

Great Neck Library  
**BRANCH COMMITTEE**  
Thursday, June 13, 2019  
Parkville 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) (absent w/ prior notice)

**Call to Order**

BS called the meeting to order at 7:25 pm.

**Update on Action Items**

1. Add RFP for moving and storage for the Lakeville Branch to the May BoT agenda. **DONE. Approved at 5/15/19 BoT meeting.**
2. Prepare RFP for moving and storage for the Lakeville Branch. **DONE. See attached.**
3. Obtain three proposals for carpet cleaning at Lakeville Branch. **ONGOING**
4. Contact Elizabeth Martin for updated status of renovations. **DONE. See attached.**

**Station Branch Renovation**

TV reported that she continues to work with the landlord to secure the work letter and other documentation needed to obtain the building permit. Once the permit is received from the Town, they will be able to move forward with the renovations.

**Parkville Branch**

1. **Public Assembly Permit** – TV reported that she has still not been provided with the paperwork necessary from the school district to apply for the Public Assembly Permit. She stated that she will now be reaching out directly to the school's superintendent, Dr. Teresa Prendergast, in hopes of finally resolving this issue.
2. **Renovation** – TV reported that the proposal with BBS Architects for service related to the renovation is still with legal for review.

**Lakeville Branch**

The committee reviewed the RFP for movers and storage for the Branch and requested that approval for it be placed on the June BoT meeting agenda, pending legal review. The committee asked TV to obtain quotes for painting and carpet cleaning at the same time to keep the process moving along. After discussion, the committee estimated this work should take approximately

three weeks from start to finish. They determined that it will most likely not begin until October which will allow them sufficient time to notify the patrons of the branch closing.

**New Business**

The committee agreed to schedule another meeting prior to the July 23<sup>rd</sup> BoT meeting and asked TV to poll members for dates.

Meeting adjourned at 8:05 p.m.

Submitted by:  
Gina Chase

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**Action Items**

**Tracy Van Dyne**

1. Place approval of RFP for moving and storage company for Lakeville on July BoT agenda.
2. Obtain three (3) quotes for painting of Lakeville Branch.
3. Obtain three (3) quotes for carpet cleaning of Lakeville Branch.
4. Poll committee members for July meeting date.