

Minutes Board Approved on 4/19/2016

Great Neck Library Relocation Committee

Thursday, March 10, 2016—7:30pm

Parkville Branch Library

The following were present:

Board

Marietta DiCamillo, Chair (MD)
Francine Ferrante Krupski (FFK)
Joel Marcus (JM)
Varda Solomon (VS)
Josie Pizer (JP)
Robert Schaufeld (RS)

Guest via Skype:

Christine Johnson

Public

Marianna Wohlgemuth (MW)

Staff

Charlie Wohlgemuth (CW)
Kathy Giotsas, Executive Director (KG)

The following were absent:

Board:

Michael Fuller

Public:

Linda Burghardt

CALL TO ORDER

The regular meeting of the Great Neck Library's Relocation Committee was called to order on March 10th at 7:34pm by MD at the Parkville Branch. MD reported to the committee that the future meeting will be chaired by FFK.

REVIEW OF MINUTES

MD asked all present to review the minutes from the previous meeting. All asked to give comments to KG.

BUSINESS REPORT

MD explained to the committee that the Interim Report had been distributed earlier and hoped all had reviewed. It is a good documentation of what was done.

Moving on to the Action plan, KG was asked if all 12 items were completed or in process. Of all the items, weeding is the biggest issue.

Minutes Board Approved on 4/19/2016

KG verified that all departments are weeding, nonfiction first. For week of 2/19-25, 322 items were discarded and week of 2/26-3/3, 1343 were discarded. Weeding is going well; the Library is discarding more than received.

MD asked if the movers would permit weeding during the return.

KG explained that the movers will use temporary shelving, allow weeding, and then move to shelf.

(Christine Johnson entered conversation via skype.)

JP addressed Christine Johnson to ask if weeding can be accomplished using lists.

Christine Johnson explained that lists can be produced using established coding. Items labelled in storage may not be there. It was a default code for all items that were not moved to a branch. There is also an estimation of 15% in circulation.

MD summarized that there may not be as many books in storage as anticipated. A full 20% may not need to be discarded.

MW noted that the logistics of the weeding, during the reshelving, might delay the move. Can the staff move with enough speed going through the carts?

KG explained that lists, created through Millennium, will expedite. It will not require a librarian to pull the books. A particular book will not be searched for. The process will entail checking the list for the book in hand.

JP suggested getting the list together early.

MD asked when the Library anticipates the books coming in.

KG replied, based on the construction meeting, end of May.

CW cautioned that all millwork is not approved yet. The carpet part for the Main floor is postponed as a result. The books cannot be brought in early. The carpet needs to be laid prior to placing the shelves.

MD noted that this is a difficult issue. The Relocation Committee was not informed after the construction meeting on Wednesday morning. It was imperative for the BOT to know ASAP.

JP added that at least by noon of the same day the information should have been shared. This could put the move in jeopardy.

MD asked for the time anticipated to reload the shelves.

Christine Johnson replied that it is in the mover's estimate, which KG currently has.

KG shared that there is a meeting with the movers planned in 2 weeks for the logistics of the move back to be laid out.

MD advised the committee that she will follow up on the carpet and millwork.

Minutes Board Approved on 4/19/2016

MW asked if the Children's Room is ready, can the books be moved in to that department first.

CW responded that the Children's Room is to be finished last.

RS reported that the consultant, Moe Kiswani, has been to the Library and will report back before March 23rd with recommendations.

MD advised that the BOT is March 22nd and it would be best to get the report earlier.

RS agreed to secure the report next week and provide to the BOT.

MD moved on to the tech move and Gary Horodyski.

KG explained that Gary Horodyski and Corstar have met and are working on a written plan. The dates are dependent on Verizon.

MD expressed the need to move on an action plan. Use hypothetical dates for planning to start the clock.

VS added that Design Lighting needs to talk to Corstar to integrate wiring.

KG noted that the contact information was provided. Design Lighting needs to know what wiring is in place to facilitate their bid. Computer hookups are required for their installation. Corstar is the best source, they possess the diagrams. The library also needs to secure a set for future reference.

MD cautioned not to get ahead of the BOT. It is critical to follow procedure—RFP and 3 bids. Improprieties are unacceptable.

VS asked if more bids are needed along with Corstar.

KG explained that Corstar may already be under contract. It needs to be checked.

CW added that Adam Hinz has not yet been to the Lakeville basement.

