

BOARD APPROVED MINUTES 11/15/2016

Great Neck Library Relocation Committee

Monday, October 10, 2016—7:30pm
Parkville 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)

Guests

Wanda Lei (WL)
Naomi Penner (NP)

Public

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

Staff

Pamela Levin (PM)
Tracy Geiser (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 October 10th at 7:30pm by FFK at the Parkville Branch.

Review of Minutes

FFK asked all remembers to review the minutes. There were no comments from the committee.

Review of Action Items

Kathy Giotsas

- 1. Reach out to Mr. Fishbein tomorrow afternoon, if there has been no contact on the phone contract. Forward the correspondence to the committee.* KG noted that Mr. Fishbein is done with the contract. The work started this week.
- 2. Get a quote from American and 2 other vendors for movement of materials from Parkville and Lakeville.* KG and JP met with Garry of American and the quote was reasonable. For Parkville, \$450 to move the boxes to Main. For Station, \$4,800 to move to Main. FFK questioned the cost to move from Station. The contract quoted that American would move 1 branch. KG shared that they committed for offices only. If you look at the contract, the 2--office and books-- are split out. The attorney has also confirmed this item.

KG explained that Parkville is already done. The 115 boxes have been moved from Parkville to Main. For Station, KG was not able to pull a report from Sierra to give a count of how many Main books are at Station. JP suggested that the staff count the books. KG agreed to have all black dotted books counted. JP directed to PL on the Media materials at Station. PL agreed to count in the morning.

MD questioned the timing for the materials to be at Main. KG noted that the Library can wait until a week before opening. MD noted that there are books that the movers are returning to Station, as well.

MD questioned how Garry from American came up with the \$4,800 price. He needs to do better. The Library can pull in Jani-King and complete the move. JP shared that the number is calculated by linear feet. The books are interfiled, preventing them from using the method.

FFK looked for the 2 additional bids that were requested. KG noted that they were not secured. She and JP felt that American was reasonable.

KG shared that Lakeville will be an easy transition with the Library's staff to remove the boxes from the basement. CW noted that there are about 100 boxes.

FFK asked to secure 2 more bids for Station and Lakeville. Parkville is done.

CW shared that Jani-King works by the day at \$25 per hour and the Library would need to rent a truck.

MW commented that the \$450 breaks out to \$4 per box. FFK added at \$4 per box, they are anticipating moving 1,200 boxes from Station. All agreed that there are not that many books to move. RS suggested offering American \$4 per box for the materials leaving Station.

JP stressed that all materials should not be moving back. There are items with low circulation and/or in poor condition.

MD informed the committee that the BOT will not approve the \$4,800. KG agreed to bring a price to the BOT. VS asked for the number to be emailed to the BOT when it is known. KG agreed.

3. *Talk to American Movers and question the terminology in the contract, specifically the all materials.* Included in the above.
4. *Follow up with Mr. Horodyski on using the old phone system at Main until the new one is viable.* KG explained that the old phone system can be reactivated for \$750 by Selectcom. RS added that Moe Kiswani advised that Mr. Horodyski can activate it with the purchase of jumper cables at about \$70.
FFK asked KG to check with Mr. Horodyski to activate the old phone system. If he cannot, Mr. Kiswani will direct RS through the process. KG added that the new phone system will be running November 15th.

MW asked who will be responsible for the maintenance of the new phone system. KG explained that there is a maintenance contract in place with GTS.

Dumpster for Parkville

KG noted that the dumpster will be coming to Parkville on the weekend because there is no school. It is also possible for Wednesday, October 12th, when the schools are closed. The dumpster has been reserved for Tuesday night delivery.

MD questioned the timing of the dumpster. The dumpster is not critical until all the books have been pulled from the branches. KG agreed to hold off on the dumpster.

Timeline to Move After TCO Granted

KG distributed the calendar to the committee. MD asked for the calendar to be revised to reflect current activity. JP asked that the committee be emailed with changes as they happen.

KG shared that the building inspector was not in last week, as expected.

KG directed to the calendar. The imaging of the computers has been held up. The computers purchased are for home use and are loaded for Microsoft Home instead of Office Professional. The Library followed the specs that were provided by Mr. Kiswani. RS cautioned to recheck the specs. MD noted that the issue must be resolved. MF suggested shipping them back for the correct units. VS suggested contacting Dell. Dell could provide a download for the computers.

