

MINUTES BOARD APPROVED ON 6/21/16

Great Neck Library Relocation Committee

Tuesday, May 24, 2016—7:30pm

Station Branch Library

Board

Marietta DiCamillo (MD)
Francine Ferrante Krupski, Chair (FFK)
Joel Marcus (JM)
Varda Solomon (VS)
Josie Pizer (absent with notice) (JP)
Robert Schaufeld (RS)
Michael Fuller (MF)(absent)

Guest

Naomi Penner

Public

Marianna Wohlgemuth (MW)
Linda Burghardt (absent with notice) (LB)

Staff

Pamela Levin (PM)
Wanda Lei (WL)
Charlie Wohlgemuth (CW)
Kathy Giotsas, Executive Director (KG)
Tracy Geiser (TG)

CALL TO ORDER

The regular meeting of the Great Neck Library's Relocation Committee was called to order on May 24th at 7:30pm by FFK at the Station Branch.

REVIEW OF MINUTES

FFK asked all to review the minutes and comment. There were no comments on the minutes.

ACTION ITEMS

Kathy Giotsas

1. *Work with Gary Horodyski to move all viable computer supplies to the branches where used.* Done.
2. *Work with Adam Hinz, Gary Horodyski, and CW to go through trailers and discard or keep as necessary.* Done.
3. *Contact Saddle Rock School and Parkville School to see if there is any additional storage space available to the Library.* KG commented that she has contacted both, with no response. With the rental of the truck, this is now a nonissue. FFK directed KG to follow up for back up.
4. *Ask Gary Horodyski to make a full inventory list of the computer supplies in the trailer and share with RS. Evaluate contents for their usefulness.* Done. RS and MD asked to be emailed the inventory. CW added that a 20 yard dumpster was filled with furniture. The book trucks will go for scrap.
5. *Review the punch list from OLA.* To be done. MD asked to be emailed a copy of the punch list. CW shared that the architect will do the walk through next Wednesday or Thursday.

6. *Continue weeding proactively to reduce quantity of books returning to Main.* Ongoing. WL noted that the adult librarians are working on fiction. Lists are being returned as Margery Chodosch reviews those that are completed. KG met with Deidre Goode. Extensive weeding was done in the Children's Department prior to close. The books in storage are all viable for the collection. KG will further investigate.

FFK paused the meeting to introduce the new Assistant Director, Tracy Geiser.

VS suggested that the librarians be given a target to guide them through the weeding process. KG noted that the movers are holding 460 boxes for Children's and 2500 for Adult Services. Main will house 1,400 linear feet of books or approximately 130,000 books.

JM offered that the branches are looking to take on books. KG agreed to look into the ability of branches to take on more books.

MD stressed the need to be ready to move. What is the plan if the books don't fit?

KG explained that there is a plan and distributed it to the committee. RS cautioned that the RFP for computers has not been issued. Looking at the timing, MW suggested that for the computers and printers, the Library go directly to the State Lists and skip the RFP. State is the cheapest. MD asked RS to get the acquisition together for the BOT to approve at the next meeting. MD asked RS to give the specs to Neil Zitofsky to investigate.

VS warned that Regents exams are coming and kids need to study.

FFK asked the committee to look at the plan for the steps only, not the dates. PL noted that Station was closed for 3 days to set up for the Main closure. The moving company asked for access to Station on the weekend because of the elevator.

Looking at the timing for the computers, RS noted that the delivery from the State will take a week. The Library needs to project a place to house the units. KG asked to wait for the TCO and then place the order. MW cautioned that a 2 week leeway should be planned. MD suggested that the order be placed right after the Fire Marshall inspection is passed.

WL noted that TS will need computers earlier to facilitate the move. RS commented that with Wi-Fi, the laptops could be used.

CW cautioned that only 1 inspection is scheduled for next week. If the Fire Marshall does not do both, the 2nd will have to be scheduled. CW will contact Vinny tomorrow to see if both have been scheduled—the sprinkler and the alarm panel.

KG noted that the initial focus should be moving from Station to Main. WL added that the AV and Children's materials were stored to make room for Main materials, along with a huge chunk of Adult.

JM asked how many in storage will the Library actually need. KG noted that from the lists completed, the librarians have discarded 50%. FFK cautioned that there is not much time left.

PL shared that 500 boxes will be brought to Main per week. They will be emptied onto the compact shelving, weeded, and sent upstairs to be shelved. PL noted that the books from the branches will have been moved first, bringing back the most current materials.

KG commented that the contract with the movers was sent to the attorney. Peter has not yet responded. MD disagreed with the Library shelving the movers' boxes. It is the responsibility of the movers to resshelf. MD directed KG to follow up with Peter on the loose

language of the contract. PL added that she spoke to Chris Johnson. Ms. Johnson did not feel that the mover was obligated to reshelf. FFK directed KG to follow up with the attorney and get back.

KG shared that she hopes to have a soft opening on July 5, 2016. Not all of the books will be shelved, but the Library will be full enough and look nice. JM cautioned that this would only be possible if the TCO is issued by June 14th.

VS commented that the plan presented is a super 1st plan. KG noted there is a lot more to be added. MD specified that the art needs to be added. JM asked if it would be hung. KG noted that it will be stored in house until decisions are made.

