

MINUTES BOARD APPROVED 9/13/2016

Great Neck Library Relocation Committee

Monday, June 20, 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(absent--notice)(MW)
Linda Burghardt (absent) (LB)

Staff

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

Guest Staff

Wanda Lei (WL)
Ruth Klement (RK)
Deidre Goode (DG)
Justin Crossfox(JC)
Kathleen Cotter (KC)
Margery Chodosch (MC)

Call to Order

The regular meeting of the Great Neck Library's Relocation Committee was called to order on June 20th at 7:35pm by FFK at the Lakeville Branch.

Review of Minutes

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

Update

FFK commented that KG and TG, along with the branch heads, have a plan to move out of the branches, once the TCO is attained.

Branch Updates

FFK directed the floor to RK to address Lakeville. RK commented that more weeding has been done than needed. Lakeville can house materials that Main or the other branches do not have room for. Adult Mysteries and Fiction are currently being weeded to free up space. There is ample space in Children's to take on more books. Weeding for the Foreign Collection is behind. The decision is pending whether they return to Main or stay.

Beyond furniture, RK commented that she would like to keep some of the TV Series, Foreign Films, Travel Books, and some magazines.

KG noted that the Foreign would be better housed at Main. The building is open more hours, giving more access to the collection. There will be a meeting with the librarians for input and check movement of the books from the branches. RK shared that there is high circulation for Farsi out of Lakeville, but Lakeville

is the only branch with the collection. FFK stressed that the collection should move to Main, with Main being the hub.

FFK moved to JC for input on Parkville. JC shared that most of the furniture from Main leaves. One table and the round display case will remain. KG added that some of the furniture goes to Main and 6 chairs have been marked for Lakeville. KC expressed interest in looking at the CD display case. KG asked that all branch heads look at the items for discard to see if they are viable for their branch.

JC noted that he would be willing to keep Scores and Librettos. The paperback Fiction can stay and the Good Reads will go to Main. The DVDs and CDs can stay, as well as the paperback Mysteries and Romance. The Large Type can remain at Parkville.

KG added that the Large Type might be a good collection to float with seniors at all the branches. The librarians will meet to discuss. MD explained that floating was established for the time Main is closed. It gives the branches the ability to shift books where there is available space. MC added that there used to be a rotating collection of Large Type books. Every few months the collection would be rotated to another branch for exposure to a different group of patrons. FFK suggested making floating a part of the program.

JC offered to keep the Chinese as well. There is a large Chinese population in the area. KG noted that each Foreign Collection needs to be reviewed and locations decided. FFK added that once Main opens, patrons will want to go there and the Library needs to make sure that there is enough of each language for the patrons. MD stressed focusing on Main. The core collections will be housed at Main. MF added that the branches will need to be beefed up once Main is established.

WL asked that if books are to be reassigned to a branch, those books be directed to TS to have them updated.

FFK asked KG to conduct the meetings within the week. KG noted that she is travelling to a conference. Next week on Thursday or Friday will be the best.

FFK directed to KC to address Station. KC shared that Station is in good shape with weeding. The furniture can stay. It has provided more shelving around the perimeter. Good Reads are doing well, but they will return to Main.

KC noted that her weeding lists are done. More could be done with Fiction. Fiction is the largest collection and there are a lot of Main materials on the shelves. There are Station materials in storage.

MD asked for the status on the back rooms at Station. The conversation was put on hold to be discussed at the Branch meeting. MF added that he would like input from the branch heads for use of the rooms and set up for Parkville and Station.

KC explained that the Children's Department is a good size. There will not be a lot left when the Main books are pulled. There are some materials in storage. JP noted that DG could share some books with the branches. DG explained that it would be best to save as much as possible and share with the branches. JP furthered that it is important to bring the books to Main and beef up the branches with timely materials.

KC noted that she would like to keep the Children's furniture. DG noted that the Lego table and Doris the giraffe will return to Main.

FFK commented that all of the computers are staying at the branches. In regards to the furniture, the committee needs to know if movers need to be hired and what they would be moving. MD noted that there is shelving moving from Parkville.

VS questioned the existence of the 3 tables that were in the front at Station for patrons. CW confirmed that they are in the truck. KC noted that she wants them returned. There is not enough space at Station for people to study. MD asked to focus and plan for the back rooms at Station to be used for the public. FFK asked for the topic to be moved to Branch. MD noted that is Relocation that will clean those rooms out.

KG noted concern for the use of the back rooms for the public. There are no windows in some of the rooms. They need to be more open. JP suggested that the walls could be taken down between the offices and repurpose for an administration area. The other rooms, with windows, could then be used for the public.