KG agreed that either a download or a swap is the viable choice. The committee will be emailed with the decision. Mr. Horodyski will be brought in to assist in the decision.

The movers are bringing in the books to Main. There is 1 more trailer to be delivered tomorrow. There are still items in storage—2 pianos and artwork. The location of the Station books needs to be verified.

The Parkville books went to the book room.

MD asked KG to verify what remains in storage once the last trailer of books is dropped. KG agreed and will use the master list to verify.

MD shared that the shelving in the back of Parkville needs to move to Main. FFK asked if the shelving move is covered under the contract. KG agreed. FFK asked to have the movers return to Parkville and move the shelving.

MD commented that if assistance is needed in emptying the shelves, Jani-King could be used.

On October 11th, KG will contact Jani-King for Wednesday. Deidre Goode needs to sort through the Children's materials and decide what moves to Main. The balance will remain at Parkville or be discarded. All boxes will go to the book room.

KG will go to Main to determine where the shelves will be installed. American will be contacted to potentially move the shelving on Wednesday.

On October 12th, the shelving will possibly be packed and moved. Jani-King will move all the packed boxes from Parkville. Lakeville will be closed. Jani-King will move the boxes from the Lakeville basement—Children's holiday books and Lakeville storage for Main. CW will rent a truck to expedite the move.

MD moved to the status of Station. KG noted that starting October 13th, the Library could start pulling Main books from the shelves and putting them in transit. The Library could also wait a week, until American has shelved most of the books at Main. The move could be potentially October 20th-22nd to close Station and move out.

MD looked to confirm that all shelving has been installed at Main. KG noted that the Children's shelving is not complete as well as some of the bottom shelves under the mezzanine. CW added that the shelves for Children's were not delivered.

KG commented that Creative Systems will be complete on delivery by October 14th or 15th. MD stressed that the order was placed over a year ago and it was assumed that the order was delivered complete.

MD asked KG to contact Creative to have the shelving delivered tomorrow. If needed, have Mr. Fishbein make the call. Creative needs to figure it out—opening is close and the shelves are vital. If necessary, they should supply loaners to get the Library up and running.

MD asked for all Main books to remain at the branches until Main is done. For the books already packed, KG explained that books can be found if necessary; the cartons are all labelled.

For the shelving moving from Parkville to Main, KG explained that they will be used for overflow—duplicates and holiday books.

MD expressed interest in scheduling another Relocation meeting. The committee needs to meet weekly. The plan should be week to week.

VS looked for a backup plan if Creative is unable to deliver the shelving. FFK expressed the need to send a legal letter out. JP added that the situation was known 3 months ago. MD advised that if Creative fails, the Library needs to go out and rent the shelving needed and take it off the Creative bill.

JP moved to the TCO. There were papers requested for the inspector tomorrow and looked to see if all were accounted for. KG noted that there is 1 she is working on for the flammability of

the furniture. It should be ready in the morning and delivered to Mark Foster. The inspection is scheduled for 10:00am tomorrow. The building inspector requested a total of 6 documents.

FFK recapped the plan for the week:

1. Jan-King will be contacted to move all the boxes--Parkville and Lakeville--to Main.
2. American will move the shelves from Parkville to Main.
3. Deidre Goode will tag boxes to move.
4. Mr. Horodyski will reactivate the old phone system.
5. The boxes of books in the Lakeville basement will be moved to Main.
6. The area at Main for the Parkville shelving will be identified.
7. Lakeville and Station Main items on the shelves will be counted.

MD suggested that the Library complete the move from the branches using Jani-King.

MD asked KG to update the calendar on Friday and distribute to the committee.

MD asked if the Personnel meeting could be done with confidential emails prior to the BOT meeting. VS suggested that Personnel meet at 7:00pm and Relocation start at 7:30. All agreed.

WL checked figures for the number of boxes in the Lakeville basement. The storage books total 65 boxes. With the Children's holiday books, there are about 100 boxes to move.

Naomi Penner addressed the committee. Ms. Penner was grateful that Station branch will not close this week for the move.

Ms. Penner asked that the Library put a message on the phone regarding changes in the schedule. JP agreed that it was a good idea. FFK added that with the new phone system, it will be easy to do. MD noted that the Library will do their best to accommodate.

The meeting was adjourned at 9:00pm.

Submitted by Jamie Eckartz