

**Great Neck Library
Branch Committee**

Monday, December 4, 2016
Station Branch Library

Board

Marietta DiCamillo (MD)
Francine Ferrante Krupski (FFK)
Varda Solomon (VS)
Michael Fuller, Chair (MF)

Members of the Public

Josie Pizer (JP)
Marianna Wohlgemuth (MW)
Naomi Penner (NP)

Staff

Kathy Giotsas, Executive Director (KG)
Tracy Geiser (TG)
Charles Wohlgemuth (CW)

Invited Guests—Branch Heads

Kathleen Cotter, Station (KC)
Justin Crossfox, Parkville (JC)
Ruth Klement, Lakeville (RK)

Call to Order

The meeting of Great Neck Library's Branch Committee was called to order December 4th at 7:35pm at the Station Branch by MF.

Action Items

MF thanked all for attending. KG was asked to start.

Kathy Giotsas:

- Contact the landlord for Lakeville regarding renewal of the lease and the potential availability of a larger space.* KG shared that she spoke to the landlord and there may be a possibility of taking over the pet store. It is slightly larger than Lakeville's current space—1542 sq. ft. versus 1580 sq. ft. The current space currently costs \$90 per sq. ft. MF noted that the current rate is closer to \$40 per sq. ft. KG commented that the Library is in a better negotiating stance. The Library has the funding to pay. MF added that the lease is up in May. VS cautioned that with a larger space, even at a lower cost per sq. ft., the Library will be paying more. MF noted that the conversation needs to be taken to the Finance Committee. This is currently an idea. The possibility needs to be assessed and costed. MF noted that the landlord turns over the space in white box condition and the Library would have to build out.
- Cleaned out the back room at Parkville by the end of November.* KG directed to TG. TG explained that she and CW on Saturday had a dumpster and Jani-King staff at Parkville. The furniture is gone except for a few pieces that will move to Main. The boxes of books are still there. KG shared that she is looking for a shelving company to facilitate the move. MF expressed concern for the back room not being available for programs.

- TG noted that the 400 boxes of nonfiction could be moved back to Main to open up the room. MF asked to make it a priority.
- CW noted that the school will clean the room once it is empty. They will need about a week.
3. *Clean out Station.* KG explained that the back rooms at Station are cleaned out, except for a couple of pieces that are to be kept and moved to the branches.

KC noted that there are about 50 boxes of Children's books that need to be shelved. With current staff levels, about 2 boxes are shelved per day.

MD asked KG for a proposal to add staff to shelve the books.

KG explained the 2 options—temp staff or a shelving company. There is 1 estimate from a shelving company for \$33,500. It would take them 1-1 ½ weeks to shelve all books at all branches. There are no more than 1,000 boxes left to shelve.

RK noted that the Lakeville boxes have not come back yet. There are only 10-15 boxes that went into storage.

KG commented that college kids would need to be tested for accuracy in shelving. They would be paid \$10 per hour.

MD commented that the boxes should hold approximately 40K books. There is space at Main and at all of the branches.

MF expressed interest in ramping up ordering of new books. KG shared that the Library has started purchasing.

MF shared that there is a lot of feedback from the patrons on empty shelving. Books need to get on the shelves ASAP. If paying a company gets it done in about a week, it would be the favorable choice. MF asked KG to get more bids.

KG explained that the books would be shelved, the discards pulled, and the shelves tightened. The process would be done repeatedly. Approximately 1/3rd of the books will be discarded, leaving approximately 28k books.

KG noted that the Library does not have many pages, maybe 5.

MD asked for an explanation of why American Libraries did not shelve all of the books.

KG explained that American shelved some books and the librarians weeded. They would not interfile. They were limited in what would fit on the shelves. KG agreed to contact Gary about the shelving of the books. The bill is not paid in full.

MD shared that she called a Main Building meeting to address the topic.
 4. *Put together a budget for the dumpsters, the clean-up, and the like.* KG noted that the 10 yd. dumpster cost \$300 and the 20 yd. dumpster cost \$450. There is a need for 1 more dumpster at Parkville to finish up.
 5. *For the next Branch meeting, the Branch Heads will be covered to attend the meeting if needed.* Done.

Charles Wohlgemeuth

1. *Secure a quote on painting Lakeville.* CW commented that he secured 2 bids. The first is \$1,700 to paint around the books and \$2,500 to remove the books. The second is \$1,800 to paint around the books and \$2,700 to remove the books. VS suggested holding off if Lakeville's space might change.

RK requested that it wait until the space is decided.

2. *Secure a frosted spray to coat the windows for the back room at Parkville, as it is currently a staff space only.* CW suggested covering the glass with paper temporarily. Once the room is converted to the Children's room, it cannot be covered.

MD suggested a double glass door for visibility.

JC asked not to cover the glass, visibility is important.

Marietta DiCamillo

1. *Email the list of planners that were used in the past to MF and KG.* Done.

Michael Fuller

1. *Plan the meeting in early December to invite the public into Parkville for input on the branch.* To be discussed later.

Suggestion Boxes

MF asked if there had been any responses in the suggestion boxes for improvements to the branches.

The Branch Heads had none.

JP stressed the need to solicit people to make suggestions.