Action Items

Kathy Giotsas

1. *Follow up with Saddle Rock School and Parkville School to see if there is any additional storage space available to the Library for back up.* KG explained that this became a nonissue with the renting of the truck. The truck is being stored at the Water Authority.
2. *Email to RS and MD the computer supply inventory.* KG will follow up with Gary Horodyski. RS secured a copy from Mr. Kiswani. MD requested a copy be sent to her.
3. *Email to MD the punch list from OLA.* KG explained that the punch list is complete. An update will be secured and shared.
4. *Continue weeding proactively to reduce quantity of books returning to Main.* KG passed out a handout. The total linear footage to be returned from storage is 9,730 and there are 13,152 available. JP asked if this figure includes branch returns. KG noted that the total returning to Main is 13,007 linear feet to be shelved on 13,152 linear feet. The numbers change as weeding progresses. VS asked KG to confirm the shelving numbers with KG&D for the amount of shelving available. KG agreed.
RS noted that it would be more valuable to look area by area, instead of the whole. PL explained that she has worked all of her numbers and she is ok.
5. *Further investigate the weeding for the Children's Department using the lists.* KG noted that there is problem with Children's. DG will move books out to the branches. DG added that the shelves are lower, which means less shelving space. MF stressed the need for ample shelving. RS noted that some of the space will go to Media. KG noted the need to rework the space. FFK suggested moving the Children's Media upstairs to Media. MD noted that Children's Media should be in the Children's area. KG suggested that duplicates be put in high density storage.
VS shared that KG&D were given numbers for each area. The Children's area was to expand, but less shelving for the books could be a problem. VS stressed to DG the importance of the weeding on paper and to submit them ASAP. There are also shelves in the Children's activity room that are designated for the children to stage their projects. It could be appropriated for shelving a small collection. KG cautioned that it is already included in the numbers for shelving books.
JP commented that DG selected lower shelving. The furniture has not been seen. DG will deal.
KG stressed moving Children's books to the branches.

6. *Investigate the ability for the branches to take on more books for their collections.* Done. Branches are willing to take on books.
7. *Follow up with the attorney regarding the language of the mover's contract. Peter obligated himself to report back tomorrow afternoon.* After discussion with movers and Chris Johnson, the movers are correct.
8. *Meet to plan with the movers to return all the books in storage to Main and to the branches, after contacting the attorney.* KG distributed a handout and reviewed the report. MD questioned the timing to unload the truck CW explained that it took 1 day to load it with 2 temps from Janiking. RS moved to the boxes at 500 per week. It will take 4 weeks to empty all of the boxes. FFK asked if KG had spoken to American to confirm feasibility. KG explained that it was her estimate. MD noted that there is also furniture assembly involved. Books cannot be shelved during the assembly. FFK directed KG to contact American Libraries on the furniture assembly. KG agreed. WL noted that there should be a priority on what furniture should be brought in first. CW cautioned that the furniture is being stored and that may control the availability. MF stressed prioritizing shelves first and office furniture later. MD asked for worst case scenario. KG agreed. DG asked if she could lead the move into Children's. KG agreed. MC asked for the same responsibility for Adult Services. KG agreed to call American tomorrow to find out how much time would be required for the move of the books and the furniture assembly.
9. *Contact Garry from American Libraries for his time frame on the furniture.* KG will call tomorrow.
10. *Rework the moving plan to eliminate dates and replace with time duration. Set up in a timeline format. Add movement of materials in and out of Parkville and Lakeville. Add the art collection.* Addressed above.
11. *Contact offsite locations that are storing artwork for retrieval.* KG noted that is to be done. JP suggested delegating to Jon Aubrey. Both MC and CW confirmed that there is artwork outside of the Library. KG agreed to follow up.
12. *Rework schedules to bring in part time librarians to handle everyday tasks to allow full timers to weed from the lists.* Done.

Charlie Wohlgemuth

1. *Contact Vinny from VRD to see if both inspections with the Fire Marshall are scheduled—sprinkler and alarm panel.* CW shared that there are no changes. The Library is still waiting on the inspection of the fire alarm. MD added that the change orders will be addressed at the BOT meeting for approval for the sprinkler heads and shields. CW noted that it will take 2-3 weeks for the glass shields and a couple of days for the sprinkler heads. MF noted that the earliest to attain the TCO is mid-July.
2. *Review monies allocated to Maintenance to assure that the amount is adequate.* Done.

Wanda Lei

1. *Continue generating lists of Main books in storage for the librarians to determine dispensation—discard, keep, store or transfer.* WL confirmed that many lists have been produced and circulated. Lists are coming back as the librarians complete them. JP asked if there is a date set for completion. MC commented that they are working as quickly as possible. JP stressed that a date to goal for would keep things moving. MC noted that the

librarians are moving at a good pace and should be done mid-July. WL added that Fiction is complete and the librarians are currently working on Nonfiction and Foreign. About 50% is done. More could be done; the reports need to be turned in. VS noted that the sprinkler problem gave the Library more time and she felt that the 7/15 day would be fine.

2. *Update weeding report as lists are returned by the department heads. Ongoing.*

Tracy Geiser

1. *Secure model numbers for the scanners and printers.* TG distributed a list for the scanners and printers.
2. *Check the State List for the computer items required by the Library and prices. Report back.* TG explained that the State List did not have the models required. KG secured a quote from Dell.

Update on Phones and Computers

FFK asked RS to address the topic. RS shared that there are 3 responses to the RFP for the phones. MD stressed that they must go to the BOT. KG added that it was worked on today and will be distributed to the Trustees.

RS commented that he had no information on computers yet.

Next Steps/Next Meeting

MD directed to KG if the shelving price is available. KG noted that she will provide.

MD asked if the walk through date had been selected. It needs to take place by the end of the week. KG posed Wednesday or Thursday. RS, JP, and JM offered to be available for Thursday morning. MD will set up the balance of the group for the walk through.

RS noted that there are 2 responses for the IT consultant. KG noted that the RFP closed on Friday and 7 requests were sent out. MD asked for the responses to be distributed. KG agreed.

The next meeting will be July 5th at Lakeville.

Meeting adjourned at 9:15.

Submitted by Jamie Eckartz