needed for Station renovation. **ONGOING. DC reported that she is in talks with the landlord regarding the next steps for this renovation and needs a work letter from them to move forward with the project.**

**Charles Wohlgemuth**

1. Obtain written decision from the Town of North Hempstead regarding the need for a Public Assembly Permit for Parkville. **ONGOING. CW stated that he received verbal confirmation that a Public Assembly Permit is needed. He is working on getting this put in writing.**

**Station Branch Renovation**

DC shared that she is in discussion with the landlord to obtain a work letter necessary to move forward with this project. She stated that an engineer may be needed to assess the complete needs for the renovation before sending the bid packet out to avoid additional unexpected costs. BS suggested an RFP for an engineer be placed on the next board agenda for approval. DC recommended also obtaining a proposal for cost estimating for the furniture. She added that if the cost is under \$2,000 than it can be provided to the Finance Committee. The committee agreed. BS inquired if an engineer will also be needed for the Parkville Branch renovation. DC confirmed that a Board of Education approved engineer will be needed for the project as mandated by the State since the branch is located on school property.

SS questioned the investment on leased space and if the renovation will meet the future needs of the Great Neck community. DC noted that the plans were already approved by the board in 2018. BS noted that an owner's representative may be needed given all that is needed on the project. CW said that the library should learn from all the mistakes made on the Main Building renovation and agreed that a full-time project manager should be hired as a consultant. The committee agreed and asked that an RFP for an owner's representative be placed on the next board agenda. BS asked DC to consult with the architects on the status of the bid set.

### **Parkville Branch**

1. **Public Assembly Permit** – CW reported that he received verbal confirmation that a Public Assembly Permit is needed. He is working on getting this put in writing but noted it may be very difficult to obtain. DC recommended bringing a contractor in to certify that the generators provide backup to the lighting. The committee agreed and asked CW to obtain three proposals for this. DC shared that asbestos testing was completed.
2. **SEQRA** – DC reported that the SEQRA was approved by the Board at its January meeting.

DC repeated that an engineer will be needed for the Parkville renovation as required by the New York State Education Department. We are waiting for a proposal from the school's architect in order to complete the paperwork in the format required by the State. DC added that she will be reaching out to her contacts in the school district to help the project to continue moving forward.

### **Lakeville Branch**

TV reported that the furniture for the Lakeville Branch was delivered and set up. AM shared that this has been well received and that the new chairs have resulted in additional seating for the patrons.

TV stated that she is developing a plan for the painting and carpet cleaning of this branch which will be brought to the next committee meeting.

Meeting adjourned at 7:10 p.m.

Submitted by:

Gina Chase

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**Action Items**

**Denise Corcoran / Tracy Van Dyne**

1. Obtain proposal for cost estimating services for Station renovation.
2. Consult with architect regarding status of bid set.

**Charles Wohlgemuth**

1. Obtain proposals to certify generator at Parkville.