

**Great Neck Library**  
**Branch Committee**  
Wednesday, March 22, 2017  
Station Branch Library

**Board**

Michael Fuller, Chair (MF)  
Marietta DiCamillo (MD)  
Douglas Hwee (absent with notice) (DH)  
Robert Schaufeld (RS)

**Staff**

Kathy Giotsas, Executive Director (KG)  
Tracy Geiser (TG)  
Charles Wohlgemuth (CW)  
Justin Crossfox, Parkville (JC)  
Kathleen Cotter, Station (KC)  
Alana Mutum, Lakeville (AM)

**Members of the Public**

Alix Raine  
Marianna Wohlgemuth  
Roberta Martin  
Meryl Root

**Call to Order**

The meeting of Great Neck Library's Branch Committee was called to order March 22<sup>nd</sup> at 7:30pm at the Station Branch by MF.

MF thanked all for attending and invited all to join in on a walkthrough of the back end of Station.

**Tour of Station**

MF noted that the back rooms are where the Library is looking to make changes.

KC opened the emergency door that led to the freight elevator. It is a common space where nothing can be stored. There was broken glass and a table in the area. CW agreed to contact the management to have the area cleaned up.

MF shared that the back offices can be redefined by taking down walls. There is potential for installing the STEM lab.

Starting at KG's old office, MF made note of the contents. In KG's old office, there are 3 boxes, a shelving unit, 3 pieces of art, and a file cabinet. In the office that was the Business Office, there is a desk, a computer, and 2 pieces of art. . In the old Program office, there are at least 12 book trucks, a fax machine, and 2 computers.

MF, looking at the old Reference office, suggested making it all glass so that the line of sight would be optimized. The room could be used as a tutoring room and the glass would provide total visibility.

The doorway to the back area could be opened up by shrinking the closet.

**Action Items**

Kathy Giotsas:

1. *Meet target date of February 28 to complete shelving books at Main.* KG noted that the branches have shelved their books. MF noted that there are 10-15 boxes in the back at Station. KC explained that the branch is short staffed. The 50 boxes that came from Main were mostly 800's and 900's. The boxes will be looked at and shelved in the back on the shelves near the handicap access bathroom. MF asked if additional shelving will be required. KC shared that the current shelving is adequate. JC explained that Parkville received mostly 900's and they are shelved.

AM shared that Lakeville has no extra room and the branch is very full.

MF commented that the only problem is Main.

KG explained that there are a lot of 600's to be dealt with. Poetry and Plays were shifted and they will now fit.

## **Lakeville**

MF welcomed AM as the new Branch Head for the Lakeville Branch.

AM shared the expansion is in the best interest of the branch. Photos were distributed of the current Petland space.

KG distributed floor plans of Lakeville and Petland. KG shared that Lakeville's square footage is 1,542 and Petland is 1,580.

MF explained that the update is in discussion. There are talks with the landlord on pricing of the current space and potential incentives for taking over the additional space. The Library needs to view the need for the additional space, looking at usage of the branch. The expansion would make the branch much larger.

AM shared the program room and children's space would be beneficial and would not to infringe on the other patrons. At programs, Lakeville has had up to 30 participants for children's crafts. The Sticks in the Stacks group would like to expand to weekly.

TG echoed AM and shared that watching the Friday night walk in crafts, the space would be beneficial. On a Friday night, there were as many as 50 patrons in the branch.

MD explained that as Treasurer, she has to look at the full picture. The Library is currently spending \$50K plus utilities, monthly, on rent for the 3 branches. . At present, the Library must be careful in increasing the rents, there must be a need submitted with solid grounds to make this commitment. Doubling Lakeville is a serious consideration and without having complete research cannot commit.

MF noted that once the best deal is worked out, it will go to Finance for consideration. MF stressed that Lakeville will not be closed; it is the expansion that is to be seen and all Trustees, present, agreed.

KG shared that she is in negotiation and asked when the BOT would step in.

MD explained that the BOT are lay people. They will confer with the Director and Attorney when negotiations are close to the end. Peter Fishbein will be requested to join in these discussions at this time.

MF noted that KG has been negotiating and the numbers are down from what is currently being paid. There is effort to bring the numbers down whether or not there is expansion.

MD reminded the committee that the goal is to make each branch unique. They should not all offer the same services.

MF shared that there is intent to name something within the branch in memory of Ruth. There was a suggestion to name the branch after her. The final decision has not been made but that is a serious consideration

## **Parkville**

JC shared that the back room is being used for programs. The chairs are there and are moved as needed. Some groups do meet up front for easy access.

