

Great Neck Library
Finance Committee
Wednesday, March 14, 2018, 7:00pm
Main Library

Board of Directors:

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

Library Professionals:

Denise Corcoran (DC)
Tracy Geiser (absent with notice)

Steven Kashkin (SK)

Members of the Public:

Marianna Wohlgemuth (MW)
Marietta DiCamillo (MD)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order on Wednesday, March 14th at 7:00pm at the Main Library by JP.

Action Items

JP asked SK to review the Action Items.

Steven Kashkin

1. *Recheck Ecommerce fees-- 35% cost is too high.* Through February e-commerce expenses were \$1,818.57, netting a 130% profit. Fees for credit cards will be reduced starting this month. Most revenue comes in via cash and check. The revenue should increase.
2. *Supply a list of all service contracts to the committee next month and include when each contract is due.* SK attached a schedule of service contracts derived from the budget. Those that are month to month, require a 30 day notification for cancellation. The list will be shared with Charlie Wohlgemuth.
3. *Check policy on service contractors to see if they must be replaced when their term is over.* SK informed that committee that Policy 400-70 allows for a vendor to be contracted with again. JP cautioned that other vendors need to be sought out for comparison.
4. *Provide an explanation for each fund to the committee.* SK provided a breakdown of each committee. The Amrhein Fund is still being investigated. RS noted that the Snow Babies Fund needs to be collapsed. SK explained that the interest from all funds at Chase and HSBC are held in the fund. RS cautioned that if there is no principal, the fund should be collapsed. RS directed SK to zero out the fund. SK agreed.
5. *Be prepared to review the funds in May/June to determine if they are to continue.* SK commented that a review of the funds will be done as the end of the fiscal year gets closer.
6. *Investigate Bay Marketing to see if there is an online and print version of the Hebrew newspaper.* SK shared that item is ongoing. A message was left and a call back is expected.
7. *For the 4 entries on Port Washington Newspaper identify the location for each entry.* SK explained the change will occur in April. An initial for each branch will be inserted to identify the location for each invoice.

8. *Investigate the payment going out to Arlene Nevins for Medicare reimbursement.* SK reported the number is correct, matching the benefits amount per the Social Security letter.
9. *On the funds, post impending charges so that the funds are not spent twice.* SK noted that encumbrances will be noted on the March financial statement.
10. *Move funds out of the Levels fund that have already been spent.* SK noted that the item will be addressed at the next BoT meeting.
11. *Report next month on a change in the credit card selection.* SK noted that credit card fees will be monitored monthly. The Library can look at other sources. From past experience, they were all more expensive. JP cautioned that pricing can change.
12. *Have bids and recommendation for civil engineer ready for the BoT meeting.* SK shared that the summary of the bids will be ready for the March BoT meeting.
13. *Write the resolution for Land Use for \$3,325.00 for the BoT meeting.* Done.
14. *Write resolution for the 990 tax return and submitted to RS for signature.* Done.
15. *Write resolution for the VRD drainage work for the BoT.* Done.

Tracy Geiser—handled by DC in TG’s absence

1. *Include in Board Report the number of YA programs that are free to the Library.* DC noted the task was directed to the youth services coordinator to include in his BoT report.
2. *Check policy on renting the community rooms and the organizations and report back.* DC shared there is no policy on renting Levels. There is a letter where the Sakura Chorus requested use dated 10/23/14. The letter asked for free use of space, which does not align with policy. The Library would pay \$400 to \$1,000 for a comparable concert. They use the space once a week. The group also gave a donation of \$500 to the Library in January of 2017.
 MD cautioned there is liability for the number of people using the space. DC agreed to investigate. MD further cautioned that Levels is not a meeting room. It should not be rented. If Sakura uses the Community Room, they need to pay. Sakura should not have access to Levels. The group is based out of Queens. To use the Library, 50% plus 1 need to reside in Great Neck.
 DC explained Donna Litke will be meeting with them after the concert on Sunday.
 JM questioned if Levels space was open to the public when Levels was not open. SK explained the space is kept locked. MD added that the intention was to use the space in the morning for other programs for better use.
3. *Investigate if there are more pending policies other than online banking and donated items.* Done and ready to go to Policy.
4. *Secure all of the information on mapping from Garry.* Done.
5. *Halt notary service and remove from website.* Done.

