

Minutes Board Approved on 4/19/2016

Great Neck Library Relocation Committee

Monday, March 28, 2016—7:30pm

Lakeville 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 (MF)

Public

Marianna Wohlgemuth (MW)
Linda Burghardt (LB)

Staff

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

CALL TO ORDER

The regular meeting of the Great Neck Library's Relocation Committee was called to order on March 28th at 7:30pm by FFK at the Lakeville Branch.

REVIEW OF MINUTES

FFK asked all present to review the minutes from the previous meeting. All were asked to give comments to KG. MD noted that this committee is now a committee of the BOT. The minutes need to be approved by the BOT at the next meeting. Holly will need to put on the agenda.

PLANS OF ACTION

Follow Up on Weeding

KG commented that all is going well with weeding. A large number of books have been discarded. Purchasing has been cut back tremendously. The staff will be continuing with the purchase of high demand books, best sellers, and patron requests.

JP asked WL to comment on the books in storage. WL noted that there are lists. KG added that she has them and will share. KG also noted that there is a list compiled weekly of items discarded. WL further explained that the list is broken down by department—Children's, Adult Fiction, Reference, and the like. KG will share the list tomorrow.

JP commented that 25-30% of the collection needs to be discarded. She posed that the books in Lakeville storage need to be addressed. MW noted that there are 65 cartons to attend to.

WL addressed the books that the movers are storing. There are 93,500 Adult, 700 Reference, and 35,000 Children's. At Lakeville basement there are 1,800 books in plastic bins. In the rear of Parkville, there are 1,000 books marked storage. The Parkville storage is slowly being moved back to the shelves or discarded. The Parkville storage will be eliminated.

KG noted that the books in storage have been out of circulation for over a year. The Library can probably eliminate 1/3 of them. MD noted that all the books will have to come back to Main. WL noted that the

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movers will account for every move they make. The Library cannot ask the movers to do extra; if so, they will charge. WL is currently making lists of the books in storage for the librarians to make decisions—discard, move to compact storage, or transfer to a branch. Once all weeding is complete, the lists will be addressed promptly.

FFK commented that the movers will shelve the books and a staff member will follow close to pull books as noted on the lists.

PL commented that the new materials are more important to the patrons than the books coming out of storage. Can the books be moved from the branches first? WL added that the movers will not do interfiling. There are many Main books at the branches. The Library did not contract for interfiling per conversation with the movers.

WL explained that the movers will bring books to Main and shelve by department. They have to complete all of fiction; they cannot break it up into sections for continuity. For planning purposes, the Library needs to have one staff member for each mover shelving, with possibly one extra staff member to float as needed.

WL furthered that there is concern for ample shelf space. Movers have warned that the space under the mezzanine requires an 18” clearance for the sprinkler system. This means the loss of another shelf throughout. There will only be 5 useable shelves.

KG noted that the Library is using existing shelving. The shelves support the mezzanine. The 18” measurement is from the top of the books. The shelves are metal and are not flammable. WL noted that there were originally 7; now the Library is down to 5.

WL commented that before the move, the shelves were measured. The books occupied 15,000 feet. With new calculations, there is space available to shelve 8,000 feet. The compact shelving will help. FFK inquired if the books at the branches were included in the measurement. WL responded no.

MD commented that the Library is losing 50% of its shelf space. The original weeding requirement was 20%. JP added that the Library is also purchasing a large number of books as well. VS suggested contacting KG&D to get a number from them for the amount of shelving that will be viable at completion of the job. CW offered to reach out to Ken for the information.

PL commented that the original plan in Reference called for 6 shelves; now there are only 3. MD noted that the whole scenario needs to be investigated to get a real picture. KG will look into the changes in Reference and the available shelving for the entire Library.

JM expressed concern for the condition of the books in storage. KG noted that many will be discarded and the collection will need to be built. Books on technology, medicine, and the like will be outdated and discarded.

FFK commented that the Library needs to develop a plan for the move. It makes sense to move the books from the branches first, but it is not viable. The plan from the movers must be formulated.

