

Branch Committee
Monday, October 16, 2017
Station Branch

Board Members

Marietta DiCamillo (MD)
Michael Fuller, Chair (MF)
Robert Schaufeld (RS)

Staff

Tracy Geiser (TG)
Alana Mutum, Lakeville (AM)
Charles Wohlgemuth (CW)
Justin Crossfox, Parkville (absent with notice) (JC)
Kathleen Cotter, Station (KC)
Irina Zaionts (IZ)

Members of the Public

Steve Kashkin (SK)
Marianna Wohlgemuth (MW)

Call to Order

The meeting of Great Neck Library's Branch Committee was called to order October 16th at 7:30pm at the Station Branch by MF.

Action Items

Tracy Geiser

1. *Once the reserving museum passes on line is installed, investigate virtual passes.* TG noted that the item is ongoing. There is a meeting at NLS for virtual passes that will show the pros and cons.
2. *Investigate the requirements for the Public Assembly Permit for Parkville.* TG shared that an architect was hired today. CW has a cite visit planned for Wednesday and the documents will be signed off. All involved have been notified.
3. *Investigate the program from Nassau Community College for 3D printer demo.* TG noted that Adam Hinz is investigating for Main and will share with the branches.
4. *Gather statistics on bandwidth usage.* TG questioned if this item was still viable. RS noted that there have been complaints. AM noted that Lakeville is experiencing problems. MF asked AM to stay in contact with Moe Kiswani to see if the problem is hardware or use allowance.
5. *Write the RFP for the space planner for Station and Parkville.* Done
6. *Investigate access to the back door and bathroom at the rear of Parkville.* TG shared that the access was approved by the school district.

Justin Crossfox

1. *Gather data on attendance at programs at Parkville.* In JC's absence, TG noted that Parkville's programs are well attended. MF asked TG to remind JC to bring attendance data to the next meeting.

Robert Schaufeld

1. *Take on the topic of security for the collection at the Main Building Committee meeting.* Done.

Review of Space Planner for Station

MD noted that the documents submitted by Silberstang Lasky need to be revised. The booklet for Parkville has pages stating Station. SK agreed to get the documents corrected.

MD shared that the documents provided by the 3 planners provide very little in actual plans. MF suggested that all members review the documents and schedule another meeting to discuss shortly. MD requested that the materials, in the future, be delivered to the committee members prior to the meeting to be prepared. TG commented that the 3 planners have been to the branches with CW.

MD stressed that the Library needs plans from each planner quickly for review. The planners need to be interviewed by the BoT or the committee.

The committee members reviewed the plans provided and discussed the options.

MD asked for the committee to go to the BoT and get authority to interview the vendors. Staff needs to do research and give direction to the vendors to provide the best plans with drawings. RS noted that there needs to be a construction budget to allow the vendors to work out the intricacy of the plans.

SK shared that there is \$400K in the Branch Fund. MF commented that \$150K to \$175K could be allotted per branch to keep money left in the fund. MD commented that Station does not need significant change in the front. The focus is to be on the back. MF suggested asking the planners for 2 bids—a high and a low.

TG noted that Lakeville is hurting for updating and furniture.

MD asked the committee to plan meetings to interview the planners, whether it is a committee of the Board or the Branch committee. Planned meetings can always be cancelled. MF asked that Holly Coscetta put out date proposals ASAP, early in November.

Lakeville

MF asked if there are specific furniture requests for the branch. AM noted the purchase of seating is a priority, along with program tables. The collection is being cleaned up to consolidate and allow for the removal of 2 shelving units in the back area. The magazine collection space would be cut in half to open up shelving. The adult collection would be moved forward and the children's to the back.

MD asked AM to put together a list of needs with cost attached. MF asked AM to make an outline of the potential space changes with a diagram.

AM moved on to the tribute to Ruth Klement and passed around a tablet with the image. The tribute would be approximately 3' x 4' and contain a tree with colored leaves. The leaves would be different colors and represent different groups. On December 12th, there is a plan to do a tribute to Ruth, inviting all staff, the BoT, and some members of the community. MF asked AM to put together an outline of the needs for the event.

MD cautioned that the tribute should be permanent. The next BoT members may not realize her significance in the community. The community will also change. The memory of Ruth should be permanent. MF noted that the idea is a good stop gap and gets the community involved. The branch could be named after her. The item needs to go to the BoT. Peter needs to be involved in the process. RS agreed.

MW asked about honoring Jon Aubrey. MF shared that there has been conversation about naming Local History Room after him.

Returning to the next meeting, MD asked for early November.

MF asked that each planner be contacted for availability.

After lengthy discussions on how many meetings, the committee agreed to 2 meetings, giving each planner 1 hour and the committee 1 hour to discuss. SK asked for budget guidance. MF suggested that the high be \$350K and the low be \$150K. MD cautioned that Parkville needs more than Station. MF suggested a split at 1/3 and 2/3 for Station versus Parkville. There would need to be money left for Lakeville and the future.

MD asked for a recommendation to the BoT for \$25K to be allocated from the Main Building Fund for Lakeville specifically. All agreed.

IZ suggested that the committee hold back on the budget for Station and Parkville and give a list of requirements. The committee can see what they come up with and then negotiate.

MF expressed the need for a list to be compiled that would be shared with the committee and modified if needed.

MD agreed with IZ. MD noted that all does not need to be done tomorrow. A time line needs to be worked out. The interviews are the priority.

The meeting was adjourned at 8:25pm.

Submitted by Jamie Eckartz

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Action Items

Tracy Geiser

1. Investigate virtual museum passes.
2. Follow up with Adam Hinz on the program from Nassau Community College for 3D printer demo.
3. Follow up with Justin Crossfox regarding data on attendance at programs at Parkville for next meeting.
4. Make sure that documents for review are distributed to the committee members in advance of the meeting.
5. Recommend to the BoT that the Branch Committee interview the planners.
6. Research needs for the branches and give direction to the planners to provide the best plans with drawings.
7. Have Holly Coscetta provide dates for future meetings for the committee.
8. Prepare recommendation to the BoT for \$25K to be allocated from the Main Building Fund for Lakeville specifically.
9. Inquire with PF on Naming Opportunities

Alana Mutum

1. Stay in contact with Moe Kiswani to see if the problem with bandwidth is hardware or use allowance.
2. Compile a list of furniture and needs with prices.
3. Make an outline of the potential space changes with a diagram.
4. Prepare an outline for the needs for the tribute gathering for Ruth Klement.

Steve Kashkin

1. Have the documents submitted by Silberstang Lasky revised to read Parkville throughout.

Michael Fuller

1. Present to the BoT the possibility of naming the Lakeville Branch in honor of Ruth Klement.