The Building Advisory Committee Meetings are set up as an opportunity to exchange ideas between library representatives and the design professionals. There are four meetings planned during the conceptual study phase (approximately every 2-3 weeks). The focus of the initial meeting was for KG&D to listening to the BAC’s reaction and comments to a power point presentation which showed images of the existing building conditions, precedent photographs of other contemporary libraries, and the initial concept presented during the interview process.

The following points are a general outline of the issues discussed:

**Introduction**

Primary Points of Contact

Library: Marietta DiCamillo and Laura Weir
KG&D: Russell Davidson and Erik Kaeyer

Review of Phase One – The following list of task will be completed during the preliminary space programming and pre-schematic phase:

- Four BAC meetings (every 2-3 weeks) - Next meeting is scheduled for April 2 at 7:30pm at the branch location.
- Program review & priorities - A series of user group meetings with staff will occur the week of 3/11 – KG&D to coordinate with LW.
- A/E Tasks - Architectural & Engineering Survey, departmental meetings, update design program, (3) design options, refinement and a final report / presentation.
- Deliverables - 11 x 17 booklet, PowerPoint presentation, site plans, floor plans, building sections, SketchUp model, project narrative / explanation, final program, budget estimate and phasing plan.
Goals
What are the committee’s key goals that would determine the project’s success?

- To develop a plan that will be widely supported by the community
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: BAC clear consensus - 5 - Very Important.

- To modernize with flexibility in mind + reorganize to expand use by multiple age groups
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: BAC clear consensus - 5 - Very Important.

- To make the facility more attractive and welcoming for broader community use
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: BAC clear consensus - 4 - Important.

- To improve air quality, natural light and views to the water
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: BAC clear consensus - 5 - Very Important.

- Other Goals include:
  - Ensuring that the complete program is accommodated.
  - Fixing the building systems infrastructure.
  - Developing a plan that is operationally and systematically sustainable.
  - Creating a phasing plan that allows for continuous operation during construction
  - Being fiscally sensitive to the project cost expectations.

Priorities
What design elements are most important to you?

- A distinctive entrance canopy/element as a ‘sense of arrival’
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The majority of the BAC felt that providing a modern canopy and/or element that created a renewed sense of arrival was important. (3.5)

- Additional Parking – revised configuration
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The majority of the BAC felt that providing addition parking was not important. Safety and improved circulation should be considered. Water run-off needs to be addressed. (1)

- A well-defined internal circulation pathway connecting all floors and major ‘zones’
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The BAC agreed that clear circulation is important (4).

- More transparency between the interior reading rooms and the landscape and water
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The BAC agreed that views to the outside are important (5).

- Youth Areas: Children’s Reading Room, Pre-Teen Room & Levels on lower level with connection to exterior courtyard and direct access
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The BAC strongly encourages that all three youth age groups are together on the lower level, but options are open for discussion. (3.5)
Great Neck Library
Building Advisory Committee – Meeting Minutes 3/6/13 - page 3

- Technology: Computer Area, Wi-Fi, Multi-media – Incorporation of Technology
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The BAC strongly agreed that technology throughout the facility is very important. A/V material for circulation needs to be in a more accessible location in the building (5).

- Prime space for patrons vs. exterior windowed offices for employees
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The BAC strongly agreed that main and lower level windows and views should be for the library users/patrons. The mezzanine was well received as the administrative/office center. (5).

- Books on open stacks vs. Space Saver type storage of lower use volumes.
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: The BAC agreed that space saving high density shelving units should be considered for some portion of the collection (possibly non-fiction). These storage units would need to be located on the lower level and preferably in the rear windowless zone. (4).

- A centralized public area or café / Barnes & Noble style with casual seating vs. a vending area
  Importance: 5 - Very Important ↔ 0 - Not Important
  Comments: This topic was energetically discussed. The BAC strongly agrees that a café is not appropriate, but an attractive vending area on the lower level is important for teens, moms, and staff. Some BAC members felt that a small pantry on the main level for staff and community room use would be an asset. The lower level vending area could be located adjacent to Levels looking out (and accessible) to the rear garden.

General Comments on the slide show

- Using seamless glass interior partitions was a good approach for visual connection while providing clear separation of function.
- Graphic signage is important: style, color/material and size are important considerations.
- Light wood (maple) detailing and millwork/casework was widely supported.
- Attractive, fun and functional seating is important and can add character to spaces.
- The end panels to the book casework are a design consideration – glass, color, and art display should all be tested.
- Be careful with material selection so that the facility is ‘warm and inviting’, not cold.
- Decorative lighting fixtures should be included in the design as appropriate.
- Reading nooks or ‘bleacher’ type seating in the children’s library should be included.
- Vertical circulation (main stair) is a critical design element to creating connection between the two primary levels. The concept of a small addition for a stair outside of the building footprint may be an approvals challenge. Alternate central stair designs within the existing footprint will need to be at least one of the options.
- Display of community artwork should be ‘throughout the building’ not just in a set gallery area.
- Rear garden should be developed as an exterior room for the library, children’s library, and community’s use. Hardscape and landscape elements should be utilized to extend the seasonal use.
Great Neck Library  
Building Advisory Committee – Meeting Minutes 3/6/13 - page 4

Schedule
KG&D provided a draft schedule for discussion purposes:

- Preliminary space programming and pre-schematic phase - March - May 2013
- Schematic Design Phase - June - September 2013
  There was discussion regarding the need for the schematic design prior to a bond vote. KG&D recommended that the BAC table the topic until after the conceptual phase is complete and determine at that point whether the conceptual material is adequate for the community to make an educated decision or if either a full schematic design or some supplemental deliverable material is necessary to build strong community support.
- Vote for Funding Approval - October 2013
  October was agreed upon as a good (earliest) target date since June is too early, the summer is not appropriate and September is too hectic with the start of school, etc.
- Design Development - Construction Documents - November - May 2014
- Bidding / Negotiation / Contractor Selection - May - June 2014
- Construction Phase - July 2014 - August 2015

Review of Other Tasks:
Asbestos Survey:
- GNL will authorize the hazmat survey immediately.

Existing Documentation:
- GNL will provide KG&D with existing documentation, prior proposals and estimate. GNL gave a packet to KG&D with some material. We will review to determine if any additional material would be helpful.

Great Neck Site Plan approval process:
- GNL will need to go through the SEQRA process as part of local site plan review.

Owner’s Representative:
- GNL is currently looking for an owner’s representative. Selection should occur during the conceptual design phase.

Next Meeting:
4/2/13 - 7:30 PM – Station Branch Library

Please bring any significant inaccuracies to the attention of the architect.

Respectfully submitted,

KAEYER, GARMENT & DAVIDSON ARCHITECTS, PC

Erik A. Kaeyer, AIA, LEED AP

cc: All attendees