

Great Neck Library
Long Range Planning Committee

Wednesday, July 6, 2022
Main Library
6:00 p.m.

BOARD MEMBERS

Josephine Mairzadeh *absent w/ notice*
Mimi Hu (MH)
Scott Sontag (SS)
Donald Panetta (DP)

LIBRARY STAFF

Denise Corcoran (DC)	Nicholas Camastro (NC)
Steven Kashkin (SK)	Kathryn Baumgartner (KB)
Adam Hinz (AH)	Jamie Lagasse (JL)
Rachel Sferlazza (RS)	Alana Mutum (AM)
Christy Orquera (CO)	Ever Zelaya <i>absent w/ notice</i>
James Pagano <i>absent w/ notice</i>	Gina Chase <i>absent w/ notice</i>

Call to Order

MH called the meeting of the Long-Range Planning Committee to order at 6:08 p.m.

Finalize Strategic Priorities and Goals

DC presented the final draft of the strategic priorities and goals based on the input received at the June meeting.

Strategic Priorities and Goals

1. Environment, buildings, and spaces

Create a welcoming environment that allows patrons to use the library in ways they like, i.e., study in groups, individually, or talk/socialize.

- A. Survey the environment and remove barriers to accessibility
 - a. Adjust signs/instructions on walls to help people understand, connect, and feel welcome.
 - b. Ensure ADA compliance in building and delivery of service.
 - c. Re-evaluate current parking space allocation and handicap parking
 - d. Review protocols and measures to ensure patron and staff safety
 - i. Review security cameras and camera policy
- B. Review policies to remove obstacles to hospitality
 - a. Encourage the ability of staff to say “yes”
 - b. Review and amend food/drink policy, cell phone policy, quiet policy
 - c. Amend forms and procedures for library card application, changing name/information and preferred name and/or pronoun
- C. Green Space
 - a. Bring green space/nature inside
 - b. Lead local sustainability ventures and reduce carbon footprint
 - c. Improve outdoor spaces to invite additional ways to use the library

- D. Re-evaluate and complete spaces at all locations
 - a. Complete space assessment at Main
 - i. Move Director’s office closer to the public service floor
 - ii. Finish the bookroom in order to create additional space for STEM expansion
 - iii. Expand and complete the Local History room
 - iv. Expand Children’s programming and storage space
 - b. Increase access to spaces for meetings, studying, and interviews across the system
- 2. Establish positive regard and reputation within the library and community**
 Strengthen the Library’s reputation as a trusted community partner by expanding services into the community.
- A. Actively engage with our community to publicize events and happenings
 - a. Have a presence at local events
 - b. Partner with community groups within and outside the library
 - B. Evaluate the donation policy and establish means and opportunities to recognize substantial gifts made by individuals, foundations, and/or corporate donors to the Great Neck Library
 - C. Seek underrepresented community groups to serve
 - D. Develop and utilize additional systems of communication
 - E. Extend the presence of the Library using promotional materials
- 3. Attract and retain high-quality staff**
 Exceptional staff who are supported provide innovation and outstanding service to patrons
- A. Acknowledge staff as professionals
 - B. Reevaluate the timekeeping system
 - C. Support and increase professional development opportunities
 - D. Create opportunities for team building and staff 80/20 inspirational projects
 - E. Ensure competitive compensation
- 4. Develop resources reflective of our community’s needs and interests**
 Create recognizable world-class programming to meet the needs of our diverse community
- A. Create opportunities for civic engagement
 - B. Strengthen interconnectivity through Local History documenting and memorializing histories of families arriving and living in the community
 - C. Advance collection development and programs in English and world languages
 - D. Introduce high-profile author events
 - E. Remove barriers and obstacles to registering for programs
 - F. Institute a Library of Things lending program
 - G. Expand and develop STEM lab services by continuing to add new technology and staff to support programming across all departments and locations

The committee reviewed the goal of “Environment, buildings, and spaces.” AH wondered how detailed this document should be since it is a five-year plan. He suggests not breaking it down into too many specifics. DC agreed with including just the right amount of detail. CO feels it’s okay to

list a few specifics so that they have something to report on. Listing them does not mean that those are the only things they will be working on. CO added that about five years ago she brought up several specific problems with the Local History Room (size, temperature, humidity, etc.) to the attention of the then director and board. She stated that those issues have still not been addressed but are important enough to include in this long-range plan. MH firmly believes that local history is a critical component of libraries. DC agrees but doesn't want to limit the reevaluation of spaces to the Local History room only. SK cautioned against too much change since over 11 million dollars was recently spent on the Main Building's renovation. MH understands but feels the community is intelligent enough to accept the reason for the changes. She also agrees with listing specifics on the plan. AM likes the ideas but noted that a budget does not exist to accomplish them. MH stated that is the purpose of the plan. Once its approved, the library can ask the community for the money needed to fulfill the goals.

The committee moved on to discuss the goal to "Attract and retain high-quality staff." DC said that they are changing the staffing models in order for the library to do the things it wants to do. This includes looking at the number of full-time and part-time positions. DC asked staff what they think the library can do to make them feel supported. CO said that everyone is motivated by money even if it's just a \$20 gift card to Starbucks. MH thinks staff should work collaboratively to support each other and recognize others' efforts. DP suggested having the Department Heads nominate an exemplary employee each month and celebrate them. AH recommends reevaluating the time-keeping system to provide some flexibility for supervisors. DP concurs and said this is part of acknowledging the staff as professionals.

The committee then reviewed the goal to "Establish positive regard and reputation within the library and community." AH shared that they do a lot of public events and that the majority of the feedback is positive. SS said it's important to get the word out regarding the library's great programming.

DC stated that she will finalize the document which will be presented to the board for approval at its next meeting.

The meeting adjourned at 7:32 p.m.

Submitted by Gina Chase

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Action Items

Denise Corcoran

1. Present final draft of Long-Range plan at the next board meeting for approval