

## BOARD APPROVED MINUTES 11/15/2016

Great Neck Library  
**Relocation Committee**  
November 1, 2016  
Main 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**

Naomi Penner (NP)

### **Public**

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

### **Staff**

Pamela Levin (PM)  
Tracy Geiser (absent with notice) (TG)  
Charlie Wohlgemuth (absent with notice) (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 November 1<sup>st</sup> at 7:35pm by FFK at the Main Branch.

### **Review of Minutes**

FFK asked the committee to review the minutes for the past 2 meetings and make comments. There were no comments.

### **Review of Action Items**

Kathy Giotsas

- 1 For the book give away at Great Neck house, post on the Library's website. KG will have the giveaway posted on the GNL website. RS noted that it is posted on the Village of Great Neck and the Park District websites. KG noted that Great Neck House is waiting to move out books before they pick up more.*
- 2. Find out what Ms. Gilliar is doing with the leftover books. To be done. RS suggested contacting Park District's Commissioner Frank Cilluffo to secure information.*

3. *Get in touch with Isaac Elyassoff of Global to find out what additional information is needed and what the projected finish date is. Share with the committee.* KG commented that Mr. Elyassoff has all of the required information. KG has been in touch with Rich, the programmer from Global, and installation will begin on the 7<sup>th</sup>. The project should be complete by the 15<sup>th</sup>.

MD asked how the Library is managing with the old phone system. KG noted that there are 15 lines available and are dispersed through the building.

4. *Compile a detailed list of Library's materials being held by American Libraries. Delegate if possible.* KG noted that the list has been compiled. There are 2 pianos, art work and statues, 70 cartons of Children's materials and books, and 6 large cartons of archival materials. KG stopped at this point and offered to email the entire list to the members of the committee. American is no longer charging the Library for storage. They are willing to return the balance piece meal or in 1 complete shipment. The current plan is to have all materials returned by the end of November.
5. *For the opening, use signage in areas where there are empty spaces.* Done.
6. *Email Corstar tonight and touch base with Mr. Kiswani for all the passwords and have him change them. Secure a copy of the new passwords.* KG noted that the passwords were retrieved from Corstar and emailed to Moe Kiswani. He will provide the new passwords once they are changed. RS added that the firewalls were installed today. VS looked to confirm that the new computers were reimaged. KG explained that they were done and installed. The new computers were designated for patrons and the staff kept their old computers. It would take considerable time for Mr. Horodyski to reimage and personalize the computers for staff. MD asked KG to investigate the new 21 and the new 16 from Parkville storage and report on where they were utilized. KG agreed.

### **Next Meeting--Technology**

MD looked to discuss the next meeting for Technology and the possible demonstration of RFID to the committee. Bibliotheca and the 2 other companies will be invited to present.

RS noted that on 11/10, KG and TG are not available. Policy meets on 11/7. MD commented that 11/8 is Election Day and a possible date for a meeting. JP noted that she will not be available.

KG suggested meeting on the 10<sup>th</sup>. She and TG could meet with them earlier and they could present to the committee later.

RS noted that Holly Coscetta is waiting on availability for a meeting.

MD asked all to pencil in the 9<sup>th</sup> for Tech and move Finance to the 8<sup>th</sup>. There will be more information coming.

RS shared that the major concern is the ability to sort. MD explained that Circulation has ample space to accommodate.

MD explained that the RFID will be placed on the calendar for the 11/15 BOT meeting.

VS and FFK asked KG to reach out to other libraries that are using an RFID system for pros and cons. KG agreed to reach out to Elmont.

### **Recap/Wrap Up**

FFK summed up the items for KG to address:

1. Email list of storage items at American to the committee.
2. Account for the 21 new and 16 Parkville storage computers.
3. Contact Elmont for pros and cons on RFID.

MD noted that the Relocation Committee will be merged into the Main Building Committee. It will be a committee of the BOT.

FFK asked KG remains to address what needs to be done.

KG noted that Station needs to be cleaned up. There are boxes packed that need to go to Main. A dumpster will be needed to empty the furniture from the back offices.

For Main, there are lots of boxes in the book room and at Parkville that need to be shelved. Part timers will be asked to work extra hours to shelve.

Levels needs to clear out the containers—keep or discard materials that came back from the PODS at Saddle Rock.

JP asked what committee would handle the STEM Lab. KG noted it would be Technology. MD stressed that the BOT needs to find a location and the project needs to be fully vetted. JM expressed interest in being involved.

MD moved to the remaining art that is not held by American. KG noted that Temple Emanuel is holding artwork and has been notified that the Library will be picking it up.

MD asked KG to address the remaining shelving. KG agreed to follow up tomorrow and email the committee.

MD reminded KG to have all materials from American brought back. KG agreed that by the end of the month all will be back.

MD noted that the contract for the Community Room is with Peter Fishbein.

RS added that the audio system for Levels should be on the next BOT agenda. FFK cautioned that the comparison of bids is needed. RS will have Neil Zitofsky send to all.

MD stressed that the meeting rooms on the lower level need to be locked. They are for programs or planned meetings only.

JP addressed the Children's Room doors. MD confirmed that there is a problem with them; they go off track.

PL shared that the doors for Media are very heavy and 1 does not open. JP noted that the installers can return and adjust. KG noted that VRD said they can't. MD stressed that the doors may have to be replaced.

FFK commented that there was a leak in the roof. MD noted that the leak was in the flashing. KG added that leaves on the drain caused the problem.

KG explained to the committee that over the next 6 months, the Library will establish a punch list. MD asked for it to be put together for Thursday night for the planned BAC meeting. All problems need to be addressed.

PL noted that there is no signage for the Community Room. JP added that there should be signage for the Community Room to inform patrons that there is a program in progress. The sign could slide on and off. Traffic needs to be controlled while a program is in progress. Also, from the top of the stairs looking down, a patron cannot see the signage for the Children's Room.

KG shared interest in carpeting the stage in the Community Room with a skirt. MD asked to have the piano brought in as well.

Regarding staff, PL noted that staff needs a place to hang coats. MD suggested lockers. KG commented that lockers would be best placed in the book room. FFK asked KG to investigate the purchase of lockers.

MD asked KG to secure from Mr. Zitofsky the total dollar amount spent on the Main building to date. KG agreed.

FFK proceeded to thank all the members of the committee for their support and wished all good luck in the new building.

The meeting was adjourned at 8:50pm.

Submitted by Jamie Eckartz