

Great Neck Library  
**Finance Committee**  
Thursday, April 12, 2018, 7:00pm  
Main Library

**Board of Directors:**

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

**Library Professionals:**

Denise Corcoran (DC)  
Tracy Geiser (absent w/notice) (TG)  
Steven Kashkin (SK)

**Members of the Public:**

Charlie Wohlgemuth (CW)

**Call to Order**

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, April 12<sup>th</sup> at 7:00pm at the Main Library by JP.

JP asked DC to look into changing the shades in the meeting room. Instead of going top to bottom, it would be beneficial for the shades to go bottom to top. DC agreed.

JP complimented Cindy on the various handouts that were provided to the BoT and questioned distribution. DC shared that the flyers go to all branches. Adam and Donna take them to various schools and centers.

**New Business**

JP asked the committee to review all paperwork first. The contracts were provided by CW with back up and validation for choices. The committee can recommend renewing contracts with Sav-Mor, Star Fire Protection Co., and Metro Group. All agreed.

JP moved to new contracts for landscaping and cleaning. The companies recommended by CW—Oneservice for cleaning and Roma for landscaping—were agreed upon for recommendation to the BoT

RS asked that for all contract renewals, a statement be added –subject to satisfactory review by Counsel.

JP thanked CW for saving Library money on the contracts and cautioned that at yearly renewal, the contracts need to be reviewed and outside vendors brought in for comparison.

JP moved on to additional museum passes. DC commented that the passes are being used by the public. The stats on usage will be forwarded to the committee. DC further explained that some of the passes will be virtual. Patrons will be able to print them and there will be no return. This will enable the Library to increase use. The item needs to go to policy. SK added that the passes are funded by the Carter Fund. JP agreed that the additional museum passes are to be recommended to the BoT.

JP moved to the pricing of the computers and noted issues. RS agreed that not enough information is provided. Further work needs to be done on the proposal. JP asked SK to instruct anyone involved in pricing, how to follow the RFP procedure and gather complete information to make comparisons. SK agreed. JP noted that on the spread sheet, the items are not apples to apples. DC was asked to pull together the figures within the week. DC agreed. RS noted that with the updated comparison, the item can go to the BoT and added that name brand computers would be preferable. DC shared that the complete unit should have 1 serial number, instead of each part having its own.

JP moved to the public assembly permit for Main. The pricing covers the Community Room and Levels. DC recommended KG&D as they have all of the drawings and are familiar with the set up. All agreed to recommend KG&D.

JP addressed the item for bathroom locks. DC explained that the Children's bathroom and the Community Room bathroom doors automatically lock. There is no access to assist someone in distress. The locks need to be changed. There are 2 quotes. CW added that the third vendor chose not to bid. JP stressed the need for 3 bids. Reach out to local locksmiths to comparison shop. DC noted that the Library is only looking for locks, not the plates. The locking system for TS will be addressed at a later date. JP asked if CW would recommend Key Star. CW agreed.

JP moved to the 3D printer quotes. The prices are all similar. RS suggested selecting the vendor with shipping and handling included. DC explained that Adam secured the bids and recommends Makerbot. A resolution will be required. JP noted the funds will come from the Auto Library Fund.

SK addressed the Legal RFP. There were 7 requests sent out and 2 bids returned. The Library is currently using one of the bidders. A new legal team would require time to catch up to become familiar. JP asked for the resolution to be written for 1 year for our current counsel and questioned the possibility of 2 years. DC agreed to contact the firm regarding a 2 year contract.

SK moved to the Section 125 and noted that WageWorks prices per person for an establishment with fewer than 50 employees. The plan allows for flexible spending and dependent care. Payroll taxes will decrease. For flexible spending, an employee estimates what will be spent over a year and puts in pretax dollars. The cap is \$2,350 and is a payroll deduction. The employee uses it or loses it. Expenses are submitted to be paid. For dependent care, the cut off is 13 years old. The money can be spent on childcare or day camp. JP asked SK to write the resolution for WageWorks. SK suggested writing in a cap or maximum exposure. The item will come from the same budget line as the outside HR consultant. RS asked for the write up to be based on a full year.

