

Great Neck Library  
**BRANCH COMMITTEE**  
Tuesday, November 26, 2019  
Lakeville Branch

**Board Members**

Barry Smith, Chair (BS)  
Rebecca Miller (RM)  
Scott Sontag (SS)  
Josie Pizer (JP) (absent)

**Staff**

Tracy Van Dyne (TV)  
Justin Crossfox (JC) (absent w/ prior notice)  
Alana Mutum (AM)  
Egita Johnson (EJ)  
Charles Wohlgemuth (CW) (absent w/ prior notice)

**Call to Order**

BS called the meeting to order at 8:00 pm.

**Parkville Branch**

TV reported that contract negotiations with BBS, the school architect, have been unsuccessful. After several phone calls and revisions, Elisabeth Martin's (MDA) request to keep intellectual property rights to her designs have continued to not be included. Per the recommendation of Library Counsel, Peter Fishbein, TV requested to update Ms. Martin's contract, naming her the lead on the project. Doing so will allow the planned renovations to move forward. RM said that it is time to reach out to the school district and inform them of the difficulties the library has had in negotiations with its architect (BBS). She added that it is important to do this prior to the next board meeting so that the change in the contract does not come as a surprise to the district. TV agreed to call Dr. Teresa Prendergast, Superintendent, to update her on the matter. BS asked if the contract revision includes a change in compensation for Ms. Martin. TV responded that it does not. The committee agreed with the modification to the contract asked for it to be placed on the next BoT agenda after legal review.

**Station Branch**

TV reported that the building permit application has been submitted to the Town and they are awaiting approval.

**Lakeville Branch**

TV reported that the Lakeville painting and carpet cleaning is complete and that the branch reopened on November 20<sup>th</sup>. AM shared that all the patrons are pleased and enjoying their "new" branch.

**Update on Action Items**

1. Confirm accuracy of construction cost estimates for the Station and Parkville Branch and place on next BoT agenda. **DONE. Item approved at 10/22/19 BoT meeting.**

2. Have Steven Kashkin provide a breakdown of costs per item for the construction cost estimate comparisons. **DONE. See attached.**
3. Have Steven Kashkin update savings comparison document of incandescent versus LED bulbs which was created after Main building's renovation and provide to committee. **DONE. See attached.**
4. Contact movers for a tentative schedule pending BoT approval at October meeting. **DONE.**
5. Place notice on Lakeville Branch closing on Great Neck News and other papers. **DONE.**
6. Research possibility of placing television monitors with rolling information at each library location. **ONGOING.**

### **Open Time**

SS asked for his suggestion regarding the placement of television monitors with rolling location hours and programming to be discussed at the next committee meeting.

EJ announced that the Parkville Branch has received its 3D printer and they are busy planning programs for it.

Meeting adjourned at 8:10 p.m.

Submitted by Gina Chase

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**Action Items**

**Tracy Van Dyne**

1. Contact Dr. Teresa Prendergast, GN Schools Superintendent, to update her on Parkville Branch renovations contract.
2. Place MDA contract revision on next BoT agenda.
3. Add placement of television monitors at all library locations on next committee meeting agenda.