

**GREAT NECK LIBRARY
MINUTES OF THE
SPECIAL BOARD OF TRUSTEES MEETING
JULY 23, 2013 AT 7:30 P.M.**

A Special Meeting of the Great Neck Library Board of Trustees was held on Tuesday, July 23, 2013, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 110231. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff

Also present: Laura Weir – Interim Director
 Neil Zitofsky – Business Manager

Executive Session

The Board, on motion by Josie Pizer and seconded by Joel Marcus, went into Executive in the Multi-Purpose Room of the Main Library at 7:10 p.m. to discuss personnel matters. No action was taken and Josie Pizer moved and Francine Ferrante Krupski seconded to come out of Executive Session at 7:30 p.m.

Call To Order

President DiCamillo called the public meeting to order at 7:40 p.m. and introduced KG&D architects, Russ Davidson and Erik Kaeyer. She asked for everyone to hold their questions until after their presentation.

Presentation Of Option 7 Plan

Russ Davison introduced himself and Erik Kaeyer. He provided some background information about KG&D architectural firm that it is a twenty-person Westchester based firm that has worked on many libraries. Len Salvador, the architect who designed the existing Great Neck Library building, merged with KG&D architects. Their slogan is *Listen, Imagine and Build*, and much of their conceptual design process involves listening and then exploring a number of options. When completed, the conceptual design process represents a little less than 5% of the total services required by an architect to deliver the entire project.

He explained that the concept of the budget for the renovation of the Great Neck Library was developed in collaboration with the Library's Building Advisory Committee (BAC), and they developed several options for the renovation, mostly focusing on where things go rather than on the architectural details based on the detailed space program provided to them by the BAC. Option 7 plan evolved from this process.

Erik Kaeyer, using a powerpoint presentation, showed the proposed redesign of the interior of the building. Below are some of the features:

Main Floor

One of the big discussions in the early stages of the BAC was to open up the back space of the main floor to experience the beautiful vistas partially hidden from view by the book stacks and slotted windows.

- Community room to the left of the main entrance lobby with access through the lobby. Dimensions are 2,100 sq ft compared to the present 1,900 sq ft. A multi-purpose room and rest rooms are located adjacent to the community room.
- The adult collection stacks located in the middle of the floor with slot seating and tables around the perimeter to optimize the view.
- AV Room situated next to the multi-purpose room under the mezzanine.
- Reference Desk will allow direct view of the Circulation Desk and the main entrance. There will be a diagonal *Main Street* where a lot of transactions will take place with easy access to other areas on this level. A part of the goal of this design is to make the library more user-friendly and patron-friendly.
- Multi-purpose spaces and study rooms for the public as well as computer stations.
- History Room
- YA Collection

Mezzanine

- Mezzanine cut back to the existing stairs to allow for a two-story space for an open reading room which will optimize the surrounding vistas.
- Administrative and programming offices and staff lounge.

Lower Level

- Children's Department with its own entrance and checkout. The existing community room and lower level lobby will house the children's collection. There will be flexible programming rooms for kids directly off an attractive children's garden (establishment of garden depends on funding).
- Large gallery with wider space for art exhibits replacing the existing narrow corridors.
- Book Room remains in its present location.
- The current AV Room space will be turned into a high-density storage.
- New handicapped-accessible toilet rooms with multiple stalls.
- Vending space.
- Mechanical Room remains in the same location as present.
- Levels will remain in its present location but work will be done to its infrastructure to make it more accessible.

Mr. Davidson added that, although the entire building will be renovated, there will be varying levels of renovation ranging from light to major. A lot of attention is being given to the front public areas of the library but basically the entire main floor will get some level of renovation, i.e. all new finishes – wall, floors, lighting, windows, etc.

There will be a new entrance (on the lower level) to the children's section with a new walkway from the parking lot where parents and kids will not have to cross traffic when entering and leaving the building.

