

Great Neck Library
Main Building Committee
Monday, October 7, 2019, 7:00pm
Main Library

Board Members:

Weihua Yan, Chair (WY)
Rebecca Miller (RM)
Scott Sontag (SS)
Liman Mimi Hu (MH)

Library Professionals:

Tracy Van Dyne (TV)
Cindy Simeti (CS)
Garry Hordoyski (GH)
Charles Wohlgemuth (CW) absent with notice

Public Members:

Marietta DiCamillo (MD)
Alice Merwin (AM)
Marianna Wohlgemuth (MW)

Invited Guest:

Christopher Searles (ChS) Searles Media

Call to Order

The meeting of the Main Building Committee was called to order by WY at 7:04 PM.

Action Items

Tracy Van Dyne

1. Check ADA compliance of installing swing door in women's bathroom located in the Main Library's lower level – **ONGOING. ADA specialist will be meeting with TV to give professional recommendation.**
2. Invite sustainability professional to the next committee meeting. - **ONGOING. TV will invite to November meeting.**
3. Invite Searles Media to next committee meeting. **DONE. Christopher Searles will present at today's meeting.**
4. Contact Searles Media for the technical specifications and a possible list of features. **DONE. Christopher Searles will be at today's meeting to respond to committee questions.**
5. Speak to Donna Litke regarding an Internet – Fact versus Fiction program. **DONE. Programming will not be added as it is up to the staff/Administration.**

Website RFP – Presentation by Searles Media

Christopher Searles (ChS) was on hand to discuss Searles Media's proposal for the website redesign. He spoke on his company's background, websites they had designed and his recommendations for the Great Neck Library site. He explained that the redesign will be done using WordPress software, which is a content management system that includes a web template

system. ChS stated his company has recently shifted to designing websites using WordPress due to the fact that it is the most popular website management system out there and provides a lot of support for its users. He estimated a 16 week rebuild time following meetings with staff to discuss expectations. ChS noted that the existing library site consists of approximately 250 pages but that his proposal is based on 150 pages. He did this because there is a lot of duplication of information on the site. MD inquired as to what happens if additional pages are needed after completion of the redesign. RM explained that WordPress allows inhouse staff to add pages. ChS agreed but said that his company is available if needed after the redesign. SS questioned how much training is provided to staff who will be working with the website. ChS responded that he meets with the staff the library appoints to go over the pages and contents of the site. After that, if any questions arise, his company will always be available to help. MH asked if the website will be designed to be mobile friendly. ChS said that they always do “mobile first” design. SS requested ChS show the committee an example of a site his company designed using WordPress. ChS stated that he will provide this as soon as he has a moment to review their designs. The committee asked him to send the sites to TV for distribution to the committee.

After Mr. Searles’ departure the committee agreed that they needed to entertain a few more vendors before deciding on one for the important redesign project and asked TV to send out more RFPs. SS recommended TV reach out to Rebecca Smith Aldrich, facilitator of the recent BoT training, to see if she knew any companies in the industry.

Main Library Parking Lot

TV reported that a Great Neck Auxiliary Officer will be visiting the Main Library to walk around the parking lot and give her professional recommendations on signage needed to improve the safety of the lot.

Sustainability

The committee agreed to discuss this at their next meeting in the presence of the sustainability professional.

Punch List - HVAC

TV shared that all matters on this subject are currently with library counsel.

Landscaping

TV announced that DEC approved the application and that she is in receipt of the permit. This will be rolled into the building permit which is expected to be finalized in early 2020. TV added that Greg Marett from Bayview Landscaping anticipates that the local building permit will be issued early 2020 and construction will then kick off, weather permitting, spring 2020.

Computer Replacement

GH stated that, as detailed in his attachment, 80 computers throughout the four library locations need to be replaced. He said the total cost for this replacement is \$70,450. TV noted that \$300,000 is available in the Automated Library Fund. The committee agreed on this purchase and asked for this item to be added on the next BoT agenda for approval.

Meeting adjourned at 8:30 pm.

Submitted by Gina Chase

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1. Invite sustainability professional to November committee meeting.
2. Email examples of websites designed by Searles Media using Word Press (to be provided by Christopher Searles) to the entire committee.
3. Send out additional RFPs for website redesign.
4. Contact Rebecca Smith Aldrich for website redesign vendor recommendations.
5. Place purchase of 80 replacement computers on next BoT agenda.