

Great Neck Library  
**Main Building Committee**  
Wednesday, November 13, 2019, 7:00pm  
Main Library

**Board Members:**

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

**Library Professionals:**

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

**Public Members:**

Marietta DiCamillo (MD) absent with notice  
Alice Merwin (AM)  
Marianna Wohlgemuth (MW)

**Invited Guests:**

Danny Ostad (DO)  
Greg Marett (GM)

**Call to Order**

The meeting of the Main Building Committee was called to order by RM at 7:03 PM.

RM welcomed Danny Ostad and Greg Marett who were in attendance to provide the committee with the status of the landscaping project.

**Landscaping**

GM reported that the landscaping plans have been approved by the DEC after many months of review. RM inquired why it took so long. GM said that the process was a smooth one and the delay was, most likely, due to the DEC's backlog. He stated that the approval letter, along with all the other necessary documents, has been sent to the Town of North Hempstead, for the building permit. Mr. Marett expects a comment letter to be sent back from the Town sometime in early 2020 for clarification on certain construction details. RM asked for an approximate timeline for receipt of the permit if a comment letter is sent in January. DO estimated about six to eight weeks. RM said we can begin preliminary planning for the work to start in April. DO stated that this is the ideal time to start on such a project and that he anticipates an August completion. MH wondered if there will be a problem securing sub-contractors since it is a busy month for this type of work. DO said that they have already conversed with some firms who are aware of the timeline and are able to handle a project of this size. RM asked who is handling the sub-contractor process. GM responded that once all the permits are approved the project gets handed over to DO and he stays on as more of a consultant. DO asked who from library staff is the point of contact for requisitions and other process questions. TV stated that the Business Manager, Steven Kashkin, is the contact for finances. MW wondered if the Town of North Hempstead has to do an inspection after the work is complete. DO stated that they do. GM added that the approved permit comes with an inspection schedule with a clear outline of what needs to be inspected. RM asked about

the construction's disruption to library operations, including parking. DO responded that they will break up the project into three or four stages and keep library administration in the loop on timelines including completion and start dates of every stage including areas that will not be accessible to the public and/or staff. GM stated that no parking spots will be affected during any steps of construction. RM just wants to be mindful of the disruption the construction will cause to the patrons and to plan ahead wisely.

GM anticipates the next time they will meet will be in early 2020. RM discussed the budget process as the Board will have to approve the expense of the project after all approvals are given. DO said that he will provide the entire dollar cost of the work altogether to simplify the process.

### **Action Items**

#### **Tracy Van Dyne**

1. Invite sustainability professional to November committee meeting. **TV will invite to December meeting as we will have our landscaping professionals at the November meeting.**
2. Email examples of websites designed by Searles Media using Word Press (to be provided by Christopher Searles) to the entire committee. **DONE.**
3. Send out additional RFPs for website redesign. **DONE. Due back on December 12<sup>th</sup>.**
4. Contact Rebecca Smith Aldrich for website redesign vendor recommendations. **DONE.**
5. Place purchase of 80 replacement computers on next BoT agenda. **DONE. Item approved at October 22<sup>nd</sup> BoT meeting.**

#### **Punch List - HVAC**

TV shared that Charlie Segal will be joining the Board at its Executive Session on November 19<sup>th</sup>.

#### **Sustainability**

TV stated that she will invite the sustainability professional to the next Committee meeting.

#### **Website RFP Update**

TV reported that she sent out additional RFPs for the website redesign. It is due back on December 12<sup>th</sup>. She noted that she has received a positive response after specifying the need for experience with WordPress.

Meeting adjourned at 7:33 pm.

Submitted by Gina Chase

Great Neck Library  
**Main Building Committee**  
Wednesday, November 13, 2019, 7:00pm  
Main Library  
**Action Items**

**Tracy Van Dyne**

1. Invite sustainability professional to December committee meeting.