KG agreed to contact Adam Hinz and have him go. It might be a place for future storage for some Levels materials.

MD asked how the set up for the move of TS was going with Arifa Shuja.

KG noted that they were working together on the plan with dates.

MD moved to the computer needs.

RS noted that 67 computers had been accounted for.

CW noted that the computers that were in the Parkville closet were brought to the trailer.

Christine Johnson advised waiting for the opening to buy the new public computers.

MD explained that Neil Zitofsky had a bill of lading for 50 computers for dating back to 2014.

Minutes Board Approved on 4/19/2016

Christine Johnson noted that all new staff computers had been purchased and the Library held back on the public.

KG added that Gary Horodyski is collecting serial numbers and gathering information on existing computers.

JP explained that the existing computers are close to being obsolete. The committee needs a list of all computers with dates purchased.

Christine Johnson explained that the information was given to RS at the beginning of the process. The information dates back to June/July.

MD expressed the need to get to the bottom of the computer issue. The focus was moved to the action items for CW.

MW asked if Neil Zitofsky has an inventory of the Business Office boxes, being stored in the Lakeville basement.

CW explained that the bins of books have an accurate count. The 115 boxes that were brought in held children's holiday and best sellers. The Business Office boxes are too buried to access now for the contents.

MD expressed the need for a list of the items.

VS added that holiday books will be needed. The Library should only store useful books.

Christine Johnson explained that a list could be generated of the holiday books by using the location code.

CW explained that he is aware of all of his supplies in the Lakeville basement and they are all viable.

KG noted that across all locations, the dispensers will be the same. The only difference will be paper towels at the branches and electric dryers at Main.

JP advised CW to look at the budget for monies allocated to maintenance and comment.

MD informed CW that there will be additional storage space once the CO is issued. The committee needs to know the allocation of the garage space.

CW explained that he will need space for the snow blowers, ice pellets, and leaf blower.

MD requested a plan for the space allocation.

CW added that the space should be locked and monitored. Storage for the chairs is currently unclear. It appears that Sue has them stored under the windows.

MD advised that a plan for storage needs to be established.

CW suggested framing in the 2 columns with a door for the chairs.

Minutes Board Approved on 4/19/2016

JP suggested that in the Community Room, from the doorway all the way to the right, there is a niche. It may be the right place for the chairs.

MD directed CW to devise a setup for chair storage.

CW gave an alternate suggestion of storing the chairs in the garage.

RS posed the need to store Levels chairs as well.

KG advised that tables and chairs should be stored in the garage along with Levels props.

MD stated that Levels chairs should remain on the lower level. The chairs for the Community Room need to remain on the Main floor for storage. The goal is for easy breakdown. The architect has failed in this task.

KG suggested calling Sue for the plan that the architects had devised.

CW suggested using the garage for the Community Room chairs and the mechanical room outside of Levels for their chairs.

KG stressed that the chairs should not be left out in the open.

MD returned to the topic of dates. The Library needs to plan the move, but there will not be an answer until May 31st.

KG added that Verizon has been in. They are waiting on their engineers to proceed.

RS cautioned that that is not the date of the CO.

MD noted that the Library will get a TCO and can start moving books and IT in. No public can enter until the CO is issued. The major problem will be the Town of Hempstead Fire Marshall.

CW added that the Fire Marshall has been present.

MD asked VS to work on the timeline for the project.

JP commented that discarded books from the Children's Department have been given out.

MD asked MW if she was aware of any other group that could use discards. Send information to KG.

MW explained that she has a source for paperbacks, as well as hardcovers.

KG will talk to Arifa Shuja about them.

MD moved onto artwork and the Local History Room.

The contents of Local History are in storage.

KG noted that there is a list in the computer of the contents.

Minutes Board Approved on 4/19/2016

MD asked if furniture was purchased specifically for the room.

KG responded that all furniture has been ordered and she will check. There are glass cases in storage. Need to confirm.

MD explained that the art, with the help of Jon Aubrey, was evaluated by a professional. The items are scattered at branches and Temple Emmanuel.

MD suggested that the materials be gathered and sold where possible—a fundraising auction.

KG agreed to secure inventory.

CW noted that the trailer has to be emptied before the millwork on parking lot can be done.

KG asked CW to secure a sample of the register tape in the Lakeville basement.

MD informed the committee that the next meeting will be March 28th and will meet a committee of the Board with proper posting.

Meeting adjourned at 8:48pm.

Submitted by Jamie Eckartz