

Great Neck Library
Finance Committee
Thursday, January 11, 2018, 7:30pm
Main Library

Board of Directors:

Marietta DiCamillo, Chairperson (MD)
Rebecca Miller (RM)
Josie Pizer (JP)
Robert Schaufeld (RS)

Library Professionals:

Tracy Geiser (TG)
Steven Kashkin (SK)

Members of the Public:

Marianna Wohlgemuth (MW)

Guest of the Board:

Charles Wohlgemuth (CW)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, January 11th at 7:30pm at the Main Library by MD.

Action Items

MD asked the committee to review the Action Items and pose questions. Both SK and TG reported that all are done.

Fund Balances

MD questioned the use of March 31st. SK noted that this is past practice and can be changed. MD suggested that the end of the year would be better. If expenses are incurred, the figures can be modified. SK commented that the documents are working forecast and are adjusted as needed. The transfers are completed in May and June. The figures are known, not posted.

MD shared that she had trouble reconciling due to the timing. SK was asked to do a couple—Main Building and Branch—to show that they tie out to the statement. SK agreed.

Levels Laptops

MD moved to the request from Levels for laptops. If a 3D printer is to be purchased, the Library will need to set policy. If ready, the request for the laptops needs to go to the BoT. SK was asked to furnish the quotes and add to the BoT calendar. SK agreed.

Follow Up Items

MD asked the committee if there were any comments. JP noted that the Overtime Analysis is well done and in the right direction. The revamped document is very helpful. SK asked if the 6 month set up is workable. JP agreed. SK shared that he reviews the analysis regularly and keeps it up to date.

MD moved to the RFID and questioned if the budget number was on target to the original. SK noted that there were errors found and the original contract was more than the expense. There was a savings of \$100K.

JP questioned what an RFID square is. SK agreed to investigate, suggesting that it was possibly a piece of equipment.

MD questioned if all equipment for the RFID is installed, including the sorter. TG confirmed that all is installed. There was an email from Innovative today. All is set with the licenses.

RS added that the first book scanned is a photo op for the Library.

Business Managers Report

MD asked SK to give highlights of the report.

SK ran through the report, noting an error under Employee Benefits. The Group and Retiree Health Insurance should read January 2018, not December 2017.

JP questioned the Credit Card Report. SK explained that the service is not online yet and will investigate. The Library is being pushed to convert to online banking by the bank. MD cautioned that the Library must make sure it complies with policy before changing to online banking. If not in policy, it needs to be added first. SK agreed to investigate.

Treasurer's Report

MD guided the committee through the Payroll Changes Report, Overtime Analysis, Alarm Reports, and the Collection Agency Report. A correction was requested on the Collection Breakdown to change 11/30/17 to 12/31/17.

New Business

MD started with the Library renovations, specifically the roof drains. CW explained that problems are being faced. VRD is willing to come in and work on the problem. They are willing to cover the expense only if it is related to the construction. There is a pump in place and sand bags. If power is lost, the pump will not work.

After lengthy discussion, MD commented that the Library needs to move forward and get the work done. The Library has been lucky so far with pipes bursting and causing minimal damage. TG was directed to contact Charlie Segal for direction.

CW offered to call Mark and secure an estimate.

Moving to the Tax Form 990, RM questioned which BoT members should be listed—2016 members or 2017 members. MD noted that the members listed are to those in place as of June 30, 2017. SK agreed to get clarification.

MD reviewed the document page by page. On page 7, for the items related to individual salaries and costs, MD cautioned that no taxes were to be included. On page 6, the document reads no whistle blower policy. The Library does have one. A correction needs to be made. Updated bylaws need to be submitted with the document. At the close of the document a formal resolution is required. Regarding the question on items donated, the Library needs to create policy to be able to declare on the 990. Currently there is no process in place to value a donation. SK shared that the document is not due for submission until April.

TG discussed Justin and Christy being chosen by the Alaska Library Association to provide their workshop on the Veterans Presentation in March. RM questioned the costs associated with this. MD explained that it has never been done before. The Library is providing the program. With all in agreement, MD noted that a resolution was not needed as long as the project remains under budget.

Moving onto document management, MD noted that the migration fees are \$4,500, which includes some discounts. SK was asked to submit a resolution for a onetime payment. SK agreed.

MD moved to the Media request for the disc cleaner at \$1,215. MD directed SK to go forward with it.

TG expressed the need for a web designer as the position is being vacated. The current arrangement ends in February and the Library needs coverage. It would be in the Library's best interest to have Cindy Simeti temporarily perform website functions with a stipend.

MD cautioned that the position must be posted. In regards to Cindy, work outside of her job description cannot be done without a stipend. TG was asked to write a resolution for the BoT for a 3 month period, which gives Personnel the time to work out the situation. TG was asked to talk to the union and to Peter to get direction.

Moving to MDA Design contract, TG directed the committee to the contract where Peter made notations. MD commented that Peter is the professional and his recommendations are to be followed. TG agreed.

SK moved to the IT Consultant. Going through the proposals, they are very different. SK recommended OSI, who presented a low hourly rate and get to know you time. It is an opportunity to change and save. There is always the opportunity to change in the future.

RM asked if there is any data on hours actually used to set a bench mark.

After lengthy conversation, SK retrieved the invoices from 2017 for review. MD noted that use ranged from 37 hours to high 40's. The Library needs to make a commitment and modify if needed. At this point, there should only be routine maintenance.

RS commented that the requirements be specified for network monitoring and commit to the flat rate of \$995 monthly with a onetime fee of \$2,500 to evaluate the system. MD asked for the resolution to be written and a contract is needed.

MD moved to Bayview Landscape. SK noted that the bids are in and have been compared. The best choices are RES Consultants and Rockwell. Greg prefers Rockwell. The company is local and has done work with Greg in the past. RES made the effort to do a walkthrough and appeared to be energized for the project. In total, the project is expected to take approximately 6 months.

MD questioned if there is any conflict of interest with Greg and Rockwell. The BoT may want to further investigate. MD stressed the need to get the item on the BoT calendar to avoid losing a lot of time.

RS withdrew from the conversation, noting that there is a conflict with Rockwell due to a prior relationship.

Financial Statements

MD opened the floor for conversation on the Financial Statements.

MD commented that the Automated Library Fund is at \$25K, which could be liability with items pending. The Library is looking to purchase computers for Levels at \$20K, leaving \$5K in the fund. It is OK to be there as long as it is noted. SK noted that he is anticipating the RFID grant money.

Warrant

MD opened the floor for discussion on the Warrant.

Meeting was adjourned at 9:05pm

Submitted by Jamie Eckartz

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Action Items

Steve Kashkin

1. Reconcile a couple of funds—Main Building and Branch—to show that they tie out to the statement.
2. Furnish the quotes for the Levels laptops and add to the BoT calendar.
3. Research and report back on the RFID square.
4. Investigate Board policy on online banking and if not in existence notify the Board.
5. Investigate the creation of policy to be able to declare donated items in excess of \$25K on the 990.
6. For document management, submit a resolution for migrations costs to the BoT.
7. Write resolution for the IT consultant—OSI-- with requirements be specified for network monitoring and commit to the flat rate of \$995 monthly with a onetime fee of \$2,500 to evaluate the system.

Tracy Geiser

1. Contact Charlie Segal for direction on the drainage issues with VRD.
2. Write a resolution for the BoT for a 3 month period for Cindy to act as web designer with a stipend. Talk to the union and to Peter to get direction.

Charles Wohlgemuth

1. Call Mark at VRD and secure an estimate for drainage issue.