

Great Neck Library
Finance Committee
Thursday, February 15, 2018, 7:30pm
Main Library

Board of Directors:

Robert Schaufeld (RS)
Josie Pizer, Chairperson (JP)
Joel Marcus (JM)
Barry Smith (BM)

Library Professionals:

Denise Corcoran (DC)
Tracy Geiser (TG)
Steven Kashkin (SK)

Members of the Public:

Marianna Wohlgemuth (MW)
Marietta DiCamillo (MD)
Charles Wohlgemuth (CW)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, February 15th at 7:30pm at the Main Library by JP.

Action Items

JP asked SK to review the Action Items.

SK reviewed the items:

1. *Reconcile a couple of funds—Main Building and Branch—to show that they tie out to the statement.* SK noted that reconciliation was distributed to the committee for review attached to the agenda.
2. *Dig out the quotes for the Levels laptops and add to the BoT calendar.* Done and submitted at the January 2018 BoT meeting.
3. *Research and report back on the RFID square.* SK explained that the square is the tag placed in the book that contains the information about the item and will be scanned through the machine.
4. *Investigate Board policy on online banking and if not in existence notify the Board.* SK noted that policy needs to be written for online banking. Signature cards are being distributed to the Board members to go forward. There will only be intra-bank transfers authorized by the Director or Business Manager.
JP added she has been approached by Sterling Bank. The bank would like to work with the Library on a possible grant. SK informed the committee that he is meeting with Sterling in March to see what they have to offer.
5. *Investigate the creation of policy to be able to declare donated items in excess of \$25K on the 990.* SK commented that the item will be on the next BoT agenda to allow going to Policy.
6. *For document management, submit a resolution for a onetime payment to the BoT.* Done at January 2018 BoT meeting.
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.* Done at January 2018 BoT meeting.

Tracy Geiser

1. *Contact Charlie Segal for direction on the drainage issues with VRD.* Done.

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. Done at January 2018 BoT meeting.*

Charles Wohlgemuth

1. *Call Mark at VRD and secure an estimate for drainage issue. CW commented that the bid from VRD is \$21,117.97 for the drainage issue. The original roofer and plumber will do the work to keep the warranty in place. CW will follow up on who will be paying for the work. JP stressed that there needs to be someone other than the Library paying for the work.*

Business Managers Report

SK directed that committee to the report and asked for questions and comments. There was a brief review of the report.

Regarding Overtime Analysis, SK explained that in the past overtime and on call was not separated. Going forward, they will be.

JP commented on the Collection Agency Report. The figure quoted of \$87K is a cumulative number starting from 2009.

Treasurer's Report

JP moved to the Treasurer's Report, noting that the timing is July 2017 to June 2018. It was noted that the YA program budget has not been used much. TG shared that a number of YA programs are free to the Library. JP asked TG it to be included in the YA Board Report.

JM questioned Ecommerce fees are over budget.

SK noted that he has negotiated a credit for about \$300. The item will need to be budgeted higher going forward. MD shared the convenience is for the public. There will always be a loss on charging fines—the Library has to pay a fee. RS compared numbers and noted that a 35% cost is too high. MD and JP agreed and asked SK to recheck fees. SK explained cash and checks will bring in more money. Currently, SK is fighting to lower the cost. The machines are not paid for and can be returned.

Regarding Building Occupancy, JP asked SK to supply a list of all service contracts to the committee next month and include when each contract is due. Each vendor contract should be 3-5 years and the Library needs to look to make the appropriate changes. CW and SK questioned if a vendor had to be changed if the Library was satisfied with their service. SK agreed to check policy.

Income Statements and Funds

SK shared that there has not been much activity. There will be activity coming in Branch with the pending renovations. There is also a balance coming up for the Parkville Public Assembly Permit.

JP noted the Snow fund is at a zero balance. SK commented that there are funds that need to be looked at to see if they should be continued. JP asked that they be reviewed in May/June.

RS asked that an explanation for each fund be provided to the committee. JP asked SK to get it out early for review.

SK noted that VRD has sent in the final invoice. The invoice is being held pending the resolution of the HVAC.

Warrant

JP asked the committee to review the Warrant page by page.

JP asked SK to investigate Bay Marketing to see if there is an online and print version of the Hebrew newspaper. SK agreed.

JP asked SK for the 4 entries on Port Washington Newspaper to identify the location for each entry.

BS questioned the Station rent and asked if the Library has considered purchasing a separate location to satisfy Station and Lakeville. RS cautioned that each community supports its branch. JP added that each location was thoroughly researched at the time they were secured.

MW questioned the different amounts for the Medicare reimbursements to individuals. JP stressed that the amounts are dictated by the state and are affected by when the individual retired and their position. SK agreed to investigate the one high payment going out to Arlene Nevins.

Public Input

MW suggested that on the funds, impending charges be noted so that the funds are not spent twice. SK noted that encumbrances can be covered in the Business Manager's Report. JP suggested listing at the fund.

MD questioned the money in the Levels Fund. It was spent during the renovation. SK agreed that the money was spent on the Levels sound system and would be moved. MD cautioned that money for Levels and YA cannot be comingled. SK agreed that it has not.

MD commented that the credit card fees are outrageous. The Library needs to move on. JP asked SK to report next month on a change in the credit card selection.

MD questioned how often the community rooms are rented to outsiders. SK commented maybe one a month. TG added possibly 1-3 per month. JP questioned if the Japanese Chorus is paying. TG explained that they have never paid. JP asked TG to check and report back. MD cautioned that the only ones that can use the rooms are the ones the Library contracts with. TG agreed to check with Holly.