DC asked if open positions should be included. There are 2 in the budget. JP cautioned that with half of the year over, it would not be necessary. The item may need to be reworded next year.

JP moved to PSE&G. SK directed the committee to a handout showing costs for 2014, 2017, and 2018. The savings is over 20%. JP asked CW to investigate rebates with PSE&G. CW noted that he has spoken to Mark of VRD and the rebates will be coming later. CW will investigate with PSE&G directly.

JP asked CW to work with DC to ensure that the lights at Parkville will be rebate worthy. CW noted the rebate information can be gotten from the vendor. RS added that the Library is facing a

huge savings with the telecom bills. SK further explained that there are 3 different rates with PSE&G, depending on the time of day.

JP suggested purchasing a dishwasher for Main, along with plates and cups. This would reduce the paper purchase.

### **Payroll Register**

JP noted that she reviewed the Payroll Register and noted that the document covers the previous payroll--it has already occurred. JP questioned if comp time and OT are on 1 line. SK agreed.

JP cautioned that some staff are getting more Sundays than others. The item needs to be reviewed and the time spread out fairly. DC agreed to investigate, starting with who submitted to work.

### **Action Items**

SK and DC reviewed the Action Items. The response to each item was attached to the agenda. Select items were discussed.

SK 1. *Complete investigation of the Amrhein Fund.* SK explained that the fund contains about \$2,600 that is devoted to Levels in memory of the first director of Levels. RS asked that a plaque be put up in his memory and the balance of the fund be used for Levels.

DC 1. *Investigate the number of members in the Sakura Chorus. Inform the group that Levels can no longer be used and there are fees for the use of the Community Room.* DC noted there are 15-20 members and the group is willing to pay for the weekly use of space. RS asked for them to be allowed to meet and the policy to be changed to remove time restrictions. DC noted that Project Independence also meets regularly and no fees paid for use at Parkville. The previous directors have waived the fees. RS explained that the group is open to the public and should be allowed to meet for free going forward. They are providing a program for the public. JM asked to have Holly add the item to the Policy agenda.

On a side note, DC informed the committee that shelving was added to the Book Room. The CD holders were measured and information provided to Pam to see where they would fit. Trays are coming back from Lakeville and CW will see if they can be utilized.

RS asked for a resolution to be written to sell outdated travel books and stamp catalogues. DC asked to include a silent auction and add on the outdated encyclopedias.

JP questioned the VHS tapes in Levels. DC shared that she is working with Adam. A unit with 5 terabytes would be able to hold the content.

2. *Follow up to make sure all collections are tagged for the RFID.* Ongoing.
3. *Investigate pricing on replacement computers.* Ongoing.
4. *Prepare RFP for the servers to be reviewed by the BoT at the April meeting.* To be discussed including feedback from Weihua.
5. *Investigate the cost of screens, software, and licensing for digital communication of information to the public.* DC shared that with research, there is more to look at. There are printers that will print flyers on demand from a touch screen. It may be more

expensive. The design is sleek and slim, which will fit in with the design of the Library. The items are stand alone and do not require hard-wiring. RS added that sponsorship space could be sold.

JP asked DC to have the final pricing ready in 2 months and have SK find the funding.

6. *Contact John Powell at the schools to see if the percentage increase attached to the lease could be reduced.* DC shared the meeting for Parkville is scheduled for April 18<sup>th</sup>. The plan is to discuss the lease to reduce the percentage, construction, and secure a location for the election at the school during construction.

7. *Write resolution for Item Status API for RFID.* Done.

8. *Write resolution for Library Interiors for the shelving purchase.* Done.

## **Business Managers Report**

SK directed the committee to the Business Manager's Report. March had 3 payrolls, otherwise status quo. There were no questions from the committee.

