

MINUTES BOARD APPROVED ON 6/21/16

Great Neck Library Relocation Committee

Wednesday, May 11, 2016—7:30pm

Parkville Branch Library

Board

Marietta DiCamillo (MD) (absent with notice)

Francine Ferrante Krupski, Chair (FFK)

Joel Marcus (JM)

Varda Solomon (VS)

Josie Pizer (JP)

Robert Schaufeld (RS)

Michael Fuller (MF)(absent)

Guest

Naomi Penner

Public

Marianna Wohlgemuth (MW)

Linda Burghardt (LB)

Staff

Pamela Levin (PM)

Wanda Lei (WL)

Charlie Wohlgemuth (CW) (absent with notice)

Kathy Giotsas, Executive Director (KG)

CALL TO ORDER

The regular meeting of the Great Neck Library's Relocation Committee was called to order on May 11th at 7:30pm by FFK at the Parkville Branch.

REVIEW OF MINUTES

FFK asked the committee members to review the minutes and comment. FFK commented on the need to discard 30,000 books. KG noted that the figure is real. By discarding 20% of the total collection, there will be breathing room for the Library to grow the collection. VS suggested that some of the books be left at the branches. KG noted that it is worthwhile to leave books at the branches and refresh the Main collection first.

KG further explained that Laurie from Millennium can work with the Library to do batch changes for the books to remain at the branches. The branches will then change dots and stamp accordingly. WL cautioned that Station and Lakeville have books in storage. KG asked WL to make lists for those branches and the librarians will most likely be able to discard about 90%.

JM looked to confirm that the books in storage would be first returned to the shelves. KG explained that the movers will put the books on the shelves and staff will pull for discard. It is expected that the movers will take approximately 2 weeks to shelve Main.

PL explained that all of the AV materials from Station were put into storage and replaced with Main materials. Purchasing for Station continued to keep the collection up to date. Station has been weeded in anticipation of the move. PL is now working on the storage lists.

JP remarked that the number 30,000 is low; the Library could discard more. With books going to high density storage, it will also need to be weeded regularly. KG noted that the target will be met and more.

FFK cautioned that 2 weeks is a short time. The weeding will need to be done quickly.

JP noted that at Finance, there was a discussion about hiring temps to facilitate. This is a part of the process and not immediate.

ACTION ITEMS

FFK addressed the Action Items assigned to CW. MW provided a copy of the email he sent in response.

1. *Continue to work with Vinny from VRD to see if any inspections can be done early in preparation for the TCO, specifically the architect inspection.* CW spoke to VRD, CALGI, and KG&D regarding the architect inspection. The project is not ready yet; hopefully by the end of the week. KG noted that the fire monitor is in place, but not yet activated. The electrical work was anticipated to be done today. Calls are planned to be made Thursday or Friday to the Fire Marshall and the Town to set up inspections.
2. *Secure inventory of trailer with excess furniture. Items need to kept or excessed to release the trailer for the paving of the parking lot.* CW noted that the trailers were opened during the walk through and inspected. They are packed tight, making it very difficult to see all of the contents. RS took photos of the toner supply that are of current use. Gary Horodyski had a partial inventory. The viable items need to be moved to the branches where they are useful. KG noted that Maintenance shares the trailer with the computer equipment and the stored items will be needed at Main.

The second trailer contains office furniture and Levels' materials. KG is making a plan to go to the trailer on Thursday or Friday with Adam Hinz to take a good look at the contents. There needs to be decisions made on what is to be kept, sold, and/or discarded. VS cautioned that there is a table for the BOT meetings and it needs to be kept. It is collapsible and sets up in 3 sections. KG noted that it can be moved to Parkville for storage. The TCO will take at least 2 weeks or more to secure. Materials cannot be brought into the building until then. The trailers need to be removed to allow VRD to proceed with the paving of the parking lot.

FFK cautioned that the Library will no longer store what needs to be discarded. KG was asked to expand her crew to include CW, Adam Hinz, and Gary Horodyski to go to the trailers and make choices—store or discard. FFK asked KG to check if Saddle Rock School or Parkville School could provide the Library with additional storage space. KG agreed. RS noted that there are 5 new monitors, a case of mice, and a case of keyboards. The Library should put the items to use where needed. KG explained that Gary Horodyski had replaced broken units at Lakeville. Gary Horodyski will evaluate all in the trailer and its usefulness.

