

MINUTES BOARD APPROVED 9/13/2016

**Great Neck Library
Relocation Committee**
Monday, July 18, 2016—7:30pm
Station Branch Library

Board

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

Guest Staff

Wanda Lei (WL)

Public

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

Staff

Pamela Levin (PM)
Tracy Geiser (TG)
Charlie Wohlgemuth (absent--notice) (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 July 18th at 7:35pm 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 the department heads to have all of the weeding lists complete by July 30th, with an update for July 15th.* KG shared that the Children's Dept. is 100% complete in weeding. KG distributed reports on materials and linear footage at Main. After lengthy discussion on the number of books returning to Main versus the linear footage available, FFK directed KG to go back to the department heads and request action. If more weeding needs to be done, the department heads need to look at the numbers and act.
2. *Merge the reports for weeding and books at branches for an overall view for the July 18th meeting.* Done.
3. *Work with Sue Davidson to remove 5 desks from Circulation and secure a credit.* KG commented that she spoke to Sue Davidson regarding the removal of the 5 desks. Ms. Davidson is not willing to take back and issue credit. KG noted that she spoke to Mark Foster from VRD and he is willing to assist the Library in selling off the desks. The desks are still in place. KG will have further conversation with Mr. Foster. JP suggested removing the desks from the floor. KG noted that they may be repurposed, possibly at Parkville. MD asked to move the item to BAC and request a change order. MD noted that she needs to address Russell Davidson on the responsibility to repair the area, once the desks are removed.

KG commented that Ms. Davidson is denying responsibility. KG agreed to investigate ADA minimal requirements.

Charlie Wohlgemuth

1. *Walk through with the punch lists at Main to determine completion.* In the absence of CW, MD noted that all punch lists are complete. There will be a further update at the BAC. KG noted that the clips for the glass baffles are being installed. The baffles have been delivered. MD noted that the Fire Marshal has approved the baffles. The Library needs the layout for the smoke heads, approval of the lay out, and the purchase.

Tracy Geiser

1. *Complete computer inventory with Gary Horodyski and submit to RS and MD.* TG distributed the inventory report to the committee. MD shared that the computers in storage at Parkville will go to Main. The staff computers will be replaced. The document will allow RS to work with Mr. Kiswani and KG to formulate needs. TG agreed to forward the report to both RS and Mr. Kiswani. TG will also add a column for destination and total the number of computers owned.
VS inquired if there had been an issue with the scanner at one of the branches. TG commented that Lakeville had been repaired. KG directed TG to have branch heads report in when a device is down. TG agreed.

Michael Fuller

1. *Gather information from the branch heads as to their vision of the space utilization.* MF explained that there needs to be an additional meeting for the Branch Committee to specify the needs of the branches. The back of Station should be utilized as public space. Opening up walls and adding windows are required. KG noted that if any rooms are used for meetings, there must be windows. MF noted that at the last meeting, a lot of ideas were bounced around. The branch heads shared what they would like to keep and what to dispose of. VS noted that midweek movies at Station are bringing in about 30 patrons. MD stressed that all programs return to Main. There needs to be a major effort to get patrons back to Main. FFK suggested a shuttle service to get patrons to programs. MD shared that it has been tried and not used by the public.
2. *Inform Relocation as to what needs to be moved to allow provisions to be made for the movers.* To be done.

Wanda Lei

1. *Continue updating the weeding report as lists are returned by the department heads.* WL noted that Children's is 100% complete. The Adult Services needs to complete Non Fiction and Foreign Language. Margery Chodosch has just returned from vacation and has agreed to get it done. There are approximately 10,000 items remaining to decide on. MD asked KG to meet with the department heads to keep things moving.

Next Steps/ Next Meeting

FFK shared that the next meeting will be at Lakeville on August 1st. The intent is to focus on the time line for the return to Main.

MF added that there needs to be a Branch Meeting scheduled for August.

MF addressed the hiring for the move. MD noted that the BOT approved hiring and it's been done. KG noted that some will drop out as the timing gets closer to the start of school. TG noted that there is a possibility of 2-3 openings.

MD shared that there is no estimated date for the return to Main. Everything is dependent on the Fire Marshal.

Meeting adjourned at 8:40pm.

Submitted by Jamie Eckartz