

**Great Neck Library
Branch Committee**

Wednesday, June 22, 2016—7:30pm
Lakeville Branch Library

Board

Marietta DiCamillo (MD)
Francine Ferrante Krupski, Chair (FFK)
Varda Solomon (VS) (absent with notice)
Josie Pizer (JP)
Michael Fuller, Chair (MF)

Staff

Kathy Giotsas, Executive Director (KG) (absent with notice)
Tracy Geiser (TG)

Guest Staff

Ruth Klement (RK)
Justin Crossfox (JC)
Kathleen Cotter (KC)

Call to Order

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

Floating Collection

MF addressed the committee to discuss how and what floats. RK noted that the best items for the Lakeville Branch are Adult Fiction, Large Type, and Children's. The influx of new books has been a major asset. When the shelves are full or there are multiple copies in the branch, books are moved to another branch. Travel is good, but they don't float. MF asked for an approximate percentage of what is floating. RK noted that 40-60% is floating.

MD asked RK if floating works because the Lakeville collection is missing materials. RK agreed. MD noted that each branch should have its own collection and eliminate the need to float. The purchasing policy needs to be evaluated to provide better representation at each location. MF noted that there has been effort and expense to establish the branches. They should not be the repository for old books.

RK commented that the downfall to floating is that too many copies land in 1 place and they must move out. Lakeville tends to feed Parkville first because it is the farthest away. MF noted that this a common sense approach. Individuals have made good decisions. MD stressed that the procedure needs to be memorialized. The next group will have something to reference.

KC noted that lots of books come to Station and they have to be diligent to move books out. RK added that weeding is constantly done. If not, there is no room. KC agreed. KC weeds Adult and Judy Snow weeds Children's. RK noted that when lists came with details of last circulation and how many times the book circulated, the branches were able to weed more aggressively. There was caution not to be too

aggressive, not to have empty shelves. KC added that there tended to be focus on specific collections. The weeding needs to be done overall.

KC commented that floating is not as beneficial to Station. In purchasing, Station tends to get the second copy, which means a lot of books are assigned to Station.

JC noted that Parkville is more contained and sees less float items coming in.

MD shared that as a patron, she would go to Parkville and see the lack of resources on the shelves. This incited her to get involved. The purchasing policy needs to be corrected—the branches need their own collections. MF added that the branches are important to the community. The branches will be stronger. At first, they will appear to be bare when the books return to Main. Then they will be built up.

KC commented that the branches purchase Nonfiction and the balance is channeled through Main. JP directed TG to get recommendations from the branches at the weekly meetings for purchasing. RK suggested that for Foreign, the Library seek out a panel of patrons to recommend books that they would be interested in. The Library may be able to purchase books more desirable to the public.

KC explained that popular authors are purchased through Baker and Taylor AYAT. The librarians also watch for other books that pop up and are in demand. NYT is late in their reviews. NPR is a good source. KC noted that each Reference librarian has a collection to purchase.

MD asked TG to assist the Trustees in learning how books are purchased.

Parkville Branch

JC shared that he would like to develop Manga and Anime collections and showcase at the front of the branch. The collections could be launching points for programs. MD noted that wish lists should be forwarded to Kathy Giotsas and Neil Zitofsky.

MF commented that the BOT has set aside money to freshen the branches. JC shared that the back room at Parkville will become the Children's Department and the old one will become public space—Community Room.

JC shared his vision for updates at Parkville. The current silent study room could be converted to a group study room. The current Reference Office could be reconfigured to a small conference room that would house possibly 6.

MD shared that the BOT has planned to hire an architect to revamp the space. For now, keep plans on a lesser scale. The facility is not cohesive. As the school relinquished rooms, Parkville grew.

JC noted that the old Children's space is awkward in shape. If the swoopy glass wall was removed and the room squared off, it would make for a better space. The nook on the side could house another public computer.

The current staff room can be repurposed for quiet study with desks around the walls and in the center. MD added that the Main setup could be used as a guide. MF noted that the electric and wireless will need to be stepped up. MD commented that the sink would have to move to the Community Room.

The Children's Room will be a later discussion. MF stressed to learn from Main. MD added that a full time librarian would be required. Parkville cannot have an unmonitored room. JP suggested pushing the

school to install a push board on the door to make it an emergency exit. MD commented that the space planner should be utilized for the space.

