

Great Neck Library
Branch Committee
Monday, March 26, 2018
Parkville Branch

Board Members

Josie Pizer (JP)
Barry Smith, BS
Robert Schaufeld, Chair (RS)
Weihua Yan (absent w/out notice) (WY)

Members of the Public

Marietta DiCamillo (MD)
Marianna Wohlgemuth (MW)

Staff

Denise Corcoran (DC)
Tracy Geiser (TG)
Charles Wohlgemuth (CW)
Justin Crossfox (JC)
Irene Winkler (IW)
Alana Mutum (AM)

Invited Guests

Elisabeth Martin, MDA

Presentation by MDA

Elisabeth Martin of MDA took the floor to review the plan to update Parkville and respond to the comments from the last meeting of February 26th. All changes were made that were requested. MDA needs the approval at the end of design development, which leads into the construction design and bidding.

The design is made to create a welcoming entry and walk through—a fluid layout. The format is natural and intuitive, making it a more people-centric design. The number of books is maintained. Effort was made to maximize the Living Edge, which is the window perimeter with seating and booths. There is a mixed seating choice. The plan preserves essential quiet areas and allows for areas for collaboration.

The best sellers and media will be placed at the front entry for easy access. Additional outlets will be added, along with Wi-Fi at every seat. The meeting room will allow for an array of activity.

The plan retains existing light fixtures and shelving where possible for economy. In Children's, the original high shelving will be utilized against the back walls. The mobile shelving will be 5 shelves high. Four shelf units are preferable and can be changed prior to the purchase near the end of the project.

Ms. Martin noted that the branch has 17,350 Children's books and 125,850 Adult books. The shelving will accommodate that number and more. DC added that the overall circulation at Parkville has been 8-12% of the collection for the past year. The books were physically counted.

Ms. Martin directed the committee to the planned location for the door in the Children's Room to the family restroom. The air vent will need to be moved up and asked if the school needs to give approval for the change. CW agreed to investigate.

Ms. Martin further detailed the computers in Children's will increase from 3 to 5, with iPads at the ends of the stacks. The seating will increase from 19 to 27 plus 8 in the story hour area. In the Adult section,

the computers will decrease from 10 to 8 to allow for the scanner. Quiet study will increase from 2 seats to 11 seats. The auditorium will increase from 30 seats to 72-80 seats. RS asked if the scanner could be moved to outside of the Community Room with the copier. The 2 computers could be added back. Ms. Martin agreed that it was doable. AM noted that the copier has the ability to scan, but is not set up to do so. JP asked DC to follow up with Xerox to see if the scanner could be added.

There is a cost choice to make. The meeting room could have the glass wall or sheetrock with glass doors. After consideration, Ms. Martin recommended the sheetrock. It will create a more functional space for programs and movies. The glass wall in the silent study room is necessary for sightlines.

Moving on to the Product Cut Sheets, Ms. Martin started with lighting. CW asked if there is potential for rebates. Ms. Martin noted that all fixtures will be LED and efficient. There should be rebates.

RS questioned the safety of the exit door in the quiet study room that was the office. Ms. Martin offered that the door could be alarmed. If not needed as a means of egress, the door could be locked or sheet rocked over. In response to the closet, it is necessary as it holds a large amount of active equipment. Ms. Martin asked to check with the school if the door could be sheet rocked.

MD addressed the garden. The school was contacted and is willing to consider the garden with a plan.

DC questioned the placement of the self-checkout unit. Ms. Martin explained it was not in place previously and is not on the plan. It will be added.

MW asked if MDA has consulted the State List for furniture. Ms. Martin explained that it has not been done, but will be.

DC questioned the request for a screen upfront. Ms. Martin agreed to add it to the plan.

MW questioned if all edges will be rounded. Ms. Martin noted that they are not rounded, but eased. The corners on the front desk will be rounded, but it is not shown in the illustrations.

Ms. Martin asked the committee for input on the computer chairs—with or without arms. JP suggested no arms for the public computers.

DC questioned the ottomans for the Adult area. Ms. Martin suggested an ottoman from Haworth that has a back that flips up and down as needed. The information will be sent to DC tomorrow. It's the perfect solution and will not dent the columns.

Ms. Martin questioned the seating as dictated by fire code rules. Ordering 72 chairs is safe. DC noted that the branch will need a Public Assembly Permit for the room when planned for 50 or more.

BS questioned seating in the staff room. Ms. Martin agreed to reexamine the set up. The closet could possibly be removed. BS added that for safety, the staff room should be locked.

The Library would be in the best position if it has a contingency budget. There is the chance of surprises behind the walls and possibly another great idea in the midst of the project.

BS stressed that timing and quality are integral. JP added that besides contractors, permits need to be secured. CW questioned who secures those permits. Ms. Martin noted she signs off on the plans to get the project approved. The cost of the permits is beyond the estimate.

JP noted that the school and the School Board need to approve the plan first. Then it goes to the Town of North Hempstead. Ms. Martin commented that the Library has to decide when to go to the school not to lose time. Some need bid documents, while others will review a 75% set.

DC cautioned that the Library needs to look at a timeline to turn the project into construction documents. The documents take 2 months to procure. Ms. Martin recommended having a preview from the school prior to the construction documents, not to get knocked down.

JP noted that school has steps. MD suggested asking the school for their procedure. It is not the Library's property. Ms. Martin noted it would be helpful to confirm the process.

EM requested that the school be approached with the broad moves planned prior to the construction documents.

RS added that there are procedures within the Library that need to be followed first regarding the BOT. Once approved by the BOT DC can approach the school.

The following changes were requested before the BOT meeting: reconfigure the staff break room, sheet rock over the existing door at office, move scanner

EM noted that there are some adjustments to be made. The changes will be worked on ASAP. Once complete, a PDF file will be sent for approval, possibly without a meeting.

RS commented the next BOT meeting will be in a month. JP offered the ability to have an emergency meeting to review plans.

MD suggested doing fact finding prior to BOT approval. The school can be contacted for procedure.

Ms. Martin wrapped up at 9:00.

RS commented that the plans are terrific. The committee was asked if anyone objected with the plan going to the BOT. No one objected. The Branch Committee will recommend the plan to the BOT. All other business is tabled for the next meeting.

Meeting adjourned at 9:05pm.

Submitted by Jamie Eckartz
Great Neck Library
Branch Committee
Monday, March 26, 2018
Parkville Branch
Action Items

Denise Corcoran

1. Check with the school if the door in the office can be sheet rocked when the room is converted into a silent study room.
2. Contact Xerox to see if the scanner function can be activated on the copier to eliminate the scanner.
3. Secure information on the Haworth ottoman from Ms. Martin. **Done/ Pictures sent**
4. Contact the school to secure the procedure for submitting the renovation plan for approval.
5. Check if the school will look at the plan in advance and comment before the construction documents are drawn.

Charles Wohlgemuth

1. Contact the school to see if the air vent in the planned Children's Room can be moved for the door to be cut.