

Great Neck Library
Branch Committee
Monday, April 23, 2018
Station Branch

Board Members

Josie Pizer (JP)
Barry Smith (BS)
Robert Schaufeld, Chair (RS)
Weihua Yan (WY)

Staff

Tracy Geiser (TG)
Alana Mutum (AM)
Charles Wohlgemuth (absent with notice) (CW)
Justin Crossfox (JC)
Irene Winkler (IW)
Denise Corcoran (DC)

The regular meeting of Great Neck Library's Branch Committee was called to order by RS at 7:05pm at the Station Branch.

Action Items

Denise Corcoran

- 1. Check with the school if the door in the office can be sheet rocked when the room is converted into a silent study room.* DC explained that all school related items will be addressed here. The meeting with the Great Neck School's Assistant Superintendent took place as planned. The old plans and the new were submitted for review. The plans will be reviewed by the School Board. They will decide if the plan needs to go to the SED. The SED, of late, has been quick to respond. The anticipated response is approximately 1 month. The plan is expected to go through without a problem. Elisabeth Martin is aware of the time frame. Further follow up will be on Monday. The School Board is a supporter and happy to have the branch there.
JP looked to confirm that the outside space with shade was included in the plan. DC agreed and noted that he was amenable to the idea.
JP asked if the 4% escalation was addressed. DC commented that the item is in negotiation. It is looking good. There will be updates.
RS noted that Elisabeth Martin will make the presentation next month on Station. The Library can get a quicker approval with Station. Ms. Martin will be presenting the initial drawings.
- 2. Contact Xerox to see if the scanner function can be activated on the copier to eliminate the scanner.* DC reporter the copy machine has the ability to scan.
- 3. Secure information on the Haworth ottoman from Ms. Martin.* The ottoman is included in the packet. Ms. Martin has seen it on college campuses. It looks durable. It has the option to be covered with faux leather which is easier to care for.
- 4. Contact the school to secure the procedure for submitting the renovation plan for approval.* Covered in item 1.
- 5. Check if the school will look at the plan in advance and comment before the construction documents are drawn.* Covered in item 1.

Charles Wohlgemuth

1. *Contact the school to see if the air vent in the planned Children's Room can be moved for the door to be cut.* In the absence of CW, DC noted that the item was part of the conversation with the school.

Public Assembly Permit

DC noted that the permit for Parkville is still in process.

MDA Plan Revisions

DC shared the current plans have been sent out. They are also in the packet.

Station

DC noted that Ms. Martin got the AutoCAD plan for Station and found that the plan was different from the original provided. At the next meeting, Ms. Martin will address any issues.

BS suggested addressing the Green campaign that the Library has been looking at. JP noted that lighting will be LED. DC shared that CW secured a list of proper fixtures and it was sent to Ms. Martin. She will change the bulk of the fixtures, except for certain statement pieces.

JP added there is more the Library can do with low pressure flushers to save water. Electric dryers can replace paper towels. The committee needs CW to weigh in.

DC added that the Green campaign needs to be addressed for the environment as well as fiscal impact. Funders will want to see the effort.

Lakeville Furniture Update

TG directed the committee to the packet to view the furniture options. Three vendors were investigated. TG reviewed the items. IW noted that there are 6 computers, not 5. For the Circulation Desk, an additional chair will be needed for the break area. DC noted the plan can be changed as needed.

TG further explained that the branch should be painted. There will be a need for a decision on color.

WY questioned the cost of the tables. DC cautioned that the tables must be commercial grade for durability and warranty.

AM suggested a color scheme of white trim with light grey walls. The light color will make the space look larger.

DC noted that Lakeville needs to be different, but have some continuity to tie in. The front signs need to be replaced. There is also concern for the need for permission for the signs if lit. An estimate will be secured.

TG added that Steve Kashkin is looking into the previous vendor of the multi-lingual signage that are hanging at Lakeville and Station. The signs date back to 2011. AM suggested TV screen to promote events. DC noted that they are under investigation for all branches.

RS asked if the computer tables will be replaced. TG noted they are built in.

IW cautioned that the layout is awkward. The chair does not push in. DC noted that it needs to be addressed.

IW asked for a literature display to be included, as well as a shelf unit for displaying new books.

TG further explained that the rugs will be steam cleaned. The branch will be painted. The 2 displays will be investigated. The signage will be addressed.

DC moved to the staff area. There is no office or dedicated staff room at the branch. The intent is to create some privacy. TG noted that the area can be defined with something similar to a hospital curtain. There are library motif curtains available. The curtain can be opened and closed as needed.

RS asked if the furniture could be configured differently. DC explained the plan is a replacement. Without reconfiguring the space, there is nothing to be done differently. The plan is to do as much of an upgrade as possible and give the branch a renewed look.

BS addressed the staff members and asked what they needed. IW noted the tables need to move easily; they are constantly being moved. DC offered to order in some samples of the chairs to try out.

AM noted the community would appreciate the opportunity to weigh in. IW added that the patrons would prefer a cushioned seat.

RS asked DC to contact Ms. Martin. She may be able to make suggestion for seating and tables and get a better price. BS suggested having Ms. Martin look at the space.

RS cautioned that there is not much to do. She could suggest different brands and colors. With her contacts, the Library may get a better deal with buying for Station and Parkville. WY suggested using the same materials as the other branches and changing the color.

RS asked that the tables have wheels. Best scenario would be for the branch to be able to set up without maintenance.

DC explained that she looked at the tables in the meeting rooms at Main. It is difficult to tell if they are sturdy enough for constant use.

BS shared that it would be helpful for Ms. Martin to take a look at Lakeville. DC suggested having the next meeting at Lakeville.

AM noted that branch heads are about to rotate. IW commented that the staff has been wonderful throughout the change and very helpful. JP shared that she is thrilled with how each has handled the move. Each branch head has brought something new to the branches. BS added that this is an exciting time of change. The change has brought different ideas and created opportunity for supporting each other.

DC shared a situation where AM went above and beyond with a patron. An older patron needs someone to depend on. AM will stay in contact via email to assist her.

DC pointed out that CW and his staff touched up the paint in the meeting room at Station.

The meeting was adjourned at 7:45pm.

Submitted by J Eckartz.

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Denise Corcoran

1. Follow up with the School Board on the approval of the plans for Parkville.
2. Report on negotiations of the 4% escalation clause in the Parkville lease.
3. Investigate and price signage for Lakeville.
4. Investigate reworking the computer tables at Lakeville.
5. Contact Ms. Martin and ask her to give input on Lakeville.

Tracy Geiser

1. Investigate 2 display units for Lakeville—literature and books.