

**Great Neck Library  
Branch Committee**

Wednesday, November 2, 2016  
Parkville Branch Library

**Board**

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

**Staff**

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

**Call to Order**

The meeting of Great Neck Library's Branch Committee was called to order November 2<sup>nd</sup> at 7:30pm at the Parkville Branch.

**Opening Remarks**

MF noted that in the future, Branch Heads need to be present at the meeting. KG explained that there was a staff meeting earlier today and she was prepared to speak on some of the topics. In the future, part time librarians will be called in to cover. FFK added that TG is responsible for the branches and is aware of their needs. TG agreed. MF commented that all are not necessary for each meeting, but the Branch Heads' input is important.

**Lakeville**

MF addressed Lakeville first. TG explained that there are furniture needs. The branch has no program room and there is potential of moveable shelving to create an area for programs. The perimeter walls would be left alone and the Library could replace only the shelving in the middle. MD cautioned for safety. Over time, the wheels can get gunky from the carpeting and may become a liability. It would be preferable to move Lakeville to a larger space.

KG commented that Lakeville has lots of potential. TG added that the programs have high attendance. MF noted that the location has ample parking.

MD noted that the lease is up in May 2017. MF commented that the Library needs to contact the landlord regarding renewal of the lease and the potential availability of a larger space. KG agreed to make the call.

MD shared that Lakeville is keeping the public computers. TG noted that the furniture will remain until it is replaced. KG commented that the branch should stay as is until the lease is resolved.

MF suggested getting uniform furniture. CW noted that the back end needs carpeting and the walls need to be painted. CW agreed to get a quote on painting to clean up the branch.

## **Parkville**

TG shared that the Children's Room will be moving to the back space. KG noted that the room will be cleaned out by the end of November. CW will secure a frosted spray to coat the windows, as it is currently a staff space only.

MF looked to the committee to set an overall strategy for the branch. MD suggested bringing in the space planners for input for both Parkville and Station. MD will email the list of planners that were used in the past to MF and KG.

MF posed having a meeting in early December to have the planners come in, look, and give feedback. It is an opportunity to reimagine the branches.

MF noted that at the end of the month, the back room will be empty. KG confirmed. MF explained that the room could be painted and the carpet cleaned to make it useable. Leave it up to Justin Crossfox and the professionals to make use of the space while plans are being made.

MF suggested making the small room behind Mr. Crossfox's desk the staff room and utilizing the current Community Room as a study area. The current Children's Room will become the new Community Room.

MD commented that the branches don't have to be the same. Each can be unique in its own way. MF noted that the space planners can be given the branches as a blank slate or give a list of wants to be included in their plan.

MF addressed inviting the public in to give input on the Parkville plan. MD cautioned that policy does not allow public members on regular committees. MF expressed interest in some level of public involvement.

VS reminded the committee that the 5year strategic plan should have been done this year and was deferred. With Main open, the Library needs to establish where it is going.

After lengthy discussion, MF commented that an open hearing with the public would be the way to begin. KG agreed and added that getting the stake holders involved is critical in gathering information and developing the strategic plan. MF suggested meeting in December, prior to the hiring of the space planner. Now that Main is done, it is time to reimagine the 3 branches.

MF noted that for the meeting at Parkville, the details could be posted on GNL's website, to bring in the public to give input. FFK asked that signage be put at the branches for the meeting as well. Many patrons do not use the website. JM suggested putting the information in the local papers as well. MD suggested soliciting input with a suggestion box.

## **Floating Collection**

MF noted that floating is still wanted within the Library. KG confirmed that certain collections do float. Floating makes the branches richer and improves circulation.

## **Open Discussion**

CW confirmed that he will secure prices for painting at Lakeville.

TG shared that she will discuss with Mr. Crossfox ideas for using the back room at Parkville until it is renovated.

KG noted that she will investigate the Lakeville lease and determine if the branch can stay and if there are other spaces available for the branch to grow.

MF commented that he will schedule the meeting for early December to invite the public to Parkville and then reach out to planners. The planners can walk through the space and be given the public wish list.

MD questioned how much of the collection floats. KG responded that about 1% floats.

KG noted that she would like to clean up Lakeville and then work on Parkville.

MF looked for the plan to clean up Station. KG shared that the branch will be cleaned out by the end of this week. Next week, Station will need a dumpster and Jani-King.

KG noted that the desks at Parkville remain in the back room. MD added that a dumpster will be needed. KG agreed. The boxes will be moved out and the dumpster could possibly be planned for the weekend of November 11<sup>th</sup>.

CW shared that a dumpster will be needed at Lakeville to further clean out the basement.

MD asked KG to throw together a budget for the dumpsters, the clean-up, and the like. KG agreed.

KG noted that at the next Branch meeting, the Branch Heads will be covered to attend.

Meeting adjourned at 8:55pm.

Submitted by Jamie Eckartz

**Great Neck Library**  
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**Action Items and Recommendations**

**Action Items:**

Kathy Giotsas:

1. Contact the landlord for Lakeville regarding renewal of the lease and the potential availability of a larger space.
2. Cleaned out the back room at Parkville by the end of November.
3. Clean out Station.
4. Put together a budget for the dumpsters, the clean-up, and the like.
5. For the next Branch meeting, the Branch Heads will be covered to attend the meeting if needed.

Charles Wohlgemeuth

1. Secure a quote on painting Lakeville.
2. Secure a frosted spray to coat the windows for the back room at Parkville, as it is currently a staff space only.

Marietta DiCamillo

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

Michael Fuller

1. Plan the meeting in early December to invite the public into Parkville for input on the branch.

Tracy Geiser

1. Discuss with Mr. Crossfox ideas for using the back room at Parkville until it is renovated.