## **Overtime Analysis**

JP asked DC to analyze who is getting Sundays. DC commented that as positions are being filled, on call hours will decrease.

## **Payroll Changes Report**

JP cautioned that open positions should be filled upon need.

## **Alarm Reports**

JP focused on Parkville, where there were 3 dispatches before opening. DC agreed to contact Joe at the school to determine responsibility.

## **Collection Agency Report**

SK noted a change—on the last entry in each section, the date is to be changed from 11/30/17 to 3/31/18.

## **Treasurer's Report**

JP asked SK to merge the 3 Branch Heads into 1 line, due to the rotation. SK agreed.

JM commented on book purchases and DC shared that the situation is being looked into. TG is now supervising TS. Orders were placed based on work flow, not on the actual timing of the order. Carts are now being put through faster with TG in place.

Microfilm needs to be watched for use. The newspaper usage is currently being monitored.

Regarding the funds, JP asked SK to paginate the pages and identify the encumbrances on each fund. SK agreed. RS suggested using an asterisk and a note.

## **Check Register, Weeklies, and Warrant**

JP asked the committee to review the reports and for focus to be placed on collecting more patron emails. The Library could run a contest for motivation. DC agreed.

DC shared that the BoT acknowledged Library Staff Day and sent cakes to all the locations with a note.

### **Parkville**

RS noted MDA has submitted an estimated budget to the Library. Once the school approves the plan, a resolution will be needed. JP looked to confirm that there will be no glass walls in the Community Room. DC expressed interest in the glass, even though it is acoustically better without it. The glass ups the level of design to put Parkville on par with Main. RS agreed to proceed with the glass with the addition of curtains to block light and assist with the acoustics.

JP asked for the slab for the outdoor space to be included, coupled with a covering for the sun. RS cautioned that the school needs to give input. The covering will need to be free standing. There is a meeting next week with the school.

Meeting adjourned at 9:00 pm

Respectfully submitted by Jamie Eckartz

Great Neck Library  
**Finance Committee**  
Thursday, April 12, 2018, 7:00pm  
Main Library  
**Action Items**

Steven Kashkin

1. Write recommendation to renew contracts with Sav-Mor, Star Fire Protection Co., and Metro Group.
2. Write recommendation to change vendor to Oneservice and Roma for cleaning and landscaping.
3. Write recommendation for the museum passes.
4. Instruct anyone involved in pricing, how to follow the RFP procedure and gather complete information for comparison.
5. Write recommendation for KG&D to handle the assembly permit for Main.
6. Write recommendation for Locks.
7. Write the resolution for WageWorks.
8. Plaque for Armheim Fund
9. Merge the 3 Branch Heads into 1 line in the report.
10. Paginate the pages and identify the encumbrances on each fund.

Denise Corcoran

1. Look into changing the shades in the small meeting room. Instead of going top to bottom, it would go bottom to top.
2. Submit stats for the museum passes to the committee.
3. Submit virtual museum passes to the Policy Committee for review.
4. Rework computer prices and information for review by the BoT for next week.
5. Write resolution for Makerbot and note the funds will come from the Auto Library Fund.
6. Check with Legal Vendor to see if they would be interested in a 2 year contract and write resolution accordingly.
7. Investigate distribution of Sunday hours.
8. Send to Policy Committee request to change restrictions on meeting room policy to remove restrictions.
9. Write resolution to sell outdated travel books, encyclopedias, and stamp catalogues.
10. Work with Adam to take care of the VHS tapes in Levels.
11. Follow up to make sure all collections are tagged for the RFID.
12. Prepare RFP for the servers to be reviewed by the BoT at the April meeting.
13. Investigate the cost of screens, software, and licensing for digital communication of information to the public adding in touch screens. Bring to Finance in June (2 months)
14. Update Committee after meeting with Mr. Powell
15. Contact Joe at the schools to work out responsibility for alarm calls prior to Parkville's opening.

Charlie Wohlgemuth

1. Investigate rebates for lighting with PSE&G and suppliers.