

MINUTES BOARD APPROVED 9/13/2016

**Great Neck Library
Relocation Committee**
Tuesday, July 5, 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 (RS) (absent)
Michael Fuller (MF) (absent)

Guest Staff

Wanda Lei (WL)

Member of the Public

Naomi Penner

Call to Order

The regular meeting of the Great Neck Library's Relocation Committee was called to order on July 5th at 7:30pm 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. *Meet with the librarians to determine where collections would be best housed and if select collections should float. Best opportunity will be Thursday or Friday of next week. There were meetings with the Children's Dept. and the branches. Main will retain 40% of the storage books, 30% will be farmed out to the branches, and 30% will be weeded and discarded. The branches are all interested in taking on books from Main. Deidre Goode is currently holding the lists. There is quite a bit of work to be done. KG agreed to set a deadline of July 30th for completion of the lists. An update for July 15th will also be requested to have up to date information for the next Relocation meeting on July 18th. The Reference librarians have accomplished quite a bit. To date, 25% of the collection is being discarded. There is still more to be done. The numbers are skewed with no figures from Children's. KG agreed to secure the numbers from Deidre Goode. KG noted that Adult Non-Fiction is still in process.*

Public

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

Staff

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

2. *Work with branch heads to look at furniture that is no longer needed to see if any can be put to use elsewhere.* TG is working with the branches to determine what is to be kept, transferred, or discarded.
3. *Email to MD the punch list from OLA along with updates.* Done. The OLA punch list is 100% done. The GNL and CALGI lists are 99% done. MD noted that there is still a hole in the Levels carpet. KG asked CW to do a walk through on Wednesday with the punch lists and determine what remains to be done.
4. *Coordinate with Gary Horodyski to email to RS and MD the computer supply inventory.* KG shared that TG is working with Gary Horodyski to determine the exact count. There was a meeting today to start.
5. *Continue weeding proactively to reduce quantity of books returning to Main.* KG noted that 75% of storage is being kept and 25% is being discarded. MD cautioned that the numbers are skewed by the lack of reporting from Children's.
6. *Confirm shelving linear footage with KG&D.* KG commented that she has collected a few different numbers. KG&D gave the number 12,128 linear feet for shelving at Main, including high density. The movers noted that they will need 10,853 linear feet to shelve the books from storage. FFK added that once the weeding is done, the Library will have more space for the books coming in from the branches.
7. *Coordinate with Deidre Goode to move books from the Main Collection to the branches and complete the weeding on paper ASAP.* KG explained that 40% of storage will be kept at Main, 30% will be transferred to the branches, and 30% will be discarded. July 30th is the deadline with an update on July 15th.
8. *Contact American Libraries tomorrow for timing on the books and the furniture assembly. Provide for MD the worst case scenario.* KG noted that she was able to reach out to American Libraries. They explained that it will require 2-3 weeks to install the furniture and approximately 2 weeks to shelve the books. The best case scenario, if done simultaneously, will 4 weeks. The worst case will be 5 weeks. If American can get in end August/beginning September, they will be able to send in the full crew and complete in 4 weeks.
9. *Coordinate with Jon Aubrey to contact offsite locations that are storing artwork for retrieval.* KG noted that Temple Beth El has been contacted and they confirmed that they are storing 16 Roman Vishniac prints. They will be returned to Main. There is a signed contract.

Michael Fuller--Absent

1. *Determine the use for the back rooms at Station.* KG noted that there were ideas kicked around. MD added that the back rooms of Station must be cleared out and the furniture discarded. There is the possibility that some of the space will be utilized for storage.
2. *Gather information from the branch heads as to their vision of the space utilization.* Not addressed.
3. *Inform Relocation as to what needs to be moved to allow provisions to be made for the movers.* Not addressed.

Wanda Lei

1. *Continue generating lists of Main books in storage for the librarians to determine dispensation—discard, keep, store or transfer.* WL explained that all of the lists are printed

- for Adults and Children. The majority of the Adult lists are complete—some nonfiction and foreign remain open. The current trend is to keep 40% of the collection. Margery Chodosch is overseeing the Adult weeding. FFK asked that Margery Chodosch being given the deadline of 7/30 for completion and an update by 7/15. WL noted that Media is complete.
2. *Update weeding report as lists are returned by the department heads.* Ongoing. JP noted that the reports cover the books in storage. It would be best to have a report that incorporated books coming back from the branches included. MD asked for the numbers to be checked, specifically non-fiction. KG agreed. KG added that the order of return to Main will be storage first, weeding, and books from the branches at a later date by the movers. KG distributed a second report that covered Main books at the branches. JP noted that the numbers show that the Library will be short shelving versus books. MD added that the children's weeding will not be significant enough to offset. The Library still does not have enough shelving space. KG stressed that if all weeding is done, the Library will not be far off the mark. MD noted that there is large open space in the room for high density shelving. The shelving from Parkville can be installed for increased shelving. JP asked for the 2 reports to be merged for a better picture. KG commented that it already exists and will be provided July 18th meeting.

Updates

KG shared that the additional sprinkler heads are installed. CW noted that the Fire Marshal has approved the glass barriers and the installation.

The shelves have been measured.

The 49 smoke heads are being investigated. CW added that the heads need to be piped in. The book room will pose the biggest challenge.

MD added that even with the plans approved, the Fire Marshal trumps all. The work has to be completed before the Fire Marshal will return.

MD noted that VRD will need to take responsibility for the Levels reinstallation of lighting equipment.

TG shared that the shelvers have been hired for the return to Main. They are looking to start.

FFK addressed the desks in Circulation. With 9 desks, the area is too cluttered—more desks than staff. FFK suggested reducing the number to 3. After lengthy discussion of the uses for the desks, the committee agreed to retain 4 desks. JP noted that 5 will need to be returned. KG added that she is still working with Sue Davidson for the return of 3.

The desks along the wall will be removed and shelving will be installed to support Reserves.

FFK moved on to the computers and phones. TG is currently working on the computer inventory with Gary Horodyski. The RFP for the phones is complete. There have been 3 responses that will be forwarded to Neil Zitofsky for review. JP noted that the number of phones needs to be revisited prior to purchase.

Next Steps

FFK reviewed that there is a deadline for a weeding update for the July 18th meeting. Numbers should be submitted early for WL to compile the numbers.

Meeting adjourned at 8:45pm.

Submitted by Jamie Eckartz