Following the presentation, Mr. Davidson then reviewed the Space Program Analysis. Although the target for program spaces was 36,774 sq ft, designs were drawn to 38,505 sq ft – actually gaining more usable space than what was targeted.

The cost of the project is estimated at \$10.4 million.

- \$4,250,000 for the infrastructure – the single largest component – all new windows on main and lower levels, new roof, completely new HVAC system (except for the cooling tower), new main electrical distribution, new lighting, new fire alarm, new emergency power, repointing of the stone façade on the exterior and some allowances for new furniture, security systems and data rewiring. The site work includes some repaving of the sidewalk to the children's entrance. The second largest component is the renovation – moving things around, and creating new stairs and vestibule. Because of the more efficient layout, the building will be slightly smaller but have more usable square footage.
- The construction subtotal is approximately \$9 million which includes design contingencies. An additional 5% for construction contingency brings the construction total to approximately \$9.5 million.
- There is also a project cost allowance of approximately \$945,000 which is sufficient to pay the architects and engineers and some of the other project related expenses (soft costs). The average construction cost is about \$192 per sq ft.

Once this plan is approved by the Board, the next step is the approval of funding through a referendum vote. The schematic design will then be further developed and when completed, the process for Town approvals will begin. The previous project went through extensive site plan approvals with the Town of North Hempstead. KG&D has had several discussions with the Town and there are too options that might need to happen with this proposal: (1) minor modification to the existing site plan approval; or (2) a variance for the existing parking lot and buffer configuration.

At the end of the design development, no further changes to the design or scope of the project will take place. At that point, there will be detailed estimates done to make sure the project is on bond target with the budget. Once approved by the Board, a detailed construction document comprised of drawings, technical specs and bidding documents will be prepared. The next phase is negotiations and then on to construction bids.

The architects then opened the floor for questions and answers.

Public Comment:

Karen Rubin - **in the schematic, the building is so cramped – there is no room for people.** *There is much more seating area and less shelving than in the existing building. There is also a large open reading room on the mezzanine.*

Pam Marksheid – **fixed or stadium type seating in the community Room.**

Flexible flat floor space for seating.

Will there be LED lighting?

Most likely there will be LED lighting which will see a 20-40% reduction in energy bill. They will look into sustainability when selecting materials.

Will the Library be open or closed during renovation and what is the length of time for the construction?

President DiCamillo responded to this question. She estimated that the library should be closed for no more than one year. Major construction cost savings would be realized from closing. The Relocation Sub-Committee is evaluating other options for all the programs of which Levels is the most challenging. The committee is reaching out to the Park District and the School District and is also looking for space in Great Neck for storage. Most of the popular programs will be evaluated to determine which ones should be scheduled at the branches. The committee is also looking at a temporary trailer on the lower level outside the building for the computer room.

Arlene Nevens – **how does one get to the AV Room from the front entrance?**

Two ways, one of which is down the public hallway which has toilet space, and the back side of the history room with direct access to the community room.

Amy Finkston – **where in this new plan is there space for group art shows? There a lot of windows for viewing but not enough wall space for hanging art.**

Gallery space is twice the size it was but this is only a conceptual design and other locations have been discussed.

Pam Marksheid – **will there be a coffee bar?**

There is space for vending machines.

Karen Rubin – **whether or not the soft costs are included in the \$10.4 million.**

Soft costs are included and they are the same as Project costs.

Amy (?) – **will the elevator be easily accessible by the public? Right now it is behind the circulation desk.**

It will be more accessible from a public corridor.

Amy Finkston – **will the community room have flat walls for movie screenings?**

It will have flat walls for screening as well as drapes or vinyl shades.

Carol Frank – **pond was recently dredged – is there any provision in place to catch the sand runoff from the parking lot during the winter?**

There is a modest allowance for storm drainage in the budget. This will be looked at in further stages of the design.

Carol Frank – **BAC tried very hard to keep to a certain budget number but if the public in these public meetings should say ‘what would you do with a couple million more dollars’ – are there some wishes that the Board would like to fulfill with regards to this building?**

President DiCamillo replied that this is the reason for having these public meetings to listen to the public. This is only an estimated budget which may go up or down depending on the needs and revisions that come out of these public meetings.