MF shared that the next meeting will be at Parkville. It is time to bring in a professional to repurpose existing room and also make Parkville unique. MF asked JC to think about the identity of the branch for the next meeting.

## **Station**

MF directed that committee to the diagram of the branch. Most of the changes will be in the top and back areas. The intent is to open up the space to the Public for different uses.

MF explained that a grant has been filed for 3D printers. The STEM lab could be housed at Station, making it the tech branch. There is potential of expanding the study room and adding computers.

MF shared that a space could be configured for seniors with large print books and providing a quiet space.

MF further explained that the Library is open to ideas and will bring in a professional to make what the Library and community wants fit.

KC explained the population at Station consists of kids, families, seniors, and people that stay all day. There are also business people that cycle through. The Station patrons are big readers. The STEM lab has potential of bringing in more patrons.

AM cautioned the STEM equipment is very expensive. The Library will need cameras to watch. The study room may be a better suited space. It will be visible to the patrons and advertise itself.

MD added that the staffing configuration may change. Walls will come down and perhaps staff added and that when reconfiguring not to think under existing parameters.

MF shared that the old Reference office will be reworked to make all of the walls glass. The doorway will be opened up to make a wider entry way.

MF asked CW if the staff room could be moved to KG's old office in the far back. CW noted that it was doable.

MD shared with the committee that the objective is to come up with an idea and have a recommendation for an RFP for the professional. The space needs to be maximized.

RS agreed that the staff room should be moved to KG's old office and shelving added where needed.

KG shared that a room with a kitchen will be ideal for programs such as cooking and crafts.

TG agreed with KG on the space with the sink, especially for cooking programs. The STEM lab up front would be beneficial for publicity.

KC asked that the Community Room be kept the size it is. It is filled to capacity at many programs.

MF noted that the Community Room might be moved to the back, maintaining the size.

KC shared that the computer questions have diminished.

TG noted that at Main, there are a lot of questions for help.

KC commented that senior programs could be expanded.

MD added that at the Gala, patrons complained that there are no provisions for seniors.

## **Public**

Alix Raine asked if the Library did research on the demographics and usage of the branches.

Roberta Marten commented that there should not be a space dedicated to seniors. People should mix.

MF noted that the space could be used by anyone. It would be designed to add focus.

MD added that lectures could be scheduled on appropriate topics.

Meryl Root asked if there will be space for children to play.

MF noted that it would be problematic.

MD commented that it would be on the list of considerations. The intention is to get rid of the walls. The original space was attractive for Main renovation to house our administrative staff and is no longer needed. The Library is seeking suggestions from the Public.

Ms. Root asked if there will be self-checkout at all of the branches.

MD agreed that all will have as well as a book drop at Main, Parkville, Station, and Great Neck House.

MF asked KG to investigate a book drop at Lakeville

KG gave Ms. Root her contact information to meet to discuss her many questions. MS. Root agreed.

MD stressed that the Library needs public comments. The BOT are here to provide service and to gather information.

Ms. Raine asked if there is a survey on the Library's website.

MD noted that there is not. It is evident that the programs are not well attended. There has been consideration for focus groups about programming changes.

Ms. Marten commented that the museum passes are not working well. Is it possible to reserve on line?

MD agreed that it needed to be addressed and agreed with Ms. Marten's comments.

Ms. Maren noted that other libraries have more passes.

MF asked KG to check if all passes are on line.

KG noted that if a pass is not used and is costly, it is not continued.

MD explained that the philosophy is viewed as if the first choice is not available, the patron would have a second choice. The solution is a reservation system. It had been in place, but was stopped because it took so much time to move passes between locations. They were out of circulation too much.

MF asked if there were virtual passes on line.

TG noted that some museums do provide that service.

KG added that NLS is trying to do it. Libraries would have to make arrangements individually with the museums.

MF commented that whichever museum has it, the Library should have it.

KG agreed to investigate.

## **Wrap Up**

MF posed to the committee the idea of hiring a planner.

MD noted that the committee needs to make a recommendation to the BOT for Station and Parkville and to recommend that we do a RFP for a space planner. The committee agreed to recommend it to the BoT at the next meeting. MD asked KG to have Holly take care of it.

Meeting adjourned at 8:45pm.

Submitted by Jamie Eckartz

**Great Neck Library**  
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**Action Items**

Charles Wohlgemuth

1. Contact management for Station to report broken glass and a table by the freight elevator.

Justin Crossfox

1. Think about the identity of the Parkville branch for the next Branch meeting and be prepared to share.

Kathy Giotsas

1. Investigate a book drop for the Lakeville branch.
2. Investigate reserving museum passes on line and virtual passes.
3. Make a recommendation to the BOT to hire a space planner for Station and Parkville.