MD cautioned that moving funds without a Trustee involved is not allowed. Even intra-bank transfers need a Trustee. SK noted that policy is needed and approval from the BoT. JP asked RS to put the policy request on the BoT agenda to remand the item to Policy.

MD noted that if the Library meets with Sterling, it must also look at several other banks to make a decision to change. SK noted that the 2 pending policies are online banking and donated items. TG agreed to investigate if there are any other pending policies.

MD cautioned that all pending policies must go to the BoT first to be remanded to Policy. JP agreed.

Payroll Warrant

JP informed the committee that there are no questions and warrant has been returned to SK.

Fringe Benefit Analysis

SK reviewed the report of the cost of fringe benefits, showing year to date numbers—July to January. Many items are paid 100% by the Library. JP cautioned that as salaries increase, fringe benefit costs increase, while the percentages remain the same. The Library has to be ready to pay increased costs. The Library needs to be aware when entering negotiations. RS agreed that pension cost is statutory, while health benefits can be negotiated.

New Business

SK noted the bids for the civil engineer could not be compared. They will be redone ASAP. RS asked if the bids could be reviewed by the BoT, it will be put on the agenda. JP agreed. SK will have bids ready with a recommendation.

SK directed the committee to the Land Use proposal for services. SK stressed the need to get going on the item right away. In relation to the DEC, jurisdiction needs to be determined. The item has not been addressed in 5 years. JP recommended to RS to put on the BoT agenda. SK agreed to write the resolution for Land Use for \$3,325.00.

SK moved to PC Wizard. The Warrant has 2 checks, following the agreement reviewed by the attorney. PC Wizard is to be paid through February. The February check can be held if necessary.

SK addressed OSI and their request to do mapping of the network at \$3,800. The original arrangement was approved for a 24 hour setup and a monthly fee. OSI strongly recommends the mapping be done. TG noted that the mapping OSI is looking to do is far more detailed than what the Library has. RS cautioned that he spoke to Moe and Garry has all of the detailed diagrams. TG explained that the diagrams provided by Moe were not detailed enough for OSI. SK noted that the mapping is on hold.

MD commented that at the last meeting, OSI would be tapped on for input for the 5 year plan. JP cautioned that the Library needs to plan year by year. TG was asked to secure all of the information from Garry.

SK moved to the 990 tax return. The return was sent to the committee with no responses. The resolution will be written and submitted to RS for signature.

SK addressed the VRD quote for the roof drainage repair. RS suggested taking the bid to Charlie Segal for opinion. A letter can be written stating that VRD is required to make the repair. JP asked RS to contact Charlie on the matter. CW pointed out that VRD wrote that the solution was a best guess. RS added that once the letter is approved, it will be sent to the committee. JP questioned the term best guess. Apparently the solution did not come from an engineer.

RS stressed that the Library is holding enough money from VRD to cover this expense. The work has to be done. If the work is not the solution, the Library will pursue further. BS asked if a second opinion was secured. RS noted the work needs to be done by VRD to keep the warranty intact. SK agreed to write the resolution.

SK moved to the proposal for hanging artwork from Donna at a cost of \$1,600. DC pointed out the project has changed. Donna is only looking to hang the large painting at \$440. CW offered the services of Maintenance to do the hanging in house. SK tabled the item.

SK moved to notary insurance. From prior course, the individual is personally liable. Libraries have covered staff. Peter suggested going forward. The cost of the insurance is \$1,567 for a \$500K policy. DC noted that the staff is acting on behalf of the Library on paid time. RS questioned if there is policy on notarizing. The Library should have policy that follows the law. MD cautioned that the Library is not required to provide notary service. SK explained the service is for the patron. The free notary service is posted on the website. JP asked to table the item.

RS questioned if the Library would continue to provide the service. JM suggested stopping the service. JP asked for the service to be removed from the website. RS added that with no policy, the Library can halt the service. DC asked if notary service is ceased. JP agreed.

Meeting adjourned at 9:17pm.

Submitted by Jamie Eckartz

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Main Library
Action Items

Steven Kashkin

1. Recheck Ecommerce fees-- 35% cost is too high.
2. Supply a list of all service contracts to the committee next month and include when each contract is due.
3. Check policy on service contractors to see if they must be replaced when their term is over.
4. Provide an explanation for each fund to the committee
5. Be prepared to review the funds in May/June to determine if they are to continue.
6. Investigate Bay Marketing to see if there is an online and print version of the Hebrew newspaper.
7. For the 4 entries on Port Washington Newspaper identify the location for each entry.
8. Investigate the payment going out to Arlene Nevins for Medicare reimbursement.
9. On the funds, post impending charges so that the funds are not spent twice.
10. Move funds out of the Levels fund that have already been spent.
11. Report next month on a change in the credit card selection.
12. Have bids and recommendation for civil engineer ready for the BoT meeting.
13. Write the resolution for Land Use for \$3,325.00 for the BoT meeting.
14. Write resolution for the 990 tax return and submitted to RS for signature.
15. Write resolution for the VRD drainage work for the BoT.

Tracy Geiser

1. Include in the YA Board Report the number of YA programs that are free to the Library.
2. Check policy on renting the community rooms and the organizations and report back.
3. Investigate if there are more pending policies other than online banking and donated items.
4. Secure all of the information on mapping from Garry.
5. Halt notary service and remove from website.

Charles Wohlgemuth

1. Follow up on who will be paying for the work VRD will do to resolve the roof drainage problem
2. Maintenance to hang large piece of artwork

Robert Schaufeld

1. Submit bid from VRD for the drainage to Charlie to address.