

Great Neck Library
BRANCH COMMITTEE
Thursday, July 18, 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)
Charles Wohlgemuth (CW)

Call to Order

RM called the meeting to order at 7:04 pm.

Update on Action Items

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

Station Branch Renovation

TV reported that the work letter is almost complete with just the plumbing portion needed. Once that is done, and signed by the landlord, it will be sent to the Town. JP asked TV to contact Elizabeth Martin for a timeline for completion of the Station and Parkville Branch renovations.

The committee reviewed the proposals received from the Whalen Berez Group and Library Interiors in response to the RFP for Furniture & Finish Procurement, Installation, and Related Services for the branch renovation. After a lengthy discussion, the committee agreed that more information is needed before they can make a recommendation. They asked TV to obtain a third proposal.

Parkville Branch

1. **Public Assembly Permit** – TV reported that she has received two out of the four documents necessary to obtain the building permit.
2. **Renovation** – After reviewing the proposals received from the Whalen Berez Group and Library Interiors the committee agreed that, like the Station branch renovations, more information is needed before making a recommendation.

Lakeville Branch

TV reported that she sent out five RFPs for Moving and Storage but only received a response from National Library Relocations. After reviewing the proposal, the committee decided that they did not have enough information to make a recommendation and asked TV to follow up with the other companies for additional proposals.

The committee reviewed the quotes received for the painting and carpet cleaning of the branch. They accepted CW's recommendation to obtain the services of All Pro Carpet Cleaning and Frank's Painting of LI and asked that these items be placed on the next board agenda.

New Business

No new business was discussed.

Meeting adjourned at 7:38 p.m.

Submitted by:

Gina Chase

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Action Items

Tracy Van Dyne

1. Contact Elizabeth Martin for a timeline for completion of the Station and Parkville Branch renovations.
2. Obtain third proposal for Furniture & Finish Procurement, Installation, and Related Services for the Station and Parkville Branch renovations.
3. Obtain additional proposals for Moving and Storage for the Lakeville Branch.
4. Place hiring of All Pro Carpet cleaning for Lakeville Branch on next BoT agenda.
5. Place hiring of Frank's Painting of LI for Lakeville Branch on next BoT agenda.
6. Poll committee members for August meeting date.