Karen Rubin – how does the capacity of these rooms reflect the need and demand – was a needs analysis done?

The community room has 43 additional seats resulting in a 13% increase in seating capacity. It is a very efficient plan with more usable space. President DiCamillo stated that the BAC has had constant meetings and every consideration was based on needs.

Pam Marksheid – What are we missing in this building that is fabulous and that you have done in your other library projects that with a million more dollars could be done here?

The Great Neck Library has more innovation than talked about in other designs. This ‘main street’ has a lot of transaction points which are going to make the library very bright and user friendly. Libraries are at a change point in our culture. They are places for people to come together around other people who provide resources. Meeting rooms are in higher demand than they were in the pre-internet generation as people need more public spaces to gather, to study and see art work.

Amy (?) – more computer spaces allocated.

People come with their own tablets or laptops eliminating the need for more dedicated sit down computer stations. Wireless connectivity and lots of charging stations will be throughout the building.

Karen Rubin – are you changing the look of the exterior of the building and what is the seating capacity of the rest of the rooms.

It’s not a completely new exterior but a refresh and update. It’s a very fine building constructed of granite and steel. The architects will do a capacity for the seating areas for the rest of the building.

Trustee Fuller – plans for a generator for the entire library.

It is not currently in the budget and it is very costly. However, the Library does have a backup generator for the computer system.

Trustee Nina Esagoff – there seems to be more stacks in the 3-D rendering which appears to be congested. Are the stacks movable and stackable?

All the stacks, except for those under the mezzanine, are movable and stackable. 30 hours were spent just on shelving counts. There are fewer stacks than what we have now.

Unidentified Gentleman – was there input from library staff and director?

The architects met with every department and the plans are less than 5% done. Amy Levinson stated that former Director Jane Marino met with the prior committee and architect and worked out the space allocation program. There were five meetings in the offices of Dattner Architect in NYC to go through space allocation program. Staff members are also on the BAC. She also reported that the design was presented at a staff meeting and staff seemed very excited and enthusiastic and had a lot of good things to say.

Neil Zitofsky – difference between schematic design phase versus the design development phase.

It is basically the level of details and resolution. At the schematic design level discussions will take place about materials in detail and the engineers will start the process of integrating the HVAC system into the functional design.

Unidentified Lady – **inquired about the provisions for absentee ballots for snowbirds.**

President DiCamillo responded that the referendum vote will be conducted by the School District and absentee ballots will be handled in the same fashion as for any School District vote. Ralene Adler confirmed this.

Pam Marksheid – **what will be done with staff during closure of the library?**

President DiCamillo stated that the Board has to discuss this. Interim Director Weir talked about the \$100,000 grant from DASNY to purchase an RFID system whereby computer chips are placed in every book. This is a very big project and maybe staff could be utilized to complete this extensive project during closure.

Karen Rubin – **with the flexibility of the building, can stacks be moved around?**

Trustee Pizer explained that all the spaces and most of the stacks can be moved and removed and different areas of the building can be used for different purposes.

Acceptance of Plan Option 7

Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Option 7 Plan as the design for the renovation of the Main Library building; and further, that KG&D Architects and the other professionals under contract with the Library be directed to complete the necessary work to prepare for the referendum on November 19, 2013, with an estimated budget of \$10.4 million.

Pubic Comment: Herb Finkston – **will the library be informing the public of the assessed valuation?**

The Business Manager stated that the assessed valuation would be about \$4.50 per \$100,000 of assessed value or \$45 for a house assessed at one million dollars.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Fuller, Ferrante Krupski, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Appointment Of Owner's Representative

Upon motion by Mike Fuller, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees engage the services of Calgi Construction Management as Owner's Representative on the recommendation of the Building Advisory Committee to oversee the Library's renovation project during pre-referendum and post-referendum phase dependent upon a successful referendum vote as outlined in their proposal dated July 10, 2013, at a cost not to exceed \$225,000 to be charged to the new Owner's Representative account in the Main Building & Special Services Fund. Such engagement is subject to a satisfactory negotiation of a contract between Calgi Construction Management and the Great Neck Library to be approved by the Great Neck Library Board of Trustees at the August 27, 2013, Special Board of Trustees Meeting.

