

BOARD APPROVED MINUTES 11/15/2016

Great Neck Library
Relocation Committee
October 17, 2016
Lakeville 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 (absent with notice) (MF)

Guests

Rebecca Gillian (RG)
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 17th at 7:30pm by FFK at the Lakeville Branch.

Review of Action Items

Kathy Giotsas

1. *Have all black dotted books counted at Station and Lakeville.* KG explained that there were too many books to count. Fiction has already been pulled from Station and transported to Main. MD commented that with the change in plans for moving, the count is unnecessary.

MD redirected the topic to the shelf situation. KG shared that there was a delivery today. The order is still not complete. Brad from Creative counted the shelving and agreed that the order remains short. He will go back to Bill Devine from the shelving company and work out the balance of approximately 200 shelves.

KG clarified that American received the order, but did not open until delivered to Main.

MD asked to have Peter Fishbein get involved to gather all of the facts regarding shipments and counts. KG noted that the correct count was given to Bradley at Creative in June and he placed the order. KG has an email paper trail that she will turn over to Mr. Fishbein.

KG shared that there are shelves missing in Children's as well as under the mezzanine. The Library was missing 433 shelves. Today, 260 were received. There are 173 missing.

KG noted that the Library can use the old shelves temporarily to get the books shelved. Creative will be responsible to swap out the shelves and restock the books. MD stressed that there is to be no cost to the Library.

MD asked KG to contact Creative tomorrow to resolve the situation. KG noted that the shelves are not stock items. They are made to order. TG added that the missing shelves are odd ball sizes that had been shipped in, but were wrong.

FFK directed KG to have Mr. Fishbein write another letter to get resolution.

2. *Provide pricing for the move from the branches to the BOT.* KG shared that Parkville has been moved—books and shelving. American will move the offices from Station. The Library is moving the books independently. The Library will also move Lakeville. The basement has been cleared of books. CW noted that Jani-King sent 4 staff working from 9-6 at a total rate of \$100 per hour. The Library rented a truck at a cost of \$172 for 2 days. The cartons moved are stacked in order at Main.
3. *Work with Mr. Horodyski to activate the old phone system.* KG reported that Mr. Horodyski was able to activate the phone system. There are 15 phones that can be installed. Phones were installed in the Business Office, TS office and Reference. More could be installed, but would require assistance from SelectCom. KG will contact Isaac Elyassoff of Global Telecom Supply for an update on the installation of the new system. The work will start on October 19th. Optimum was in at the branches today for redundancy. KG noted that Global has the scripts for the new system. RS noted that there is a possibility that the new system will be up before opening.
4. *Work with Mr. Horodyski on the resolution of the computers—exchange or download. Advise committee of plan.* KG shared that Mr. Horodyski worked with Dell to put Office Professional on the new computers. He has created an imaging disc for Windows 7. KG noted that since it is a downgrade, there are no licensing fees. KG explained that the Library is not using Windows 10 because there are difficulties with CASSIE. It works best with Windows 7. FFK expressed concern for the downgrade. KG was asked to contact CASSIE to investigate their plan to upgrade to Windows 10. KG agreed.
5. *Verify what remains in storage with American once the last trailer of books is dropped. Confirm location of the Station books.* KG noted that there are items remaining in storage. American is no longer charging the Library fees. American is holding Station's books, 2 pianos, and art work. MD asked KG to secure a clear inventory of what they are holding.
6. *Go to Main to determine where the shelves from Parkville will be installed.* Done.

7. *Contact Creative to have the shelving for Children's delivered tomorrow. If needed, have Mr. Fishbein make the call. Done.*
8. *Update the calendar on Friday and distribute to the committee. Keep committee abreast of changes as they happen.*
9. *Arrange for American to move Parkville shelving to Main. Done.*

Timeline to Move to Main

KG directed the committee to the updated calendar.

Computers were installed at Main for TS upstairs in Reference for discarding. The discards will go to Better World Books or Big Brothers. Better World Books requires a minimum of 7 cartons for pickup.

The Business Office will hold off on moving. KG commented that more needs to be done at Main first.

KG shared that the TS staff and a shelver were working at Main today. Tomorrow, there will be 4 shelvers and the TS staff. There will be coverage from 9-9. Staff is working behind the movers that are shelving. If staff needs more work, they can start interfiling the Station books.

KG noted that there will be more staff in. MD stressed to hire more--the opening is October 30th. The Library may have to work round the clock to finish.

KG cautioned that the staff has to wait for American to Shelve. American works from 7am to 4pm. MD stressed the need to work in shifts and have staff onsite to supervise. American has made progress—YA is done, under the mezzanine is 75% done, and nonfiction is underway.

CW added that the cleaners will need 3 days to finish up.

KG noted that the high density shelving is not being utilized yet. The shelving will be used for Children's holiday books and duplicates. The books will be shelved first. FFK noted that after the weeding is complete, the high density will be utilized.

JP noted that the shelving is moving quickly. The missing shelves are needed.

FFK questioned if the Station Branch will close. MD shared that the Library is doing its best not to close. KG commented that Garry Hall will move Station on Saturday.

FFK asked if the dumpster for Parkville was arranged for Saturday. MD asked to wait on the dumpster. All energy is to be diverted to Main.

KG shared that the focus is on shelving, weeding, and interfiling. The plan is to finish by October 24th.

KG noted that the Media materials will leave Station on Saturday and be shelved on Sunday. PL shared that there are 8,608 DVDs, 1,867 audio books, and 1,261 music CDs to be moved from Station to Main.

Next Steps/Next Meeting

MD expressed need for another Relocation meeting. The BOT needs to meet on the 25th and 26th for personnel issues and the Community Room. RS noted that the Gala Committee will meet on the 24th.

MD cancelled the BAC meeting for the 20th.

RS offered to split the 24th with Relocation. The Gala Committee will start at 6:45pm and Relocation will start at 7:30pm at the Parkville Branch.

MD confirmed that there will be Personnel meeting on the 25th and a special BOT meeting on the 26th.

FFK directed the floor to the members of the public.

NP looked to confirm that the TCO had been acquired. MD verified that it was gotten on Friday. NP also asked if the minutes from the previous meeting will be available at the next meeting. MD agreed.

RG explained her concern for the weeding and discarding of the books. RG expressed concern that the books should be offered to the community. RG offered to take all of the discards and distribute them to the community. After lengthy discussion of the topic, the committee agreed to her offer.

MD asked JM to review policy on the branches selling books at the branches and/or giving the books to the community.

The meeting was adjourned at 9:00pm.

Submitted by Jamie Eckartz