

Great Neck Library
Branch Committee
Monday, January 22, 2018
Parkville Branch

Board Members

Marietta DiCamillo (MD)
Michael Fuller, Chair (MF)
Robert Schaufeld (RS)
Josie Pizer (absent w/notice) (JP)

Members of the Public

Steve Kashkin (SK)
Denise Corcoran (DC)
Barry Smith (BS)
Joel Marcus (JM)

Staff

Tracy Geiser (TG)
Alana Mutum, Lakeville (AM)
Charles Wohlgemuth (CW)
Justin Crossfox, Parkville (JC)
Irene Winkler, Station (IW)

Invited Guests

Elisabeth Martin, MDA
Marsha-Ann Cadougan, MDA

Call to Order

The meeting of Great Neck Library's Branch Committee was called to order January 22nd at 7:35pm at the Parkville Branch by MF. MF acknowledged the presence of the new director, Denise Corcoran, and the new BoT member, Barry Smith.

Presentation by MDA

In advance of the meeting, TG asked Elisabeth Martin to make a presentation to the Board of MDA designgroup's ideas for the renovation of each of the two branches. While there was no contract in place until the draft that was signed just prior to the start of the meeting, Ms. Martin agreed to advance the design ideas in advance of a contract in order to make the requested presentation. At the start of the meeting, MF asked Elisabeth Martin to take the floor and present her plans for the updates at Station and Parkville.

Ms. Martin shared with the committee that she is delighted to be chosen for the renovation of the 2 branches. Knowing that the 2 spaces are leased, she will be mindful of the cost. At the start of the meeting she repeated her prior request for any existing conditions documents from earlier design packages for each of the two branches.

Ms. Martin explained that they had been given only diagrammatic plans without detail or dimensions to work from until now but that she is now in a position to take accurate measurements and guide the Library through the renovation. Ms. Martin is always looking for input on proposals. TG has the contract, which will allow the job to advance.

Ms. Martin explained that dialogue is needed and her people listen. The finished product will be an infusion of ideas.

Starting with Parkville, the plan is rudimentary. The space is about 5,250 sq. ft. according to the RFP. The impending changes will be in the layout for best use of space. There needs to be a civic presence. The open, flexible plan allows for change to permit the plan to be modified over time to meet the changing needs of the branch. The plan will take more advantage of the window space for casual seating. The popular materials will be very accessible.

The Children's Room will be moved to the back of the building and will be a hub of learning. There will be a glass entry to the room. The computers need to be added. The corridor from the front to the Children's area will be 7 ft., which is generous.

MF asked CW if there is access for the rest room in the back of the new Children's area. CW confirmed that there is access. MF asked Ms. Martin if the rest room could be made child friendly and a changing table added. Ms. Martin agreed. MD cautioned that there is a door to the outside in the corridor of the rest room. Ms. Martin noted that she may be able to make a connection to the rest room from within and she would confirm that after receipt of the existing plans and her taking of the measurements.

The service points will be changed. There will be better signage and storage. There may even be the possibility of an outdoor reading garden.

The entry will remain. The service desk will move forward. The goal is for good sightlines.

The meeting room will be where the Children's area was with glass doors. There will be a closet to store the stackable chairs and tables when they are not needed. The room will seat 88 and there are 2 means of egress. The projector will be mounted in the ceiling with a plasma screen mounted on the wall.

The staff area will become 2 meeting rooms. The computer area will be changed to have window seating along the wall—living edge.

MD noted that space must be dedicated for the copier and scanner. Ms. Martin agreed.

MF asked JC for input on the plan.

JC commented that the layout is fine. He added the direction they should move forward in is "cozy".

Ms. Martin shared that while the color palette of the sketch up 3-D sketches was kept to grey with a splash of color, they are just diagrammatic for presentation purposes of the spatial decisions and not accurate for the future choice of materials. She said that the future choice of materials can include the concept of warm and inviting. Acoustical panels that are colorful can be incorporated into the plan.

MD shared that she has been in the area since 1981. Parkville was always a quaint library. It is time to do a splash of color and move to a more sophisticated look for the changing population. Young children also need a positive space.

Ms. Martin explained that Parkville would not be cramped and cluttered. The space will be clear, open and intuitive. The space will feel bigger and sophisticated. The size of the collection will be maintained.

Ms. Martin requested the Library to provide data on the size of the collection and collection goals for the future and stats for circulation. There will be an offset for a percentage of the collection that is out.

DC questioned if there will be 12 x 12 shelving to accommodate the picture books. Ms. Martin suggested book bins as an option. Whatever is required will be added to the plan.

DC expressed a need for accommodating large size books for the adult collection. Ms. Martin agreed to investigate.

DC asked if the shelving for the children's area will be flexible to accommodate for programming. Ms. Martin noted that the shelves will be on lockable metal casters and can move.

DC inquired about tech in the children's area. Ms. Martin noted that she was aware of the Crayola kiosks. There should also be a counter with computers. Numbers will be needed for how many units.

Ms. Martin moved onto Station, which is about 6,500 sq. ft according to the RFP. The branch provides unique challenges. It is difficult to pull people upstairs. The branch is poorly signed.

The Children's area is proposed to be moved to the current Reference area. Wood (as a wainscot behind the low shelving and largely glass walls were proposed to define the space. Next would be a Tech/Quiet Study space, Meeting/Maker space and the Multi-Purpose room.

