Great Neck Library
Long Range Planning Committee

Wednesday, February 7, 2024
Via Zoom
10:40 a.m.

**BOARD MEMBERS**
Kathleen Gold (KG), Chair
Rory Lancman (RL)
Chayim Mahgerefteh (CM)
Aliza Reicher (AR)

**LIBRARY STAFF**
Denise Corcoran (DC)

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**Call to Order**
KG called the meeting of the Long-Range Planning Committee to order at 10:45 a.m.

**Review Current Long-Range Planning Goals**
The committee reviewed what the library is doing to meet the goals established in the current long-range plan.

1. **Environment, buildings, spaces**
   A. Survey environment and remove barriers to accessibility:
      a. **Adjust signs/instructions on walls to help people understand, connect, and feel welcome**. DC shared that for Parkville they have installed ADA push buttons on the doors in collaboration with the school.
      b. **Ensure ADA compliance in buildings and delivery of service**. DC said that they are working on obtaining more accessible signage.
      c. **Re-evaluate current parking space allocation**. DC stated that, for Main, they are evaluating the current parking space allocation, particularly the accessible spots. RL told DC to have H2M provide a cost for reconfiguring the parking lot. DC said this should be brought before the board for approval. RL responded that it does not need to go to the board since they are not committing to anything. He requested that DC bring H2M's recommendation to the next board meeting, if possible.
      d. **Review security cameras and cameral policy**. DC announced that CM requested that the current library camera policy be reviewed.

   B. Review policies to remove obstacles to hospitality:
      a. **Encourage the ability for staff to say "yes"**. DC stated that they have been encouraging staff to say yes more, specifically with programming.
      b. **Review and amend food/drink policy, cell phone policy, quiet policy**. Policies will be discussed later in this meeting.

c. **Amend forms and procedures for library card application, changing name/information and preferred name and/or pronoun.** Still looking into amending various library forms.

C. Green Space: Ongoing

D. Re-evaluate and complete spaces at all locations: Ongoing

2. **Establish positive regard and reputation within the library and community:**

A. <u>Actively engage with our community to publicize events and happenings.</u> DC shared that they have been actively engaging with the community, had more of a presence at local events, and been partnering with various community groups.

B. <u>Evaluate donation policy and establish means and opportunities to recognize substantial gifts made by individuals, foundations, and/or corporate donors to the Great Neck Library.</u> DC said that this topic is part of a larger conversation

**Partnership Agreement**

RL announced that a partnership agreement was approved but at the last meeting, one of the board members presented a resolution eliminating it. He would like to have a pathway for establishing this program which he believes is a good idea. KG's understanding of a partnership is a collaboration that already exists for the library with many community organizations. She is unclear on what the goal of this agreement is as she does not see the need. CM concurs with KG that no formalization of existing partnerships is necessary. AR feels there may be missed opportunities for cross-promotion. DC said that if the board wants to go bigger than that then this is something that needs to be talked about in depth, especially the vetting process for organizations.

**Policies to Review**

RL said he would like AR to review the following policies: Access to Records, Removal of Trustee, Camera, Food/Drink, and Cell Phone/Quiet. RL said he would set up a meeting with him, AR, DC, and Stephen Martir, legal counsel to start revising these policies.

The meeting adjourned at 12:04 p.m.

Submitted by Gina Chase