

**Great Neck Library
Branch Committee**

Thursday, January 5, 2017
Lakeville Branch Library

Board

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

Members of the Public

Jerry Kirschner
Cynthia Miller
Joyce Lin
Alix Raine
Patricia Newhart
JoAnn Farley
Alison Belfiore
Joanne Stoleve
Ellen Dresner
Alan Solomon
Cynthia Gottliele
Jane Chatelain
Chris Janson

Staff

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

Staff Guests

Justin Crossfox, Parkville (JC)
Mina Pathak (MP)

Call to Order

The meeting of Great Neck Library's Branch Committee was called to order January 5th at 7:35pm at the Lakeville Branch by MF.

MF thanked all for attending and noted that the turnout was indicative of the resurgence of the Lakeville Branch. MF asked the committee to introduce themselves to the members of the public.

MF explained that the meeting is primarily to focus on Lakeville Branch—now and the future. A moment of silence was called to honor Ruth Klement—the heart and soul of the branch.

Action Items

Kathy Giotsas:

1. *Formulate a proposal to add staff to shelve the Children's books at Station. With money in the budget, shelvees have started and will be complete by the end of next week.*
2. *Secure additional bids from shelving companies to complete shelving at Main and the branches. To date there are 2 bids in for shelving the boxes. American will be contacted to make every effort to get them to finish shelving at Main.*

3. *Contact Gary of American Libraries about the shelving of the balance of the books. In process.*
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. The boxes are out of Parkville and the back room has been emptied. The Children's Room has not been set up in the back yet. The books are back at Main and need to be shelved. A librarian has not been hired yet. MD asked for a target date for completion. KG agreed to February 28th or sooner.*
5. *Ask Cindy Simeiti to make up a flyer to solicit ideas from the patrons that would be used in all the branches. The flyer is done. JC is planning an open house at Parkville for feedback. MD asked to have the Trustees in attendance at the meeting. KG agreed. MF commented that there will be a meeting for each branch.*
6. *Speak to each of the Branch Heads to put together and make a presentation on staffing levels to Personnel and the BOT. The staffing needs at the branches have been filled. The Library is in the process of hiring 2 part time librarians. The position for Branch Head at Lakeville has been posted. All librarians have been helpful in covering the vacancy at Lakeville.*
7. *Evaluate branch hours and make a recommendation to the BOT for additional hours where relevant. The requests for staffing will be made as needed.*

Tracy Geiser

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

Charles Wohlgemuth

1. *Remove the desk from the floor at Station to be discarded. Complete.*
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. Complete.*

Michael Fuller

1. *Plan town hall meetings at each of the branches. In process.*
2. *Make a recommendation to the BOT to formally approach the landlord to rent the Petland space if available. Under consideration.*

MF shared with the committee that the goal is to make the branches the best that they can be. With open eyes and open minds, the branches will be made the best.

Lakeville Branch

MF noted that there were a number of changes to Lakeville when Main was shutting down. Shelving was moved to redefine the space. Programs were added. It is important to keep the momentum going and keep the branch vital and vibrant.

The Library is in the process of exploring more space for Lakeville. It is the smallest branch and is heavily used. The number 1 focus is to add space and programs.

MF asked the committee for input.

VS shared that Ruth Klement wanted more terminals and chairs. All that has been brought in will stay.

MD noted that the furniture is shot and needs replacement.

MF informed that the Library has set aside money for the branches to cover new furniture, computers if needed, carpeting, painting, and the like. At the present, there is no rush to do work at Lakeville, in the event it expands.

MF asked that the members of the public share their views.

Chris shared that he was concerned that the branch may close. With knowledge that it won't, he asked that the Library consider more night hours and programs.

KG noted that the hours have been expanded to include 2 nights—Wednesday and Thursday-- until 9pm.

Jerry shared that the lease is expiring possibly in April and asked if the branch would remain in the same space.

MF explained that the lease is up in May and that there is no intention of leaving. The Library is currently in negotiation to renew the space and possibly adding to the current space.

MD shared that there is a vacant building close by. The Library will investigate the availability.

VS noted that free parking is a big consideration in selecting space.

Cynthia commented that Lakeville needs to expand and asked if the Library would consider taking over Petland.

