

Great Neck Library
BRANCH COMMITTEE
Monday, November 5, 2018
Station Branch

Board Members

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

Staff

Denise Corcoran (DC)
Tracy Van Dyne (TV)
Justin Crossfox (JC) (absent w/prior notice)
Irene Winkler (IW)
Alana Mutum (AM) (absent w/prior notice)
Charles Wohlgemth (CW) (absent)

Members of the Public

Marietta DiCamillo (MD)
Janelle Clausen (JC)

Call to Order

RS called the meeting to order at 7:30 pm.

Update on Action Items

Denise Corcoran

- 1. Inform the landlord of the pending renovation at Station. -Done*
- 2. Write resolution to accept the plans, subject to additional changes, for Station to be voted on at the July BoT meeting. -Done*

Charles Wohlgemuth

1. Inquire about the cost to run piping to the staff lounge for water. -DC reported as CW was not in attendance. No additional costs are expected as piping exists and MDA has changed the construction documents for staff room at the Station Branch back to original agreed location.

Station Branch Renovation

RS inquired on the construction documents for the Station Branch. Per DC we should be ready to solicit bids by the end of the week. She is waiting to hear confirmation from MDA. Bidding period discussed to be four (4) weeks.

Parkville Branch Renovation

RS inquired on the construction documents for the Parkville Branch. Per DC the SEQRA was just performed and we still need an asbestos review; this item is being placed on the Finance agenda for review and approval of costs.

Public Assembly Permit for Parkville

DC reported that we have an inspection scheduled for next week

Lakeville Branch

TV referred to the handout of proposed furniture for the Lakeville Branch. She recommended ordering the chairs from Smart Furniture in the amount of \$6,744 and the remaining items from Demco in the amount of \$6,144.88. These two items are to be placed on the Finance Agenda for review prior to submitting to the Board of Trustees.

TV and DC discussed painting and cleaning the carpets at the Lakeville Branch. Maintenance could paint, dismantle and re-assemble the shelves. The color would be a light blue and Ruth Klement's quote would be included on a wall. RS and JP requested that quotes be furnished to Finance for consideration.

New Business

DC reported that the rebalancing of foreign language books is being worked on. New vendors for this collection are also being explored.

Open Time

M. DiCamillo-Lakeville Plan approved by Board; Workers Comp for dismantling & re-assembling shelves; Station Branch RFP; Parkville computers; Timeline for Parkville; RFID Grant

Next Meeting –December 11, 2018 at Lakeville.

Meeting adjourned at 7:50 pm.

Respectfully submitted by:
Holly Coscetta

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ACTION ITEMS

Denise Corcoran

1. Place Asbestos Review Costs for Parkville on next Finance Agenda.

Tracy Van Dyne

1. Place Lakeville Furniture Costs on next Finance Agenda.
2. Quotes for Lakeville painting & carpet cleaning needed for Finance.