The Owner's Representative will serve as the 'eyes and ears' of the Board of Trustees. Trustee Fuller pointed out that although there will not be an officially agreed upon contract till August 27, Calgi will begin working before then. Trustee Solomon asked and President DiCamillo confirmed that after a successful referendum, the Main Building & Special Services Fund could be reimbursed from the proceeds of the bond issue.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Fuller, Ferrante Krupski, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Approval Of RFP For Construction Attorney

Upon motion by Varda Solomon, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the RFP for a Construction Attorney for the Main Building Renovation Project as presented, and which has been reviewed by the Library's Attorney; and further, that the Great Neck Library Board of Trustees authorize the Interim Library Director to solicit proposals from construction attorneys with the intent to select a construction attorney at the August 27, 2013, Special Board of Trustees Meeting.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Fuller, Ferrante Krupski, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Fundraising

President DiCamillo reported that at the last Board meeting, there was a brief discussion on the need to have a fundraising committee to solicit money for naming rights to library structures and areas and for a children's garden. Volunteers on this committee so far are Trustees DiCamillo and Fuller, and Business Manager Zitofsky. She would also like one or two more trustees to serve on this committee. Members of the public who are interested were asked to contact President DiCamillo by email.

Trustee Fuller suggested that since members of the press were in attendance at tonight's Board meeting, perhaps they could put this information in the local newspapers asking for residents who specialize in fundraising to contact the Interim Director.

Public Comment: Karen Rubin – **reminded the Board that there was an issue in the past that a Friends group should be separate from the function of the Library. President DiCamillo will run this by the Library's attorney. Once she gets the approval, an email blast will be going out soliciting interested persons specializing in fundraising.**

The Interim Director was asked to put up more signs asking people to sign up to get email blast on the building renovation project. Amy Levinson suggested that staff could approach patrons asking them if they want to get information about the building via an email blast.

There were members of the audience who said they did not know of a provision for signing up for email blasts until they read it in Karen Rubin's article in the Great Neck News. It was suggested that the Library's website address be included in the news releases. One gentleman

said he saw no signs in the library about tonight's meeting and maybe more signs should be posted. President DiCamillo promised to look into it.

Trustee Fuller suggested that a sign should be put outside the library along Bayview Avenue. This will be explored when the committee meets with the Saddle Rock Village Board on August 7 to make a presentation of the plan. Signs should also be placed at all branch locations. The Interim Director asked if staff member Jonathan Aubrey could be added to the Relocation Subcommittee, and this was agreed upon. The Re-Location Committee will now consist of two members of the public, three members of staff and four trustees.

A meeting is scheduled with the Park District for July 29. Trustees Solomon and Marcus and Jonathan Aubrey will attend that meeting. [Subsequently, Laura Weir attended instead of Jonathan Aubrey.]

Community Meetings Schedule

The dates and locations below were been chosen for similar presentations at 7:00 p.m. The dates will be sent to the local newspapers.

Tuesday, August 13 – Main Library Community Room

Wednesday, August 21 – Station Branch Library or the Atria [switched to the Parkville Branch]

Monday, August 26 – Parkville Branch Library* [location has been subsequently changed to the Station Branch]

Tuesday, September 10 – Lakeville Branch Library* [location has been subsequently changed to the Main Library]

Monday, September 16 – Main Library Community Room [location has been subsequently moved to the Manhasset-Lakeville Firehouse]

Trustee Fuller stated that since the Lakeville Branch serves the Terrace Apartment, a large space would be required for this meeting. Pam Marksheid, a member of the public, stated that the Terrace apartment complex has a community room facility. She will get the contact information for this location as well as the Atria and forward to the Interim Director.

