

MINUTES BOARD APPROVED 9/13/2016

Great Neck Library

Relocation Committee

Monday, August 1, 2016—7:30pm

Lakeville Branch Library

Board

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

Guest Staff

Wanda Lei (WL)
Deidre Goode (DG)

Public

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

Staff

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

Guest Public

Naomi Penner

Call to Order

The regular meeting of the Great Neck Library's Relocation Committee was called to order on August 1st 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.

Timeline to Move After TCO Granted

KG distributed the timeline to the committee. The timeline accounts for days and anticipated dates. There are items that can be accomplished prior to securing the TCO. The contractor will install the endcaps that are to be delivered August 7th. The WiFi and the security system will be installed. The computers will be ordered.

Once the endcaps are in, VRD can install them and complete the glass baffles. They are required for the TCO. It will take VRD approximately 2 days to install. JP noted that the installation should be complete August 10th.

KG noted that the shelving will ship on Monday, August 15th. The shipment will arrive between August 17th and 18th. The Fire Inspection can be done without the shelving in place.

KG explained that the shelving was ordered with the endcaps at the end of June. It took time to find a manufacturer that had the product that matched the Library's setup.

MD noted that the WiFi will not be installed this week. RS added that the equipment is not in. It is expected next week. The security requirements need to be established to go forward. KG shared that she will meet with Moe Kiswani on Thursday to iron out the details.

MD looked for feedback on the computer RFP. KG noted that there were no bids. The Library is looking for home use computers, not business computers. There are no government contracts for home use computers. MD added that it is not cheaper to buy business quality computers. Mr. Kiswani recommended the chosen model. The only part that is in question is the motherboard and it is the same across the different models.

KG noted the need for the BOT to approve the purchase. MD agreed and asked KG to get the price from Dell and submit. JP added that Dell ships quickly. MD cautioned to schedule delivery to coordinate with the TCO to have the computers delivered directly to Main.

MD stressed to the committee that the sprinkler heads, glass baffles, smoke heads, pavers, and railings must all be in place before the Library can call for inspections. There are 2 inspections remaining—Town of North Hempstead and the Fire Marshal. The pavers and railings are expected this week. KG agreed to follow up and report. JP suggested compiling a list of needs with dates and push for completion.

MD noted that there is a change order in place for the smoke heads and there is a dispute on the cost at \$1,000 per smoke head. The contractor is expected to go ahead with the work for completion in the 4th week of August.

MD asked KG to address weeding. KG explained that weeding is complete. The Children's Department has chosen to further review to do more.

KG moved forward on the timeline. Once the TCO is secured, the furniture will be assembled and installed in approximately 3 weeks' time. MD asked KG to find out the cost of working Saturdays to speed up the process. KG agreed. The shelving of the books will require 3-5 weeks. KG clarified that the movers gave a best case scenario of at least 3 weeks and worst case of 6 weeks. The staff shelving works a 6 day week.

JP asked KG to have American Libraries email their plan for the furniture and the books. KG agreed. FFK supported investigating how the company plans the move. MD added that the Library needs the sequencing and time requirements of events from the movers. It may be possible to shelve under the mezzanine if the furniture assembly is in another part of the Library.

VS asked KG to update the timeline once the movers respond with the plan.

KG moved on to the branches, noting that a lot of books have already been moved. The branches are trying to move as much as possible to the home branch.

DG asked to speak on behalf of the Children's Department. Using sample books, DG showed the committee that the linear footage for the department is adequate. The books are slimmer and a lot more will fit on the shelves than anticipated.

KG noted that the offices and Technical Services (TS) need to move to Main ASAP. The TS staff will support the move. It will take approximately 4 days to finish the move. Deliveries will change from Parkville to Main.

JP redirected to shelving the Children's books. DG explained that with full staff of 5 she could improve the time of 16 days. Staff will follow the movers. Once the books are shelved, they will pull and

rearrange in unison. The time will hopefully be cut from 16 days to 2 weeks. FFK noted that staff can be flexible at the branches to assist Children's in pulling back the full staff.

VS reminded the committee that shelvers have been hired to facilitate. KG noted that some are local and will be available and others have dropped out. The shelvers will be temporary staff.

KG moved to the move of Levels. It would be best to bring Levels back early to eliminate the fees to the school system. JP agreed and added that Levels operates separately from the Library. VS noted that it would be best to be out of Saddle Rock with the new school year. MW commented that the POD could also be removed from Saddle Rock.

KG addressed Lakeville first. It will take approximately 1 day to move out of Lakeville. After discussion, KG agreed to move the basement at the same time. The movers loaded the basement, they can unload it. JP noted that there is a lot to be discarded. A dumpster should be secured at the branch to minimize handling. MD asked KG to incorporate into the plan.

The POD moving from Saddle Rock poses a problem. CW noted that the garage is still full of construction equipment and it has not been sectioned off. The garage needs to be cut in half to split between Levels and maintenance. MD stressed that the garage must be gated and locked. KG cautioned that the leak still remains. CW commented that VRD has tried to snake and clear with no success. They hit a blockage. VRD was obligated to clear all drainage before the job started. MD asked to have Charlie Segal contacted to draft a letter to Dominic Calgi to advise on the problem and require VRD to fix the drain. KG agreed.

MD questioned the need to have the movers go to Parkville twice. If Parkville is addressed first, TS, shelving, furniture, and the books can move together. KG agreed to the order of Parkville, Lakeville, and Station. The movement from Station will require the branch to close for a short period. For the move out, Station closed for 2 days. The consideration is closing on a Friday and reopening on Monday/Tuesday.

MD expressed concern for the moving costs. The movers will clear out Parkville, but will they also be a recipient of a delivery from the other branches? KG explained that the back room will be empty and boxes or bins can be staged there. WL added that only the Children's Department has taken the books back to the home branches. JP suggested leaving the floating books where they are and move them back later.

KG noted that there is also furniture to be discarded at Parkville. CW noted that the Library will need a dumpster and permission. This will hold for each branch.

MD asked when the next meeting will be and suggested August 10th. FFK is away and MD offered to chair the meeting.

MD suggested holding a desk for the future Children's librarian when the back room of Parkville is cleared.

VS asked KG to add a line to the timeline for the scanner and photocopier.

Meeting adjourned at 9:05pm.

Submitted by Jamie Eckartz