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WL commented that there are books floating. The books are labelled with colored dots to note their ownership. Station was put into storage and filled with Main books. A large section of the Lakeville adult books was put into storage to house Main books as well. The movers have books to return to 3 separate locations.

KG noted that she has the numbers that the movers have for each location and will provide. The movers are holding 3,105 boxes to return. KG will confirm the numbers with the movers.

MD looked for information regarding patrons' ability to find books. Has inter-loaning increased? Are patrons looking for books in storage? PL explained that Long Island Link has filled the gap.

JP commented that the branches are looking to establish a more interesting collection. They will most likely not want what is in storage. They have benefitted from the floating to see what books have been purchased for Main.

WL will talk to Margie Chodosch regarding instructions to librarians to push discards. PL commented on duplicates. The Library may need to reduce the number it is currently keeping. For AV, PL is keeping only 2 copies going forward.

MD asked KG to contact Russell to see if there is any floor space at Main for additional shelving. The Library cannot use the upper shelves under the mezzanine due to the sprinkler system.

MD commented that a June 1st opening poses a struggle. KG noted that Verizon needs to come in before the TCO can be issued. To date, the Library does not have a date. Verizon does not have the fiber until the end of April. The Library is also trying to reach out to LightPath. MD stressed that more specific dates are needed.

Update on Computer Technology

RS commented that he is in need of 2 pieces of information to complete the proposal for technology. The router specs and placement and the number of outside phone lines are needed at this time. KG will work with Neil Zitofsky to secure the information.

Lakeville Basement

CW commented that there are no updates at this time. He went to the basement and retrieved a sample of the register tape that was requested at the previous meeting.

REVIEW OF ACTION ITEMS

Kathy Giotsas:

1. *Continue weeding process.* KG commented that she will provide numbers for weeding. FFK requested weekly updates to the BOT. WL asked if items purchased should also be included. FFK agreed.
2. *Meet with movers to set up the logistics for the move back to Main.* KG noted that she has met with the movers again. At the meeting, there was a review of how the move will take place. The movers are doing less than expected. The contract will be reviewed again, prior

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to the next meeting. There will also be a meeting with staff prior to the meeting with the movers.

KG continued that she will meet with WL and each department to plan the transition from the branches to Main and the storage. WL noted that the movers will unpack what they have. They will not interfile books from the branches. The spokesman for the movers, Gary, noted that interfiling was discussed and they were told no.

MD commented that once books are in from storage, the branch books will need to move. A quote for moving the books out of the branch will be required. FFK added that all books with black dots will move back to Main.

JM suggested upping the criteria for discarding to require the librarians to discard more.

WL noted that the decisions are made for weeding by KG and Margie Chodosch. KG noted that for nonfiction, each area is given a number of years to hold. For fiction, the librarian looks at the author and circulation statistics.

KG commented that she will speak to Christine Johnson regarding interfiling. MD noted that there is an assumption of interfiling and the movers need to be pushed.

WL suggested that all branch books should be returned to their home branches. The black dots should stay where they are for now. This will help with interfiling later. KG noted that she can inform the branches to start returning books immediately.

3. *From movers estimate, provide the estimated time needed to reload Main to the committee.* To be determined. MD asked WL to write up a narrative on the procedure for the move back to Main. FFK asked KG to have meetings with staff and the movers prior to the next Relocation Committee meeting and report.
4. *Coordinate with Gary Horodyski and Corstar to secure written plan for move from trailer to Main.* KG commented that she has spoken to Gary Horodyski and Corstar regarding the move to Main. Corstar will have a plan submitted by April 1.
5. *Secure a copy of the computer diagrams from Corstar to keep in Director's Office.* The revised wiring diagrams will also be ready for April 1. RS asked KG to provide the reports in PDF format to him.
6. *Check if Corstar is already under contract or if move needs to go out for bid.* KG confirmed that Corstar is under contract.
7. *Have Adam Hinz got to the Lakeville basement to check Levels items in storage.* KG commented that Adam Hinz has been to the Lakeville basement. He has submitted a list of the items stored. KG will check on what is being discarded.
8. *Secure list from Gary Horodyski of all the computers owned by the Library, along with date purchased.* The list of computers has been secured.
9. *Call Sue to find out the architect's plan for chair storage.* KG has contacted Sue regarding the chair storage. There is no specific space allocated. MD noted that the chairs will have to go to the lower level when they are not needed. KG was asked to follow up with Sue on the planned storage.

