

Great Neck Library
Main Building Committee
Monday, December 16, 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) absent with notice
Alice Merwin (AM) absent with notice
Marianna Wohlgemuth (MW) absent with notice

Invited Guests:

Nazanin Amirian (NA)

Call to Order

The meeting of the Main Building Committee was called to order by WY at 7:02 PM.

RM welcomed Nazanin Amirian who was in attendance to discuss the library's sustainability initiative.

Sustainability

Ms. Nazanin Amirian presented her recommendations for the library's sustainability project. She stated that the library can serve as a model to promote environmental awareness in the Great Neck Community. Ms. Amirian suggested the following steps be taken to move forward with this initiative: Launch a Green Campaign, Define Short- and Long-Term Sustainability Goals, and Establish a Comprehensive Green Team. She acknowledged that the library is already doing many things to be sustainable. Ms. Amirian said that the library can create new sustainability programs such as workshops on smart technologies, classes to teach people how to make their own cleaning products, a tool lending program, or a recyclable material art display. She added that promotion, education, and awareness is key. Ms. Amirian stated that she is willing to work with library administration towards the implementation of these goals.

Website RFP Update

TV reported that she sent out ten updated RFPs for the website redesign and received back three. The firms who submitted are Renaissance Web Solutions, Swarm Digital Marketing and Maxburst, Inc. She noted that Renaissance came in with the lowest estimate and the most experience working with libraries. TV added that all three firms build the site using WordPress and offer everything

the library is looking for, including: site translation, EventKeeper and Sierra (Innovative) experience. SS wondered why Renaissance's estimate was considerably lower than the competitors. RM asked TV to contact them for a more detailed cost breakdown. SS also recommended she reach out to their references for feedback. After discussion, the committee agreed it would be best to invite all the firms to present on their proposals at the next committee meeting (either in person or via web conference). WY suggested providing them with a list of questions from the committee prior to the meeting so that they are well prepared. The committee agreed. WY will take the lead and give the list to TV to submit to the firms.

Punch List - HVAC

TV shared that these items are still with legal.

Landscaping

TV said there is no update as they are still awaiting the permit from the Town.

Email/Newsletter Issue

TV stated that some patrons have been having issues receiving the notices electronically. She recommended that they check their email account settings and mark the library as "safe" so that the notices are not sent directly to the SPAM folder. WY asked that she reach out to Innovative to see if there is a way that they can configure something on their end to ensure that our patrons are receiving their correspondence.

Update on Disaster Recovery

GH stated that the backup servers are set up and running at the Station and Parkville Branches.

Meeting adjourned at 8:05 pm.

Submitted by Gina Chase

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Action Items

Weihua Yan

1. Provide TV with a list of questions to give to three Web Design firms prior to their presentation at the next committee meeting.

Tracy Van Dyne

1. Contact Renaissance Web Solutions for a detailed cost breakdown for Web Design.
2. Contact referenced libraries for feedback on Renaissance's services.
3. Invite all three web design firms to the next committee meeting.
4. Contact Innovative regarding issues with electronic delivery of notices.
5. Schedule next committee meeting in January.