

BOARD APPROVED MINUTES 11/15/2016

Great Neck Library
Relocation Committee
October 24, 2016
Parkville Branch Library

Board

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

Public

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

Staff

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

Guests

Naomi Penner (NP)
Neil Zitofsky (NZ)

Call to Order

The regular meeting of the Great Neck Library's Relocation Committee was called to order on October 24th at 7:40pm by FFK at the Parkville Branch.

Review of Minutes

FFK asked the committee to review the minutes for the past 2 meetings and make comments. There were no comments.

Review of Action Items

Kathy Giotsas

1. *Have Peter Fishbein get involved to gather all of the facts regarding shipments and counts. Forward the email paper trail for the count and ordering to Mr. Fishbein.*

KG explained that the shipments of the shelves were followed up on. The order was 100 units short. It was due August 19th and did not ship until October. The original order was not shipped complete. The Library is currently short approximately 200 shelves. Some of the old shelves were installed to fill in as much as possible. The custom shelves were made wrong and need to be redone. The delivery will be in 2 weeks. The area under the mezzanine will be managed by placing the books on carts until the shelving is in. The shelving issues will be resolved by mid-November. The Children's shelving is complete.

KG noted that the staff is weeding. There are boxes for Adult Fiction and Nonfiction to be emptied. The process should be complete Thursday. There are about 170 boxes of discarded materials for Rebecca Gilliar to pick up.

TG noted that Ms. Gilliar picked up approximately 160 boxes. Great Neck House is at capacity and an alternate location is being sought out.

FFK noted that the Park District put out an email to the members to pick up books starting October 24th. MD commented that the Library needs to put it on the website to get the word out to all patrons. JP suggested putting it in the local papers.

MD asked KG to find out what Ms. Gilliar will do with the leftovers. Great Neck House is holding the books for 1 week.

KG shared that there will be many more discards to be picked up. The current 170 boxes could double or triple.

JP noted that the books will have to be put out of sight until Ms. Gilliar can pick them up.

2. *Contact Creative tomorrow to resolve the situation of the shelving—either complete the order at once or take responsibility to install the old shelving and swap out later when the new are available.* Covered above.
3. *Have Mr. Fishbein write another letter to get resolution with Creative if needed.* KG noted that a letter was sent out. Creative is interested in resolving without a law suit.
4. *Contact Isaac Elyassoff of Global Telecom Supply for an update on the installation of the new system.* KG noted that installation has begun. All required paperwork has been submitted. There has been contact from Global that more information is needed. KG will follow up. Global is closed Monday and Tuesday for the Jewish holiday. Resolution is expected on Wednesday.
KG commented that there is no set completion date yet. KG will get further information on Wednesday and share with the committee.
5. *Contact CASSIE to investigate their plan to upgrade to Windows 10.* MD asked for this item to move to Technology. Relocation, BAC, and Gala committees will be terminated.

VS asked if the new hours have been published. KG shared that the hours will be put in the newspapers and on the website. MD asked that a press release be issued. FFK added that the papers have a Tuesday am deadline. MD asked to take whatever size ad is free. VS noted that the Grand Opening and the new hours should be included.

6. *Secure a clear inventory of what American is holding.* KG explained that American is holding the Station books, 2 pianos, the Vishniac collection, and some sculptures. There are pieces at the local synagogues. American has no paintings. FFK looked for a detailed list. MD asked KG to ask Jon Aubrey to do the inventory.

Open Discussion

KG commented that the current focus is on Main. Station will be dealt with a bit later. The staff is currently shelving and weeding.

Administration has moved to Main. NZ and Publicity will move tomorrow. Reference has started to move in.

PL noted that Media is half in. It will be finished next week with the materials being brought in from Station.

JP added that it is ok to see spaces. MD asked NP for her thoughts. NP shared that if there is an empty space, the Library should put up a sign that the area is a work in process. MD agreed to post signage.

JM noted that he is in the process of confirming a Policy meeting.

RS looked to address patron printing and copying. NZ shared that the copiers for Main, Station, and Lakeville will be delivered by October 26th for public use. TG added that 1 copier is coming back from Station and is going upstairs.

RS asked if spot printing—wireless—will be in place. KG asked if it can wait. MD asked to move the topic to Technology. NZ added that the new copier has the capacity for a patron to send a print job from home and come into the Library to pay and print. TG noted that very few places offer this option.

FFK asked NP if she had any concerns. NP asked if the Library would return to the old hours. KG confirmed.

NP inquired how a patron would find a book that is not on the shelf. KG explained that the computer system has the location and will enable the books to be located.

Next Steps

MD looked to compile a list of open items:

1. Shelve books in Children's and Adult.
2. In Tech, Moe Kiswani needs the passwords from Corstar. KG will email Corstar tonight and touch base with Mr. Kiswani. RS stressed that since the Library is no longer working with Corstar, the Library needs to have all the passwords and they

- must be changed. KG agreed that Mr. Kiswani will need to change the passwords and give them to her as well.
3. The Community Room project is in abeyance. MD noted that the bids are not apples to apples. After lengthy discussion, RS offered to analyze the bids and extract the base items to draw a comparison. Add on items can be done later. RS will bring the analysis to the BOT meeting Wednesday for discussion. If the BOT is comfortable, a decision can be made.
 4. Inventory of items being held outside of the Library must get compiled.

Next Meeting

MD asked for the committee to continue to meet. The committee members agreed to November 1st at 7:30pm at Main.

Opening Events

FFK confirmed that the Sunday event is from 2:00pm to 4:00pm. MD added that there are outside events starting at 12:30pm. Staff and BOT members should park at the Water District. MD asked KG to email the schedule for the event to the members of the BOT.

MD commented that the Gala will be on Thursday evening from 7:00-9:00pm. The BOT members are expected to wear cocktail attire and arrive at 6:00pm.

Meeting adjourned at 8:45pm.

Submitted by Jamie Eckartz