

Great Neck Library  
**BRANCH COMMITTEE**  
Wednesday, March 20, 2019  
Station Branch

**Board Members**

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

**Staff**

Tracy Van Dyne (TV)  
Justin Crossfox (JC)  
Alana Mutum (AM)  
Irene Winkler (IW)  
Charles Wohlgemuth (CW)

**Members of the Public**

Marietta DiCamillo (MD)  
Marianna Wohlgemuth (MW)

**Call to Order**

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

**Update on Action Items**

**Denise Corcoran / Tracy Van Dyne**

1. Obtain proposal for cost estimating services for Station renovation. **DONE. Approved at 3/19/19 BoT meeting.**
2. Consult with architect regarding status of bid set. **DONE. Attachment provided.**

**Charles Wohlgemuth**

1. Obtain proposals to certify generator for Parkville. **CW shared his concern over getting an outside contractor to certify the generator. He feels attempts should continue to obtain the written certification from the school. The board asked TV to reach out to school district on this.**

**Station Branch Renovation**

JP shared the history of how the plans to renovate Station came to be. She stated that it began after much concern from patrons regarding the conditions of the branches. The board agreed that Station needed to be updated and after many meetings and discussions, plans for the renovation were approved by the board in the summer of 2018. BS acknowledged that a lot of consideration and planning went into the Station renovation. TV reported that currently \$1,040,711 is available in the Branch and Special Services Fund. She added that cost estimation for the construction and furniture pertaining to the Station renovation were approved at the March 19<sup>th</sup> board meeting which will assist in clarifying the cost of the project.

BS asked for the status on the work letter from the landlord needed to proceed with the project. TV said they had still not provided it and she will need to follow up. BS suggested that it may be time to involve the attorney. MD inquired as to why the library is requiring a letter since one was

not needed for the previous renovation of the branch. TV responded that Denise Corcoran had said it was necessary but she will have to research to confirm. The committee asked TV to follow up with the landlord and confirm the need for such letter.

### **Parkville Branch**

1. **Public Assembly Permit** – CW reported that he did not obtain three proposals to certify back-up generator from an outside contractor because he feels doing so may cause problems in the future and that attempts should continue to obtain the certification in writing from the school district. MD asked why there is such a delay in getting this. CW responded that Denise Corcoran was supposed to reach out to her contacts in the school district on this but that he had not heard anything from her. The committee requested TV check on the status.
2. **Renovation** – TV provided the committee with a proposal from the school's architect which was obtained by DC to assist in completing the paperwork in the format required by the State. After review, the committee asked that it be placed on the next Finance Committee agenda.

### **Lakeville Branch**

TV reported that she is still formulating the plan for the painting and carpet cleaning of the Lakeville. She reported that \$13,000 remains for this work and estimates that the branch will need to close for approximately two weeks once it begins. MD questioned why the furniture was moved in prior to the painting and carpet cleaning if they knew this was going to be necessary. TV responded that the board approved a resolution to purchase the furniture but not for the painting and carpet cleaning. MD also inquired if the \$13,000 is, in fact, allotted for this work. The committee asked TV to find resolutions regarding the money put aside for Lakeville updates, as well as, the resolution for the furniture purchase. MD cautioned about using maintenance staff to do the work since worker's compensation might not cover them. The committee asked TV to have Steven Kashkin, Business Manager, contact the insurance company to check coverage.

### **Branch Updates**

- **Lakeville** – AM reported that the patrons are enjoying the new furniture. She shared that the Stick in the Stacks group has been hard at work knitting beautiful items for charitable organizations. MW expressed gratitude to the knitting group for the donations made to JCC.
- **Station** – JC announced that due to its popularity, Craft for a Cause has been extended until the end of March. He reported that the successful sign language program is coming to an end at Station and moving on to Lakeville. He shared that Muppet programming will take place in June. JC added that he is in collaboration with Mimi Rabizadeh, Librarian, to expand wellness programs in the branch.
- **Parkville** – IW announced April's "Bad Art Night" as part of the branch's Earth Day celebration. She reported that they will be refurbishing their garden beds just in time for spring. IW shared that a representative from the Town of North Hempstead will be visiting the branch with a program on chicken and bee keeping, which is increasing in popularity.

Meeting adjourned at 7:55 p.m.

Submitted by:  
Gina Chase

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**Action Items**

**Tracy Van Dyne**

1. Follow up with landlord regarding work letter for Station.
2. Confirm the need for a work letter for Station.
3. Check with school district regarding the certification of the generator at Parkville.
4. Put architect's proposal for Parkville on next Finance Committee agenda.
5. Find resolution approving funds for Lakeville Branch updates.
6. Find resolution for Lakeville furniture.

**Steven Kashkin**

1. Contact insurance company regarding worker's compensation coverage for maintenance staff.