The NLS Board meeting on September 16, to which two trustees have been assigned to attend, conflicts with one of the public meetings above. President DiCamillo pointed out that these public meetings take priority over the NLS meetings.

Personnel Hiring Guidelines

Upon motion by Janet Nina Esagoff, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the [following] Personnel Hiring Guidelines, which have been reviewed by Counsel.

Currently the policy is automatic hour to hour replacement. The Personnel Committee has requested reconsideration of the policy due to the role of the library evolving within the community. All positions, as they become vacant, need to be evaluated prior to replacement.

Process:

1. Position becomes vacant.
2. Supervisor conducts exit interview with employee who is leaving and identifies current tasks assigned to employee. This process should also be followed in the event the position is changed from full to part time.
3. Supervisor prepares a detailed description of current job responsibilities and evaluates current assigned tasks; current salary level should be included.
4. As new resources and options become available, supervisor identifies potential tasks not currently assigned to any employee, i.e.: author's club, book discussions, roving librarian, weeding, etc. Part of evaluation should be whether position should be filled during an employee vacation.
5. Once evaluation (as described in #4 above) is complete, supervisor prepares a detailed proposal for replacement position, proposed salary level should be included.
6. Supervisor then gives the above written documents (3, 4 and 5) to the Director or Interim Director with their recommendation for replacement request.

The Director provides the Board of Trustees with this information and will recommend to authorize or decline the request for replacement.

Trustee Solomon proposed some revisions which were accepted. This is not a policy for incorporation in the Board Policy Manual but a guideline to follow when filling vacancies.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Fuller, Ferrante Krupski, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Open Time

Karen Rubin – Update on consultant/director position

President DiCamillo explained that the Board chose a different path to hire an owner's representative.

Naomi Penner – Bookmarks are wonderful but does the public know they are here and available to them?

Interim Director Laura weir will follow up with the staff.

Karen Rubin – create posters with the dates of the public meetings and place on easels so people can see them. Also include information that the plans can be seen on the library's website.

Herb Finkston – did not see the bookmarks on the circulation desk yesterday at the Main Library.

President DiCamillo responded that the Outreach Sub-committee, chaired by Josie Pizer, has worked diligently on these bookmarks and her understanding is that these bookmarks are inserted in the books when they are checked out. If this is not being done, the Interim Director should be informed.

Neil Lieberman – **put large sign in public places like Waldbaum’s so the peninsula could be covered.**

Pam Marksheid – **Great Neck Plaza put large signs (banners) on the bridge at the LIRR train station to advertise their events as well as Grace Avenue Park. The dates for the upcoming public library meetings could be advertised this way.**

The Board President asked her to send information about posting a banner at the LIRR to the Interim Director. The Interim Director was asked to check out the price of the banner and look into whether we have enough easels, as well as prices for easels.

Carol Frank – **each library location should have those big signs like the architects had tonight so people will have more time to study them.**

Neil Lieberman – **Clear communication and keep it simple.**

Amy Levinson – **Ask Levels to make posters and have the kids go around and put them in store windows. Also need to find other centrally located space to advertise aside from Parkville. How about Lake Success Shopping Center?**

President DiCamillo asked if the kids in Levels could be recruited to help.

Trustee Fuller suggested that for any public event taking place on the Great Neck peninsula, the mayors of the villages should be contacted and ask them to make a two-minute announcement about what’s coming up at the Library.

Business Manager Zitofsky suggested putting a poster in the large picture window at the Station Branch

President DiCamillo said that a speaker’s bureau is in its infancy stage whereby speakers will go out to communicate to large audiences.

Next Special Board Meeting

August 27, 2013 – Main Library

Adjournment

The meeting was adjourned at 9:35 p.m. on motion by Josie Pizer and seconded by Francine Ferrante Krupski.

Respectfully submitted,

Varda Solomon, Secretary
Board of Trustees