

Great Neck Library
BRANCH COMMITTEE
Thursday, May 9, 2019
Station Branch

Board Members

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

Staff

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

Call to Order

RM called the meeting to order at 7:05 pm.

Update on Action Items

Tracy Van Dyne

1. Follow up with landlord regarding work letter for Station. - **ONGOING**
2. Confirm the need for a work letter for Station- **DONE. Yes, a letter is needed.**
3. Check with school district regarding the certification of the generator at Parkville. **DONE – Inspection completed and paperwork received. CW will follow up with Paul to see if we need to submit a new application for a Public Assembly Permit.**
4. Put architect's proposal for Parkville on next Finance Committee agenda. – **DONE. Approved at 4/15/19 BoT meeting.**
5. Find resolution approving funds for Lakeville Branch updates. – **DONE. See attached.**
6. Find resolution for Lakeville furniture. – **Done. See attached.**

Steven Kashkin

1. Contact insurance company regarding worker's compensation coverage for maintenance staff. – **DONE. Staff is not covered.**

Station Branch Renovation

TV confirmed that a work letter is needed to move forward with the renovations and added that she is in communication with the landlord for its completion.

Parkville Branch

1. **Public Assembly Permit** – CW announced that the school completed the inspection of the generators and that he will be receiving copies of all the paperwork. He will reach out to Paul in the district to find out if we must submit another application for the Public Assembly Permit.
2. **Renovation** – TV reported that a proposal with BBS Architects for service related to the renovation was approved at the April 15th BoT and that it is now with legal for review.

Lakeville Branch

The committee asked TV to prepare an RFP for movers and storage for the Branch. The RFP will go to the May BoT meeting for approval before TV moves forward. They also requested she obtain three proposals for the carpet cleaning. RM stated that it needs to be well planned out so that everything happens in the correct sequence.

New Business

JP asked for a timeline on completion of the branch renovations. TV responded that she will reach out to Elizabeth Martin for an updated status.

Meeting adjourned at 7:21 p.m.

Submitted by:
Gina Chase

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

Tracy Van Dyne

1. Add RFP for moving and storage for the Lakeville Branch to the May BoT agenda.
2. Prepare RFP for moving and storage for the Lakeville Branch.
3. Obtain three proposals for carpet cleaning at Lakeville Branch.
4. Contact Elizabeth Martin for updated status of renovations.