

Great Neck Library  
**Finance Committee**  
Thursday, May 10, 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 (TG)  
Steven Kashkin (SK)

**Members of the Public:**

Charlie Wohlgemuth (CW)  
Marietta DiCamillo (MD)  
Charles Chiu (CC)

**Call to Order**

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, May 10th at 7:00pm at the Main Library by JP.

**Action Items**

Steven Kashkin

1. *Write recommendation to renew contracts with Sav-Mor, Star Fire Protection Co., and Metro Group.* Done, pending legal review. Sav-Mor was replaced with Carrier. JP requested that all contracts be reviewed at year end. There is potential for another company to be more competitive. RS asked if there needs to be a policy change. SK noted that policy requires review at the 3 year mark. JP requested a policy change to review at the end of each year. JM agreed to add to the Policy agenda. SK noted that there are approximately 25 contracts and DC has started to develop a compliance binder to keep on top of all of the contracts.
2. *Write recommendation to change vendor to Oneservice and Roma for cleaning and landscaping.* Done and reviewed in legal. JP thanked CW for the savings that have been accrued.
3. *Write recommendation for the museum passes.* JP asked if the passes are frequently used. DC noted that the passes circulate for 3 days and can be reserved a month in advance. JP questioned if it is always the same patrons. TG explained that a patron can take out 2 in a 30 day period. When the passes change to virtual, they will be good for 1 day which will increase availability. Approximately half of the existing passes will go virtual.
4. *Instruct anyone involved in pricing, how to follow the RFP procedure and gather complete information for comparison.* This will be worked on as opportunities come up for RFPs to be written. SK will work with DC to make sure staff is trained as needed.
5. *Write recommendation for KG&D to handle the assembly permit for Main.* Done. The committee will be updated on the plans. DC noted that the plans would take 2-3 weeks from the approval date. DC will stay on top of the situation.
6. *Write recommendation for Key Star.* Done and installed.

7. *Write the resolution for WageWorks.* WageWorks is good to go. There needs to be a discussion on payment. They require an ACH, which is an automatic charge to the bank account. There is no invoice; the payment is direct. JP noted that the only option is to set up a special account that is funded with 1 ½ months of funding. RS agreed. SK cautioned that there may be charges for the new account. JP asked SK to look into an account set up with no charge. SK agreed to work on it. MD cautioned that her firm pays by check and only has 51 employees, which is smaller than the Library. SK agreed to investigate invoicing. RS asked if separate account required, should a resolution be drawn up for next week. JP agreed.
8. *Plaque for Amheim Fund.* The plan is in motion. DC added that Phil Essex, a former Levels staff member, came in regarding the fund and questioning why the commemoration has not been done. He will be coming in again. The landscaping has not been started yet. It is too early to plant a tree and secure a bench. The plaque will be done now.
9. *Merge the 3 Branch Heads into 1 line in the report.* Each Branch Head has a separate line. It would be best to maintain the separate lines to allow the Library to track variances.
10. *Paginate the pages and identify the encumbrances on each fund.* Done, starting with April financial statements.

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.* Can be investigated if the committee wishes. In the day, the shades need to be pulled down. JP further explained that the shades can go either way with a remote. DC agreed to further investigate.
2. *Submit stats for the museum passes to the committee.* Attached in packet.
3. *Submit virtual museum passes to the Policy Committee for review. Will be addressed in Policy.*
4. *Rework computer prices and information for review by the BoT for next week.* Item will be discussed at Main Building.
5. *Write resolution for Makerbot and note the funds will come from the Auto Library Fund.* Done.
6. *Check with Legal Vendor to see if they would be interested in a 2 year contract and write resolution accordingly.* Done.
7. *Investigate distribution of Sunday hours.* TG is investigating and will report.
8. *Send to Policy Committee request to change restrictions on meeting room policy to remove restrictions.* Placed on the agenda for the Policy and Bylaws Committee.
9. *Write resolution to sell outdated travel books, encyclopedias, and stamp catalogues.* Done and tabled at the April 24th BoT meeting.
10. *Work with Adam to take care of the VHS tapes in Levels.* In process.
11. *Follow up to make sure all collections are tagged for the RFID.* In process.
12. *Prepare RFP for the servers to be reviewed by the BoT at the April meeting.* Will be addressed at the Main Building Committee meeting in May.
13. *Investigate the cost of screens, software, and licensing for digital communication of information to the public adding in touch screens.* In process for June meeting.
14. *Update Committee after meeting with Mr. Powell.* Done. Still waiting to hear back. DC will reach out. For the renovation at Parkville, Mr. Powell has the plans. The project may need to go to SED for approval. The garden was not

