

Great Neck Library
BRANCH COMMITTEE
Monday, September 23, 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)
Egita Johnson (EJ)
Charles Wohlgemuth (CW) (absent w/ prior notice)

Invited Guests

Elisabeth Martin, MDA Design Group
Dan Santin, MDA Design Group

Call to Order

BS called the meeting to order at 7:30 pm.

Update on Action Items

1. Contact Elisabeth Martin for a timeline for completion of the Station and Parkville Branch renovations. **DONE. Ms. Martin will be presenting today.**
2. Obtain third proposal for Furniture & Finish Procurement, Installation, and Related Services for the Station and Parkville Branch renovations. **DONE. Four RFPS sent out. Received two responses, one being a joint venture of two vendors and the third being a declination.**
3. Obtain additional proposals for Moving and Storage for the Lakeville Branch. **DONE. Received two responses.**
4. Place hiring of All Pro Carpet cleaning for Lakeville Branch on next BoT agenda. **DONE. Item approved at 9.18.19 BoT meeting.**
5. Place hiring of Frank's Painting of LI for Lakeville Branch on next BoT agenda. **DONE. Item approved at 9.18.19 BoT meeting.**
6. Poll committee members for August meeting date. **DONE.**

Station Branch Renovations

TV reported that two completed responses and one declination were received from the four RFPs that were sent out. She noted that two vendors, Library Interiors, Inc. and Library & Records Management Systems, Inc., submitted a joint proposal. TV added that Elisabeth Martin has reviewed the proposals and follow up questions have been sent. After discussion, the committee agreed to hold off on making a recommendation until the questions are answered.

TV announced that she is still awaiting the work letter from the landlord. Due to the delay, she has contacted library counsel to help expedite the process. JP asked TV if she has reached out to any Village of Great Neck Plaza officials and offered to provide the contact information for the mayor and other town officials. TV agreed to give them a call.

Parkville Branch

1. **Public Assembly Permit** – TV shared that the collection of documents needed to obtain the building permit is ongoing. The only item left to receive is the updated fire alarm documents from the school as installation of a brand-new system was completed at the end of August.
2. **Renovation** – TV reported that, like Station, two responses were received from the four RFPs that were sent out. Library Interiors, Inc. and Library & Records Management Systems, Inc., also submitted a joint proposal for the Parkville renovations. TV added that Elisabeth Martin has reviewed the proposals and follow up questions have been sent. After discussion, the committee agreed to hold off on making a recommendation until the questions are answered.

Lakeville Branch

The committee reviewed the RFP responses for Moving and Storage. BS requested that important materials be sent to the committee prior to meetings so they have time to look over and be better prepared to confer. After discussion the committee agreed to recommend the hiring of National Library Relocations and asked for it to be placed on the next BoT agenda.

MDA Design Group update

Elisabeth Martin (EM) and Dan Santin (DS) from MDA were on hand to go over the design plans for the Station and Parkville Branch renovations. EM reiterated TV's update on the delay in obtaining the work letter for the Station Branch. BS expressed concern regarding sound and smells that travel from the supermarket below into the library. EM said that extra padding could be added underneath the carpet to alleviate the noise. JP asked for the cost associated with this to be provided to the committee. EM agreed to obtain a quote. EM asked the committee, given the delay in the start of work at both branches if they would like her to obtain proposals for construction cost estimates for both locations. The committee agreed it was a good idea but stated they need the cost as BoT approval will be needed before moving forward. EM agreed to send that number over to TV.

EM reported that contract details with the school board's architect are still ongoing for the Parkville Branch renovations. She noted the process started in early 2019 and that until it is finalized the design plans cannot be sent to NYSED. TV shared that library council is involved with these negotiations. RM asked, given the library's commitment to sustainability, about the proposed lighting for the branch. EM said it is all LED lighting which is more cost efficient. She agreed to provide the savings resulting from use of LED lights to the committee. BS questioned if the bathrooms are being updated as part of the renovation. EM stated that this was not included in the original design but can be added if the committee desires. After discussion, the committee agreed to have the bathroom updates added to the construction bid.

New Business

No new business was discussed.

Meeting adjourned at 8:30 p.m.

Submitted by:

Gina Chase

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Action Items

Tracy Van Dyne

1. Add review of Station and Parkville Branch renovation RFP responses to next committee meeting agenda.
2. Contact Village of Great Neck Plaza mayor and officials regarding delay on work letter for Station renovations.
3. Place hiring of National Library Relocations for Lakeville Branch on next BoT agenda.
4. Obtain cost of extra padding for Station Branch.
5. Obtain proposals for construction cost estimates for the Station and Parkville Branches.
6. Obtain savings table for LED lighting for Parkville Branch.