JC noted that he did not include a Children's librarian in the staffing needs. There is uncertainty where the staff is controlled through Parkville or Main. MD noted that her preference would be branch control. JC agreed and will update his staffing requirements to include the librarian.

MF asked JC to address hour changes that occurred with the closing of Main. JC shared that only Monday night was added. He has not looked at the numbers to see how well the library was utilized. JP asked him to look at the numbers and report back.

Station Branch

KC commented that the hours at Station had increased from 2 nights to 4 nights and Sunday. The nights are well populated and the public would like it to continue. MF noted that Station took the highest increase in patrons due to Main's closure. KC added that patrons shop in the plaza and visit the library. The plaza has increased traffic with the gym, Best Market and Starbucks. The branch will need increased staff. FFK cautioned that many patrons will return to Main.

MD commented that the patrons will return from where they came. The renovation was a major 2 year project. If the branches have more hours, the patrons will move around. The Library needs to be discretionary in doling out hours. There will be a need to hire staff for Main and there is a fixed amount of money to do so. MF noted that the patrons got turned on to the branches with the closing of Main. They can go anywhere they choose. FFK suggested that the hours go back to what they were and revisit expanded hours later.

KC commented that with all the furniture coming into Station, the shelving opportunities are great. The Reference desk will move up to where Pam Levin's desk is now. The L-shaped desk enables visibility to the Circulation desk and Children's. Station will need a Children's librarian. Since the branch has moved upstairs, the department has expanded.

Where Media currently resides, KC would like to remove the center shelving and bring back the tables for study space. The set of shelving that blocks the window is still in review. TG noted that lower shelving may be preferable. The Quiet Study should remain as is.

The small Reference office could be converted into a tutoring room and be reserved on Event Keeper. The Reference shelves could be repurposed for Biographies.

KC noted that the Children's Room will stay as is for now. Deidre Goode needs to decide what is staying at Station. It is uncertain whether the computer tables are staying or leaving. MF added that it is most likely that they will stay.

MD noted that there are a lot of book carts around Station. KC explained that there are too many books. When the Main materials are removed, the shelving will be ample.

Looking to the back rooms, those with windows would be great for public spaces. The kitchen would need to be moved. MD added that the wall could be removed between the offices to make a better space. The space planner should be brought in to deal with the disjointed space. It can be improved.

Lakeville Branch

RK commented that prior to closing the hours were 9-6. The 10-6 is working well. Wednesdays were 12-8. If the hours could be shifted, the Wednesday is much better with the 10-9. The branch could benefit with a second night. It only requires 2 clerks and 1 librarian to keep it open.

RK noted that the tables and chairs for the public need to be replaced. Parkville is sending over 6 black chairs for the computers.

The front portion of the branch recently had the carpet replaced. The back half is 15 years old and worn. Charlie Wohlgenuth had informed her that the replacement had been approved and the samples are under the desk from Mr. Katz. MD noted that that had to be investigated.

RK commented that the configuration should remain the same. The big wish would be to take over the Petland space and double the size of Lakeville. MF noted that the lease for Lakeville is up in May 2017. It needs to be addressed. MD inquired if there was a larger space available in the area. RK noted that since the mini mall came in, there is not. The parking is great and H-Mart has brought in traffic.

MF inquired if the extra space is warranted. RK noted that traffic is up and the staff has given a group effort for success. RK noted that this is a wish.

MF noted the need to talk about the lease. The 11 months is a short time span.

RK noted that the new configuration has been workable. The branch needs to be painted. Increased programming would be beneficial. Current programs have good numbers. Programs for multi-language would be interesting, like a Korean book group led by a patron.

TG suggested mobile shelving for the branch. It would allow the books to be moved to open the space for programming.

Meeting adjourned at 9:10pm.

Submitted by Jamie Eckartz

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Action Items and Recommendations

Action Items:

Marietta DiCamillo

1. Policies for floating and purchasing need to be reviewed and memorialized.
2. Investigate if the carpeting for the rear half at Lakeville has been approved by the BOT.

Tracy Geiser

1. Work with branch heads to secure recommendations for purchasing for the individual branches.
2. Assist the Trustees in learning how GNL purchases books.
3. Work with JC to update the staffing figures at Parkville to include a Children's librarian.
4. Work with JC on the figures for Monday nights to see if remaining open is a valid concern.

Michael Fuller

1. With Lakeville's lease expiring May 2017, investigate the process for renewal.