

BOARD APPROVED 10/18/16

**Great Neck Library
Relocation Committee**

Tuesday, August 30, 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 (absent with notice) (RS)
Michael Fuller (MF)

Public

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

Staff

Pamela Levin (absent with notice) (PM)
Tracy Geiser (absent with notice) (TG)
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 August 30th at 7:30pm by FFK at the Lakeville Branch.

Timeline to Move After TCO Granted

KG distributed the timeline to the committee. The timeline accounts for days of completion for a task and anticipated dates, depending on the TCO. At present, the TCO is expected on or about September 19th.

KG reviewed the steps line by line. The truck has been emptied into the Main building. The Lakeville basement has been cleared of the junk. The supplies have been distributed. The seasonal Children's books and Adult Main books remain in the basement. The cases of adding machine tape have been moved to Parkville and will be distributed to the branches.

JP asked KG to provide the inventory of the supply boxes. KG agreed to email the list to JP. KG further explained that the Library will institute a supply system for ordering and monitoring the flow of supplies. One staff member will do the ordering and will work with Maintenance to distribute. The supply list will be established and constantly updated.

The endcaps have been installed under the mezzanine and the baffles will follow tomorrow. The furniture delivery has begun. There is a meeting scheduled for Thursday with Gary of American Libraries to plan the furniture installation and the delivery of the books.

KG added that the shelving has not been delivered. MD asked KG to release the shipment for delivery and installation.

KG shared that the furniture installation will take approximately 13 days. JP asked KG to get the timing documented by American Libraries. MD asked for a full picture—furniture delivery and installation and the shelving of the books. KG agreed to secure the information at the meeting on Thursday.

VS commented that the schools will be open on September 6th. American Libraries will have finished with its obligations to the schools and have a large number of staff ready to work at Main. FFK cautioned to get the details firmed up and not speculate.

MD addressed the involvement of KG&D. Russell Davidson and Sue Davidson purchased the furniture for the Library and were paid commissions. JP agreed that there needs to be a presence of KG&D staff to supervise the furniture installation. KG agreed to reach out to KG&D to have staff present for the installation. FFK stressed to get all in writing.

MW noted that the deliverymen were unsure of carton placement. CW added that Gary got the furniture plan today and the placement issues were resolved. MD supported the need for Ms. Davidson to be present to ensure that the plan is followed and that the furniture purchased is what is actually delivered.

KG commented that Brad from Creative had originally agreed to be present at Main to ensure that the furniture was right. He will now stop in to check on the installation.

For items 6 through 12, which cover the movement of offices back to Main, they are dependent on the TCO. Materials can move in before people. The books begin once the TCO is issued. JP suggested asking the staff to be ready for September 12th. MD suggested moving over a weekend and offering extra hours-- Sunday pay and overtime if needed-- to existing staff.

KG commented that the staff will pack up their desks and supplies. Maintenance will move the boxes and the computers to Main. Staff can support other departments in the interim.

MD stressed moving books back to Main ASAP and utilizing the TS staff to support the move.

VS stressed the need to maintain service at the branches while Main is being opened.

JP commented that the Library can do as much with the TCO as the CO. MD cautioned to check with Charlie Segal to be sure. MF proceeded to text Mr. Segal for input.

KG moved on to the shelving of the books. The movers will start with Adult first. Marjory Chodosch, Tracy Geiser, and Wanda Lei will work with the movers and shelve. The shelvees will pull designated books for TS to be discarded, shipped to Better World books, donated, and/or transferred to a branch.

Adult and Children's will overlap and take approximately 13 days. MD noted that in the past, the time frame was up to 5 weeks. KG noted that she had received an email from Gary with a time frame of 2 weeks. MD suggested having staff in on the weekends to facilitate the move. KG noted that the Library has hired some temps to supplement.

VS suggested ordering books for the Library once the TCO is issued. KG strongly advised waiting until Main is set up.

Once the stored books are shelved at Main, KG shared that Parkville will be cleaned out first. The branch would be closed for approximately 1 day to pull all of Main books. The shelving from the back room will also go to Main.

JP suggested moving the shelving when TS staff leaves Parkville.

MD moved to surmise the steps once the TCO is issued:

1. Furniture already in
2. Books move in from storage
3. Branches clean out Main books

MD noted that to be cost effective, the Library needs to move the books out of the branches in the shortest time. The Library should use the weekends to speed up the process. KG noted that it will take about 4-5 days to clear the branches.

KG continued with the plan. Once all of the books are in at Main, the branches will require attention. TG has a plan for each branch. Dumpsters will be required. MD directed MF to set up a Branch Committee meeting for September.

KG further explained that at Parkville, the dumpster will be allowed only on the weekend. Jani-King will be tapped on for staff to move furniture out of the buildings. KG cautioned to wait on the shelving at Parkville to see if it is actually needed at Main.

MD pulled from her file a list of the Lakeville basement contents and reviewed it with the committee.

MD recapped the steps:

1. Furniture—deliver and install
2. TCO
 - a. Move staff—back offices and Levels
 - b. Move stored books and shelve, as well as books from the branches
 - c. Reestablish reserve system at Main to service patrons

MD moved on to the branches:

1. Lakeville will require a dumpster to complete the clean out.
2. Station will require a dumpster—all furniture from Main goes out. The rooms in the back can be structured for storage. The topic will be discussed at the Branch meeting. MF added that in the past, the front of Station was more open with tables for patrons. Some of the existing shelving can be moved to the back.
3. Parkville will be a 2 phase project—clean out the back and move Children's to the back room.

MD asked for CW to be added to the Branch Committee.

MD suggested to KG to build on the plan and utilize staff on the weekends to get things done. KG noted that she will work with Deidre Goode, Marjory Chodosch, and Justin Crossfox on implementing the plan.

KG noted that Levels will be at Great Neck House. The POD remains at Saddle Rock.

FFK recapped what needs to be done:

1. TCO versus CO—what can be done? KG will investigate.
2. Contact the movers on timing and get written response.

3. Contact Sue and Russ Davidson from KG&D to require their presence.

CW noted that the drain needs to be addressed in the garage. Ken from VRD is investigating a camera to see what the problem is.

Next meeting will be September 14th. The BAC meeting will be changed to Relocation.

The meeting was adjourned at 8:50pm.

Submitted by Jamie Eckartz