Agenda: Parkville

MF noted that the books have not been removed from the backroom and the furniture has been removed, with a few exceptions.

MF asked JC what he would see for the room until it is set up as the Children's Room.

MD expressed interest in the Children's moving right back. Move all the shelving from the front room back. There is a desk coming from Station. A librarian needs to be hired.

KG cautioned that professional movers need to be hired to make sure that the shelves are secure.

MF asked KG to get 3 quotes.

MD noted that with a larger room, there may be a need for additional materials.

VS noted that there will be a need for 3 quotes for space planners.

MD noted that she sent 3 names to the office that had been tapped on previously.

MF asked for ideas for the 2 front rooms at Parkville. They could be used temporarily for programs with the Children's moving back.

Station

MF noted that most of the furniture has been removed from the back.

KC noted that there is 1 more desk to be discarded if CW could handle it.

KC noted that the Adult and Media collections are shelved. The Children's is behind.

MF noted that the Library should do a public image analysis. It may be better to pay and get the books out then to drag it out.

MF asked if the same space planner would be used for Station as Parkville.

MD noted that there will be 1 RFP for bids on both. There needs to be greater effort to elicit ideas from the public.

KC suggested asking Cindy Simetti to make up a flyer to solicit ideas that would be used in all the branches. KG agreed.

KG noted that a town hall meeting could be done at each branch.

RK stressed that the BOT needs to be present.

MD commented that there is many nights open in January. Sunday afternoon is a possibility.

Lakeville

MF commented that the Lakeville branch was discovered as a result of Main closing.

RK thanked KG for approving programs at the branch. Lakeville is currently the craft hot spot for kids. Adult programs are beginning.

RK explained that in the bathroom, the grab bar is poorly placed at the back of the commode and is basically useless. The problem needs to be addressed.

MF expressed interest in making a recommendation to the BOT to formally approach the landlord to rent the Pet Co. space if available.

MD explained that consensus is needed for the committee to proceed.

MF looked to the committee members as to whether they were in favor. All agreed to investigate.

KG noted that the landlord said he would reconfigure the space to the Library's needs.

Staff Levels at the Branches

MF looked to confirm that the branches are adequately staffed with Main reopening.

MD stressed that KG needs to address Personnel and then take the needs to the BOT.

MF asked KG to speak to each of the Branch Heads to be in a position to put together and make a presentation on staffing levels.

Branch Hours

VS looked to the Branch Heads for input on the new branch hours.

RK commented that the Lakeville hours are excellent, especially the 10:00am-9:00pm on Wednesday.

KC noted that the patrons at Station were squawking in the beginning, but it has leveled out. The Sunday closing remains a problem.

JC noted that patrons are upset that the Parkville branch does not open until 10:00am on Monday and Friday. The patrons want the Monday night back. The branch is currently open Tuesday, Wednesday, and Thursday evenings.

MD asked KG to make a recommendation to the BOT.

RK added that she would like to add a second evening. Lakeville is already open on Wednesday. Any other evening would be fine, except Friday.

MD asked JC how many patrons are complaining.

JC responded about a dozen. They are asked to write the request, but they object.

VS suggested informing the patrons that you need it in writing to take to a meeting as back up.

MD posed asking the patron if you could use their name regarding the request to make a list.

FFK commented that 12 aren't enough. The Library needs to serve the public.

MF noted that he would like to see the traffic numbers.

Open Discussion

Ms. Penner commented that only Main is open on Friday nights. It would be best for another branch to be open as well.

Ms. Penner suggested that when the Library has the branch meetings, the patrons be emailed to attend.

Ms. Penner explained that she went to Parkville and no one was at the front desk. Eventually Maureen, the librarian, came up to assist. It is not safe for someone to be alone. There should be at least 2 staff members at all times.

JC added that theoretically there are always 2. The problem arose since Main reopened. JC shared that he has been there alone frequently.

TG noted that there are new hires to fill the gaps.

Meeting adjourned at 8:45 pm.

MF noted that the next meeting will be January 4th at Lakeville.

Submitted by Jamie Eckartz

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Action Items and Recommendations

Action Items:

Kathy Giotsas:

1. Formulate a proposal to add staff to shelve the Children's books at Station.
2. Secure additional bids from shelving companies to complete shelving at Main and the branches.
3. Contact Gary of American Libraries about the shelving of the balance of the books.
4. Once back room at Parkville is emptied, move the Children's Room back. Get bids from professional movers to move the shelving. Hire a librarian.
5. Ask Cindy Simetti to make up a flyer to solicit ideas from the patrons that would be used in all the branches.
6. Speak to each of the Branch Heads to put together and make a presentation on staffing levels to Personnel and the BOT.
7. Evaluate branch hours and make a recommendation to the BOT for additional hours where relevant.

Tracy Geiser

1. Remove the 400 boxes of books from Parkville.
2. Arrange dumpster to finish cleanout of Parkville.

Charles Wohlgemuth

1. Remove the desk from the floor at Station to be discarded.
2. In the bathroom at Lakeville, the grab bar is poorly placed at the back of the commode and is basically useless. Address the item.

Michael Fuller

1. Plan town hall meetings at each of the branches.
2. Make a recommendation to the BOT to formally approach the landlord to rent the Pet Co. space if available.