Charles Wohlgemuth

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

Robert Schaufeld

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

Business Managers Report

SK directed the committee to the report and asked for questions and comments. There was a brief review of the report. RS noted that there were several areas where the library is underspent. The funds could be moved to the Branch Fund. SK reviewed Overtime Analysis, Payroll Changes Report, and the Alarm Reports.

Treasurer's Report

RS questioned if Children's was planning to buy books—only 25% of the budget has been spent. DC spoke to Deidre Goode and the books will be purchased.

JP questioned the monitoring of periodical usage. DC noted it will take about 3 months after RFID tagging is complete and operational to have usable data. There are also figures being gathered on in-house use.

JP questioned the tagging of the materials. DC shared that it will take 2-3 weeks to tag all materials. The tagging started today.

MD questioned if all materials have been tagged. DC explained that magazines were not done. Once complete, hopefully all collections will be done--still looking to be sure.

RS commented that on page 7, the line for Computer Hardware—PCs was only spent by 5%. The Library can spend this on the computers needed. DC noted that there is an urgent list of 25-27 computers.

JP commented that if the servers can be used for backup, they are good enough to use. There is no need to replace now. Redundancy is in place. MD noted the servers should not be used for redundancy. It would be a waste of time and money. The servers should be replaced. It would not be good if they went down. The Library can use the funds on the Equipment line to purchase the servers. The servers were not made a priority when the Library moved substantial functions to the cloud.

RS suggested purchasing the PCs this year and the servers next year. MD stressed that there is funding to do both now. RS cautioned not to rush into the servers. OSI recommended the same servers for replacement. The better choice may be to go to the next level.

DC agreed with replacing computers. At end of life, they are critical to replace. The Business Office, some in Circulation and Reference, and the branch computers running Cassie need to be replaced. JP asked for the cost per computer. DC noted that better computers need to be purchased—quality is critical. The new computers will need to last 5 years. DC agreed to investigate pricing.

RS asked if the committee would consider an RFP for the servers. JP agreed. The RFP would include what the Library has and ask for recommendation for the replacement. At the April meeting, the BoT can evaluate the 2 servers and storage. MD asked the Finance Committee to recommend the item to the BoT.

MD moved to the General Fund and noted the balance is high—double what it should be. The Library needs to move \$3.1M out. SK explained that the funds were carried over from last year. RS suggested transferring money to Landscaping, Branch, and the Automated Funds. MD suggested putting money in the Bond Fund and not touching tax revenue.

JP asked DC for a fantasy number on the cost of the computers and servers. DC responded the expected price is \$800 per computer and \$10K per server. The total would be \$47K. JP asked for \$50K to be put in the Automated Fund for the equipment.

MW suggested the STEM lab. JP commented that a quote is needed for the STEM lab. The Library could start with \$50K, making the total move into the Automated Fund \$100K.

DC suggested digital screens for all information instead of posting paper. DC will investigate the cost of screens, software, and licensing.

RS asked that money be moved to the Branch Fund. MD added that a full job could be done at Station and the glass walls at Parkville could be done. It would require \$500K. DC suggested going forward with the proposed garden at Parkville. JP cautioned that permission is required. RS suggested fundraising for the item. JP asked MD if the Library can use her name when contacting Barbara Berkowitz at the Great Neck Schools. MD agreed. MD suggested moving money for the garden. It does not have to be spent and can be moved again.

JP expressed concern for a 4% escalator in the lease for Parkville. DC was asked to contact John Powell at the schools to see if the percentage could be reduced.

Moving to the Automated Fund, MD questioned the funds that are expected from Senator Elaine Phillips for the RFID. SK noted all of the paperwork required has been submitted. MW agreed to follow up with the Senator Phillips' office.

Moving to the Restricted Gift Fund, MW asked how does the money move. SK noted each donation has a purpose.

RS noted that the Journal Surplus was to go to Landscaping. A resolution is needed to move the money from the General Fund to Landscaping. SK agreed. MD added the Patio Fund is to go to Landscaping. Documentation is required. MD asked the committee to review the process. If money comes in, it must go to the appropriate fund.