7. *Review mover's contract for wording on interfiling with the attorney. Contact Christine Johnson for her input as well. Previously addressed.*
8. *Meet to plan with the movers to return all the books in storage to Main and to the branches, after contacting the attorney. To be done.*
9. *Have Holly Coscetta check the BOT minutes to verify if there was conversation regarding the movers storing and installing the furniture. Holly Coscetta investigated and the storage of the furniture is incorporated in the contract. If not taken out by a certain date, there will be charges—end of June. The fee will be prorated; the same rate as the book storage. FFK suggested to goal for June 25th, to allow for leeway.*

MD expressed concern for triple handling of books—unload books to high density shelving, weed and move to cart, and take the books to be shelved. How long will this take? KG explained that the staff will complete 100 boxes per day; each shelver handling 10 boxes.

MD cautioned that the movers have to assemble the shelving before the books can come in. KG estimated 2 weeks at most for the furniture assembly. RS added that the plan allows 2 months for shelving the books.

MD stressed that it is not practical now to release a date to open.

KG will contact Garry from American Libraries for a time frame.

RS asked to rework the plan—remove the dates and replace with duration. It would work best as a timeline. MD asked to include Lakeville and Parkville. MD shared that she had received 2 responses—Russell and Peter. Russell noted that the architect inspection is in process and is working on the letter. Peter, the attorney, will review the contract tomorrow afternoon and advise.

10. *Rework the numbers for the computers and phones to install. Include a scanner for the Business Office. Done.*
11. *Once all meetings are completed with the departments, report to the committee on the progress made in preparing for the move back to Main. The meetings are complete. KG noted that she has been working with Nick Camastro and Margery Chodosch for staffing needs. It is imperative not to overstaff.*

12. *Work with Jon Aubrey on a list of all artwork for the BOT to evaluate and decide dispensation.* The list for the artwork is in hand. KG needs to contact offsite locations that are housing artwork.
13. *Document and distribute the procedure for the move back to Main to the committee.* The plan that was discussed will be reworked for the next meeting.
14. *Convey goal date of May 24th to the department heads to complete the weeding lists.*
Regarding the lists, KG asked WL to report. WL reviewed the weeding lists. Fiction is well underway; nonfiction has not been touched. FFK asked if there is a faster method. WL explained that each department does their own, concurrently. TS department is also assisting. MD noted that money has been appropriated for more hours to facilitate the move. FFK stressed that need to move—reposition staff and isolate librarians to weed. KG agreed to have part time librarians come in more.
15. *Work out leaving some of the Main books at the branches and reassign them to enhance the branch collections.* Not addressed.

Wanda Lei

1. *Make lists for the Station and Lakeville to discard in anticipation of the return of storage.*
Lists are done for Station and Lakeville and sent to each branch.
2. *Continue generating lists of Main books in storage for the librarians to determine dispensation—discard, keep, store or transfer.* Ongoing.
3. *Update the weeding report as lists are returned by the department heads.* The discarding is continuing. The librarians are concentrating on the lists. Current discards go to Better World Books or put up front at Parkville in the book sale.
4. *Rework current chart for the move back to Main; add time parameters for those items not yet done, not to exceed 1 month time.* KG took this on.

Pamela Levin

1. *Contact the movers and get a full understanding of what they view their obligation to be for the move back to Main and the branches.* Done. Waiting on legal.

Charlie Wohlgemuth

1. *Review monies allocated to Maintenance to assure that the amount allocated is adequate.* To be done.
2. *Work with KG, Adam Hinz, and Gary Horodyski to clear the trailers as quickly as possible.* Ongoing.

TECH REPORT

RS reported that tomorrow will be a very busy day. The website will be moved to the Google server. The servers will be moved. Corstar will come in to move the network. Encore and Millennium will move to offsite hosting. SelectCom will move the phone system.

KG noted that internet access will be done tomorrow by 7pm. Staff will be notified and signs will be posted. There will be a note on the website as well.

RS explained that work stations will be repointed. The hosting company will change IP addresses. At the switch of Millennium, Gary Horodyski will have to repoint instantaneously. KG will notify Gary Horodyski tomorrow.

RS commented that he has a meeting planned with Isaac Elyassoff and KG regarding the phones. KG acknowledged that she will attend.

NEXT STEPS/NEXT MEETING

CW shared that the trailer will be repositioned to buy time for the paving and for the curbing to be done. The project is moving faster than expected. The sprinkler company is coming in to run the underground lines.

The traffic department was at the site and determined that the sensor to change the light was damaged. The cost to the Library will be about \$5,000. Once the parking lot is completed, the Town will come in and cut the asphalt to relay the sensor. The sensor is a 14 gauge wire that has to be inserted at a fixed measurement on Library property.

FFK commented that it is major to secure legal advice on the mover's contract. The staff needs to be focused on weeding. Maintenance must review the coming budget. The 2 inspections with the Fire Marshal need to be pinned down. The plan for the move needs to be revamped. The OLA punch list needs to be reviewed.

CW agreed to share any punch lists that are formulated.

RS noted that he has the number of units required, and is still in need of model numbers for the printer and scanner. The specs for the computer and monitor have been submitted. FFK directed to TG to pick up on the project to gather missing specs and check the State List. TG agreed. RS commented that the State List, if reasonable and comparable, would be the way to go. MD agreed.

FFK acknowledged Naomi Penner as a member of the public and asked for her comments. Ms. Penner expressed concern that the Library is rushing to open. FFK explained that the Library is moving forward to keep costs down. The longer Main stays closed, the higher the costs of storage are. Ms. Penner continued that the patrons will be confused. Staff will be taking vacation. The Library should plan to open in September. MD stressed that there is no rushing. The BOT recognizes that June 30th is not going to happen. An admirable job has been done for the patrons and in no way will the BOT compromise the quality now.

FFK adjourned the meeting at 9:25pm.

Submitted by Jamie Eckartz