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10. *Look up furniture items bought for Local History and share with committee.* KG will verify.
11. *Verify that glass cases are in storage and will be used in Local History Room.* KG will work on.
12. *Work on gathering the art collection.* KG has asked Jonathon Aubrey to work on the project.

Michael Fuller entered at 8:20pm.

Marietta DiCamillo

1. *Coordinate with CALGI and VRD as to the problems with millwork and carpeting.* MD reached out to CALGI and VRD and resolved. CW reported that the carpet is being installed. PL noted that in some places where the carpet meets, it looks unfinished. CW offered to take a look tomorrow.

Robert Schaufeld

1. *Secure report from consultant, Mohi Kiswani, for the BOT.* RS reported that the report has been secured. To complete the work, he needs information on the router specs and placement and the number of phone lines into Main.

Charlie Wohlgemuth

1. *Review monies allocated to Maintenance to assure that the amount allocated is adequate.*
2. *Map out garage space for storage.*
3. *Figure out a plan for proper storage of the chairs from the Community Room and Levels.*
4. *Secure a sample of the register tape from the Lakeville basement.* Sample pulled during meeting. The balance of the items is to be done. CW was on vacation and will focus on these items.

Varda Solomon

1. *Rework existing timeline for the project.* VS commented that she worked diligently on the time line. There is more information needed for the critical path. At this time, there is nothing to show. Need information from Dominic Calgi. According to him, there is nothing to report at this time. This can be brought up at the BAC, with MD sending questions in advance to Dominic Calgi to furnish information.

Marianna Wohlgemuth

1. *Provide sources and contact information for outside agencies that will take discards.* Give information to KG. For discards, MW suggested The Book Fairies. She gave the details to KG. The organization accepts books for birth through adult. WL noted that the Library has been moving books to Better World Books. The Library receives a stipend when the group sells the books. MD directed to JM and asked for the Policy Committee to write a policy for charitable donations of discards. It could possibly list acceptable groups to donate to.

ART WORK

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FFK commented that the Library needs to map out the auction of the artwork. Jonathon Aubrey will need to report on his progress with the collection.

STAFF INPUT

PL commented that the branches will need to close for the cleanout. FFK noted that it should be staggered.

COSTS/BUDGETS

FFK commented that the Library needs to determine the cost of the move. The Library will need people to pull discards along with movers and interfile later on. MD stressed that the movers are to interfile as part of the agreement. FFK agreed that it needed to be looked into.

NEXT STEPS

FFK noted that weeding remains the most important function. MD added that the plan needs to be put into place early. WL and KG need to keep the BOT informed. FFK reminded KG to go to the architect to find out if there is more space for shelving.

WL commented that she worked closely with Christine Johnson for the closing. The closing seemed simpler. Once Main was closed, the movers focused on packing and clearing out the building. WL has submitted to KG a seating plan for those returning to Main to allow for the placement of computers and personal boxes to be placed. Individuals will be given labels to mark their items to be moved.

MD cautioned that WL cannot do this alone. It is important to have support.

CW questioned if the shelving at the branches will remain the same. KG noted that at Station some will be moved to allow for a seating area. MD warned that the focus is Main. The branches will be the second phase.

MD commented that the major focus is weeding.

WL commented that she will need the movers' hours to plan the move further. CW noted that the movers come in early—7am—and leave early.

NEXT MEETING

The next meeting will be April 13, 2016 at the Parkville Branch at 7:30pm.

Meeting adjourned at 9:15pm.

Submitted by Jamie Eckartz