JP returned to moving money out of the General Fund. And questioned what is needed for Landscaping. MD suggested moving \$750K.

JP asked for \$500K to be moved to the Bond Retirement Fund. MD suggested leaving the balance as is.

JP moved to the fund for Local History. Money is needed for archiving. DC said that we should determine if the room needs to be climate controlled. MD noted that he engineer said the Library didn't need it.

Reviewing the Main Building Fund, SK noted that there an expense of \$21K will be coming for the drain. MD commented that the number looks good. JP added that there is also shelving coming in.

Warrant

JP asked the committee to review the Warrant.

DC, in response to the GE Capital One credit card bill, noted that authorization is being pulled back. The mail is reviewed and questions are asked. MD confirmed that only the Business Manager, the Director and the Assistant Director have credit card privileges only.

RS questioned a lost interlibrary loan book and actually who pays for it. SK agreed to investigate.

MD asked for stats on the SAT program. SK agreed to investigate.

RS questioned the digitizing of the Great Neck papers. SK agreed to investigate.

In relation to Swiss Commerce, MW questioned if the Library will be creating a new website. The current one is difficult to maneuver. RS cautioned that the website maintenance has to be resolved first. DC will decide whether to use an outside vendor.

New Business

JP directed the committee to the handout on Kanopy. DC explained that it will come out of the Media budget. It is one of the best data bases in 2017 according to Library Journal. It does not duplicate what the Library already has. It is educational. The fee is only charged if the patron uses the download. There are performance rights for all. It can be used here as a program. Some of the videos are similar to what is available on Lynda.com. JP asked for a resolution to be written. SK agreed.

JP moved to Item Status API for RFID. DC explained to make the RFID work; the pads need to be enabled to work with Sierra. Without this component, the pads do not work. The problem is the result of a Sierra upgrade. There still may be additional costs to get the RFID up and running. DC further explained that more things will need to be spelled out. Before doing a project, the Library needs to consult others for pitfalls. JP asked for the resolution to be written. DC agreed.

JP moved on to Library Interiors for the shelving purchase. They are the original vendor and are on the NYS Vendor Contract. DC shared that it is a complete package. The shelves will be the same color. There is a 6 week lead time.

JP agreed that there is no question for the need. The resolution is to be written. DC agreed.

Regarding Sterling Bank, SK shared that they are willing to offer free workshops for the patrons. If the Library wants to use Sterling, they require bank statements and will then advise if they can do better. RS cautioned that Sterling must sign a confidentiality agreement before the statements are sent. MD asked that a time commitment be secured to make sure the offer is worthy.

Meeting adjourned at 8:50 pm.

Submitted by Jamie Eckartz

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Action Items

Steven Kashkin

1. Complete investigation of the Amrhein Fund.
2. Zero out Snow Babies Fund.
3. Complete the Investigating Bay Marketing to see if there is an online and print version of the Hebrew newspaper.
4. From the General Fund, move \$100K to Automated Fund for computers and servers and the STEM lab. Move \$750K to Landscaping. Move \$500 to Bond Retirement Fund.
5. Write resolution to move money from the journal surplus and Patio Fund to the Landscape Fund.
6. Investigate if an interlibrary loan book is lost, who is responsible for the cost.
7. Investigate the stats on the SAT program.
8. Investigate if the Great Neck newspapers need to be digitized.
9. Write resolution for Kanopy.
10. Have Sterling Bank sign a confidentiality agreement prior to receiving the bank statements for review.

Denise Corcoran

1. Investigate the number of members in the Sakura Chorus. Inform the group that they can no longer use levels and will need to pay for the use of the Community Room.
2. Follow up to make sure all collections are tagged for the RFID.
3. Investigate pricing on replacement computers.
4. Prepare RFP for the servers to be reviewed by the BoT at the April meeting.
5. Investigate the cost of screens, software, and licensing for digital communication of information to the public.
6. Contact John Powell at the schools to see if the percentage increase attached to the lease could be reduced.
7. Write resolution for Item Status API for RFID.
8. Write resolution for Library Interiors for the shelving purchase.

Marianna Wohlgemuth

1. Follow up with the Senator Phillips' office on funds coming to the Library for the RFID.