MF noted that there is a possibility that Petland will not renew its lease and the Library is currently investigating.

MD noted that Lakeville cannot do programs. Meetings take up the whole space. Lakeville needs more space and must remain in walking distance to the current location. It is the goal to provide services. Lakeville has been shorted because of its size. Ruth's persistence has made the BOT aware.

Barbara reminded everyone of the fire that closed the branch for a while. The 2 stores combined would be great. The community has 4 libraries to service the patrons.

Alix asked that there be a memorial to Ruth and her achievements. Could the branch be named after her?

MF noted that there has not been a situation like this before. The Library is open to suggestions to memorialize Ruth. There are funds to cover the choice, but it has not been discussed yet.

MD added that the decision on space comes before the decision on the memorial. The branch could be named in her honor as long as Great Neck Library is included in the title.

MF cautioned to check legal.

Joyce noted that if the branch could not be named in her honor, possibly a room could be.

Pat shared that she is President of the Lakeville Civic Association and came to represent the elderly in the community.

JoAnn suggested that the Petland location is better for the Terrace. Naming a room for Ruth would be a good choice.

Alison noted that she was very impressed with Ruth and had a lot of respect for her. The committee looks like a good group to do the right thing for Ruth.

MD shared that Ruth earned it.

Joanna shared that as the mother of 2 young children and has been coming to Lakeville since her son was born. Her family comes early to get seats at the Wednesday and Friday crafts. The International Game Day was a lot of fun. Story hours would be great at Lakeville. There are a lot of young families in the Terrace and they would come.

Sharon shared that she is pleased with the branch.

Ellen asked if a needs assessment for patrons has been done. Ruth had a good pulse on the community. If talking about expanding, it behooves the Library to really look at the patrons and their needs.

KG acknowledged the need to gather information. The Library can use email or a monkey survey. The Library would like to hear from those who do not use the facility and ask why and how to serve them.

After lengthy discussion MD noted that the Library needs to secure the space first. There will be a new branch head, hopefully with a beat similar to Ruth.

VS shared that the Library is now in year 6 of the Five Year Plan. The plan was postponed with too much going on with Main. The strategic plan development requires input from the stake holders—the patrons. Hopefully the process will address all questions.

Ellen cautioned that all need to be brought in—elderly, young, and foreign speaking residents.

Alix asked what percentage of the population uses the Library.

MD noted that 10% of the population has Library cards.

MF explained that the Library is tax payer funded. It is always trying to serve as many as possible, constantly seeking to improve. The dynamics are constantly changing and the Library is looking to help.

MD commented that the Library is securing an Outreach person. The position has been redefined since Muriel Turk. It will be this individual that develops strategy to get people in.

Chris asked if digital marketing skill is a component for the candidate.

MD shared that small focus groups will be formed to speak to the users in each area, looking for input on improving attendance. In the past 5-6 years, the number of books being checked out has decreased, partially affected by digital media.

Ellen looked for the Library to revive the Strategic Plan and to focus on patrons where English is not their first language. The Library needs to figure out how to bring them in.

VS shared that the Library provides a discussion group for English language learners. The Library has provided celebrations for Cinco De Mayo, Asian New Year, and Persian New Year. The conversation group has been so successful that it split first into 2 groups of beginner and advanced. Now, instead of meeting every other week, the groups are meeting weekly. The patrons are bringing others in. The goal is to win patrons 1 at a time.

Ellen complimented that beginning of the process and asked for the Library to build on it.

VS asked all in attendance to tell their friends what is going on.

MF shared that there will be a meeting at Station in February and Parkville in March. The Library is looking to improve all of the branches.

MF thanked all for attending and asked all to submit email addresses for contact.

The meeting was adjourned at 8:25pm.

Submitted by Jamie Eckartz.

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Action Items and Recommendations

Action Items:

Kathy Giotsas:

1. Meet target date of February 28 to complete shelving books at Main.

Email addresses provided by patrons:

Joyce Lin Janelle8661@YAHOO.COM
Cynthia Miller cymiller@verizon.net
Chris Janson cjpopeye@hotmail.com
(feel free to contact me re:
Google for Nonprofits)

Patricia Neubert njpkc4@aol.com