JP inquired about the validity of the contents of the Levels' POD at Saddle Rock. KG explained that the POD contains production materials that are used. JP advised to clear as much as possible over the next 2 weeks. Then the Library can evaluate the balance. RS asked to have Gary Horodyski make a full inventory of the computer related materials in the trailer. KG agreed.

3. *Review monies allocated to Maintenance to assure that the amount allocated is adequate.* CW noted that he still needs to address this with Neil Zitofsky.
4. *Forward punch list from OLA to KG.* CW sent the list to KG and MD. KG noted that it will be reviewed.

FFK moved onto Action Items assigned to KG

1. *Continue weeding proactively to reduce quantity of books returning to Main.* KG shared that the staff continues to weed. WL is keeping track of materials and lists—numbers and percentages.
2. *Review mover's contract for wording on interfiling with the attorney. Contact Christine Johnson for her input as well.* To be done.
3. *Meet to plan with the movers to return all the books in storage to Main and to the branches, after contacting the attorney.* KG explained that she has met with WL on scheduling. There needs to

be a meeting with the movers and WL to map out the plan. The movers need to provide timing of the move and how they will stage it, coordinating the move of the materials and the installation of the furniture. The movers have been taking delivery of the furniture. Nothing can be accepted at Main until the TCO is acquired. FFK questioned whether the movers are charging to store the furniture in addition to charging for the installation. KG explained that there are no storage costs. The arrangement was made because the Library was required to accept delivery. The moving company offered the best price for the installation. JP questioned whether this was presented to and addressed by the BOT. VS asked to have Holly Coscetta check the BOT minutes. FFK cautioned that this is a priority—talk to the attorney and the movers to go forward. Contact Chris Johnson also.

4. *Work with Neil Zitofsky to provide RS with number of phone lines that will be required coming into the building. Secure router specs and placement for RS.* KG explained that she has the list and compiling the information. Moe Kiswani is informed. RS is in the loop as well. RS noted that the fax machines will require a special adapter. KG noted that the all in one printers have faxes. KG distributed a handout for required materials. JP commented that the number of computers is high with the addition of double screens as well. RS noted that no computers will move back to Main. FFK remarked that there had been 90 computers purchased. KG noted that they are in use across the branches for staff and patrons. RS commented that the Business Office should have a scanner. KG agreed. FFK questioned if every staff member needed a computer or could they be shared. KG agreed to rework the numbers. Moving on to the phones, KG addressed the number of phones required. JP questioned the number. MW asked for the cost of each phone. KG explained that the phones come as part of the installation. There are additional costs for licenses and annual fees. VS suggested that the phone list be reworked with guidelines. On the phones for the program rooms, VS questioned the need. KG noted that the phones should be for internal use and have the availability to call 911. KG asked if there was a real need for a new system. RS explained that the current system uses T1 lines that are very expensive. The new system will be hosted off site with no hardware in place at Main. FFK commented that the phone requirements need to be revisited. KG was asked to try to reduce the number required.
5. *Continue to meet with Wanda Lei and each department to plan transition from the branches to Main.* KG has been meeting with various departments. There will be a full report when the meetings are complete.
6. *Coordinate with Jonathan Aubrey the gathering of the art collection and possible auction.* KG commented that she has met with Jon Aubrey and started the plan. The majority of the artwork is with the movers and at Parkville. There are a few scattered pieces at the other branches. The BOT needs to decide what to do with the artwork. FFK stressed that the BOT needs to see what the items are to be able to make decisions. KG commented that Jon Aubrey noted that all of the art work is not framed correctly with UV glass. If not corrected, the pieces will fade. FFK noted that if the pieces are kept, the issue will be addressed.