The space at the entry will be transformed into a casual seating area with tables. Then the media and stacks will follow. The offices will be along the rear wall but with a reduce footprint.

All platforms and walls were proposed to be taken down.

TG noted that a network closet is required and questioned the placement of the Reference Desk. Ms. Martin noted that the network closet will be added. The Reference Desk was proposed to be part of the Circulation Desk but she said a small additional desk could be added for a separate Reference point.

MD cautioned that the plan is very expensive and estimated between \$300K and \$400K for Station. Ms. Martin agreed that it could be in that range. MD noted that the plan is stunning, but the number has to cover both branches.

MF asked if there was any chance of rent abatement or fund raising. MD shared that neither is likely to happen. There is 9 years left on the lease. The space choice was necessary to accommodate the Main renovation. Station will not stay beyond the lease.

Ms. Martin suggested that the Parkville branch be done first, allowing more time to rework Station. The Parkville project will take approximately 3 months to design, 3 weeks to bid, 1 week to review bids, 1 month to mobilize and order long term materials, and 3 months for the actual renovation.

MF asked Ms. Martin for cost estimate for Parkville. Ms. Martin noted that there is ~~much~~ less work to do at Parkville.

Ms. Martin, in relation to Station, shared that she could work with a restrained budget. The plan for Station will be reworked. The plan will aim to have a large impact with minimal expense. The Board agreed that work at Parkville should be accelerated before Station.

MF asked CW to provide Ms. Martin with accurate drawings that show load bearing walls and structure, electrical, HVAC, plumbing, built-ins and the furniture layout. CW agreed.

MF asked IW for her comments.

IW noted that the 12 computers are in constant use. The Quiet Study room is in constant use. The combination of the Reference and Circulation Desks is not the best situation.

Ms. Martin commented that the Reference Desk could be supplemented with a movable pod.

Ms. Martin also asked for the size of the collection at each branch as well as the staff count.

IW noted that only she needs office space. Ms. Martin noted that the designated staff areas could be turned into public space.

DC asked if the furniture could be purchased from companies on government contracts. Ms. Martin said some elements were on contracts and others not but that she would explore ways to maximize use of them. She asked if there were any favorites that were used for the Main Building. MDA has used Jim Whalen of WBG for over 25 years. The company offers good pricing and service.

Ms. Martin asked if the Library has IT people to use for the renovation. If not, she can recommend someone.

Marsha-Ann Cadougan asked if the Library is pursuing grants for the renovation. MF asked if MDA could advise the Library on which grants to apply for. (note: The Nassau County Library Grant source information was sent to TG and DC the next day)

IW made note that the only outside window space will be in the Children's area. It is a space that is regularly used by the adults. There is potential for push back. Ms. Martin explained that with improvements in lighting there will be a tremendous difference. Moving the Children's area provides a more protected environment. IW agreed.

MD noted that the staff pantry should stay where it is. The Library could install video service for the back public space, where there are no sightlines.

Ms. Martin shared that Station should get a completely fresh look. If possible she would still like to remove the platforms and steps need to be removed, as well as the soffit over the circulation desk.

MD stress that the branch fund will have \$600k for both sites.

Ms. Martin explained that the demolition is easy. The goal of MDA is to make Station look good but do that with a less costly approach than originally proposed before hearing clearer budget goals expressed. DC stated that staff break areas need to be included in the plans. Ms. Martin and Ms. Cadougan left at 8:45.

Lakeville

MF asked AM to present on Lakeville.

AM explained with the rotation of branch heads, she is hesitant to present her plan. Each branch head has a different focus.

MF asked AM to meet with the other 2 branch heads by next week and talk it over and make a plan. The plan should not wait for 6 months. The plan needs to be in place for February.

MD shared that there is \$25K budgeted for Lakeville.

MF opened the discussion of naming the Lakeville branch in honor of Ruth Klement. MD suggested looking for another opportunity to remember her.

DC noted that it is a wonderful idea to honor Ruth, but the Lakeville space is leased. It might be more fitting to honor her in a space that the Library owns so that it would be permanent. Perhaps, the Library could choose to plant a tree in her memory in the Children's garden at Main and dedicate it to her.

AM commented that she will be at Parkville as of February 5th and IW will be at Lakeville. Would it be possible to write something up for the public?

DC cautioned the commitment should not be made until the garden is started and an appropriate choice to honor Ruth Klement's memory has been chosen. The item will be revisited.

Action Items

MF noted that most of the action items are complete. MD noted that JC made a copy of the stats and provided them to MF.

Meeting adjourned at 9:05pm. Submitted by Jamie Eckartz

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Action Items

At the start of the meeting she repeated her prior request for any existing conditions documents from earlier design packages for each of the two branches. Ms. Martin requested the Library to provide data on the size of the collection and collection goals for the future and stats for circulation. If they exist, Ms. Martin asked for the sharing of any system-wide equipment preferences that the administration or I.T has such as copiers, self-check equipment, OPAC equipment or any other equipment not mentioned. She also asked for the library to share any furniture preferences they have, especially if there are types they would like considered for inclusion in her recommendations. MF asked CW to provide Ms. Martin with accurate drawings that show load bearing walls and structure, electrical, HVAC, plumbing, built-ins and the furniture layout.

Ms. Martin also requested a copy of the contract for services signed this evening.

Charles Wohlgemuth

1. Provide Ms. Martin with accurate drawings that show load bearing walls.

Alana Mutum

1. Meet with the other branch heads by next week and finalize a plan for Lakeville.