7. *Document and distribute the procedure for the move back to Main.* KG shared that she is working with WL to establish the procedure. There is a meeting planned with the movers this month.
8. *Address collection development with the branches. Contact Dominic Calgi for input.* KG secured from Dominic Calgi that there is almost 14,000 linear feet of shelf space.
9. *Delegate to a staff member to contact the movers and get a full understanding of what they view their obligation to be for the move back.* KG explained that the task has not been delegated. FFK asked PL to take it. PL agreed.

FFK moved on to WL.

1. *Continue generating lists of books in storage for the librarians to determine dispensation—discard, keep, store or transfer.* WL shared that lists have been created and forwarded to Margery Chodosch. WL reviewed the weeding report and will continue to update as the completed lists are returned.
The lists are distributed to the librarians. Once complete, Margery Chodosch and KG review and make changes as needed. FFK looked for timing to complete the process. It is a big task to accomplish with little time to do it. KG commented that all librarians are participating and need to step up to get through the larger letters. FFK suggested that librarians could totally focus on weeding and have other staff help out. FFK stressed to have as any staff members as possible work on the weeding.
2. *Rework current chart for the move back to Main; add time parameters for those items not yet done, not to exceed 1 month time.* WL commented that she needs to work with KG and PL to secure information to rework the chart. PL will contact the movers on Monday and share the information provided.
3. *Provide to the committee the weekly discards.* WL referred to the handout and reviewed the numbers.
4. *Compile a list for the BAC of the numbers of all storage by category and the minimum number of books to be weeded.* WL referred to the handout. By looking at specific locations planned for different categories, discard numbers were determined. Meetings were held with KG and Margery Chodosch to compile the numbers. KG added that the number of discards is not limited. The librarians should not hit a goal number and stop. If it makes sense to discard beyond the number, the books should be discarded.
KG noted that she will speak to Deidre Goode regarding the Children's Department. There is a department head meeting tomorrow and weeding will be stressed. The goal date for completion will be May 24th.
FFK cautioned that the departments need to be met with and pushed for completion.

FFK moved on to JM

1. *Work on a policy for librarians to follow to manage the collection to be part of the employee manual.* JM shared that this will be dealt with at the Policy meeting next week.

Update on Budget/Expenses

FFK commented that the hiring of temps has been discussed, as well as installation of furniture and the return of storage items. CW will address the trailers and make decisions on the contents quickly.

Sierra Update

FFK shared that the BOT had a presentation on Sierra, which is an online catalog. The Library currently has Millennium, which is outdated. Sierra is the best. Sierra made an offer to the BOT and it was accepted. The current Millennium data will migrate to the Sierra servers and be hosted, eliminating the servers at Main. The conversion to Sierra will take place later. During the conversion, the Library can see the data in Millennium—full functionality. The conversion will take place on May 26th and there will be approximately 6 hours of downtime.

KG noted that Triple-I has agreed to host free of charge until the Library signs up for Sierra. The hosting numbers were emailed to the BOT. The conversion to Sierra must take place by the end of the year. RS commented that it will take the Library a month or 2 to set up the requirements before the conversion. KG explained that the graphics will be similar to Millennium with more information displayed. Sierra is one module and with permission, staff can access multiple areas.

Next Steps/Next Meeting

FFK asked all committee members to work on their Action Items. The next meeting will be on May 24th.

FFK directed to Ms. Penner for any comments. Ms. Penner asked if the Library has looked at other installations of Sierra. FFK acknowledged that the Library has. Ms. Penner commented that the Manhasset Library has moved away from Verizon to White Tower and has saved tremendously on their internet expenses. RS added that the correct name is Lightpath. Ms. Penner asked that if with all the weeding, are all the books actually being thrown out. FFK explained that the majority are donated. WL explained that the Library utilizes Better World Books and Big Brother as outlets for the discards. Ms. Penner asked if the catalog is being actively updated. FFK explained that TS is working on it. Ms. Penner asked if the phone system has prompts or does it go directly to TS. FFK noted that the system does have prompts. Ms. Penner thanked the committee for replacing the computers at Lakeville. Ms. Penner commented that if the Library does not have a book, the inter-loan department will get busier. They are already in overload. Ms. Penner suggested increasing the staff level in the department.

The meeting was adjourned at 9:20pm.

Submitted by Jamie Eckartz.