included, but it was discussed. Mr. Powell didn't think there would be a problem. The 4% escalator is in discussion.

15. *Contact Joe at the schools to work out responsibility for alarm calls prior to Parkville's opening.* Done. Joe acknowledged the problem and will retrain staff.

Charlie Wohlgemuth

1. *Investigate rebates for lighting with PSE&G and suppliers.* For Parkville, the information was secured and forwarded to DC, who then gave it to Ms. Martin. JP explained that the Library needs to secure the rebates for Main and not to wait. JP asked CW to investigate how to secure the rebates. It may be necessary to get information from KG&D. CW agreed to follow up.

## **Business Managers Report**

SK directed the committee to the Business Manager's Report. There is nothing out of the ordinary. SK asked if the committee had any questions.

MD noted that as a former BoT member, she should get the documents prior to the meeting for review. It is not happening. The documents are to be provided to former trustees that request them. SK agreed

SK guided the committee through Overtime Analysis, Payroll Changes Report, Alarm Reports, and the Collection Agency Update.

## **Treasurer's Report**

JM noted that the purchase of books is so low. DC agreed and noted that there have been issues with the process. The process has been reviewed with TG and changes have been made in ordering. The Library is expecting to see movement in money to order books.

RS questioned if the vendors are affixing the RFID tag. DC shared that they are not. There is some processing done. Before a book hits the shelf, the record is set up. The book is barcoded and tagged with RFID. There is a lot of work to be done first. Currently staff is working to streamline the process.

JP asked DC to investigate getting a vendor that can have the book shelf ready. MD noted that there was discussion to have the books tagged by an outside vendor. TG explained that the process is too costly per book. Ingram covers the book. In house, the staff does the stickers, barcoding, and RFID. DC noted that the item needs to be revisited. JP asked to make the system more streamlined to get the books on the shelf quicker, whether it be in house or from an outside vendor.

BS asked if the Library has an international collection. TG explained that the collection is housed under the mezzanine. The books are purchased from the regular vendors as well as outside vendors.

RS asked if there is signage for the patrons to return interlibrary loans to the desk. DC agreed to add the signage.

MD questioned if the SAT classes are full. TG acknowledged that they are. In relation to the schools, they are also offering classes, but at a higher cost to the student. JP asked DC to find out what the schools are charging. DC agreed and will also inquire if the classes are full. JP noted that the Library could increase the cost a little. The Library is in deficit spending.

JP moved to page I of the report and questioned the balance of \$4.1M. SK explained the number is a projected balance.

Moving to page K, JP questioned the number of accounts. SK commented they can be changed. Sterling has provided information with the interest rate quadrupling. HSBC has already offered a higher rate. JP asked SK to press for higher rates.

In regards to the DASNY Fund, SK noted that it will remain the same until accounts are settled with VRD. The HVAC needs to be resolved, along with several other issues. CW noted that he is working with the OLA engineer to resolve issues.

### **Warrant**

MD commented there are 31 checks in the weekly register, including checks for health insurance. RS noted that weekly checks are for utilities. SK agreed to reevaluate.

JP moved to the check for Amazon and questioned why so many items are on 1 check. SK explained 1 check was cut with a breakdown of each invoice and the funds are taken from the correct accounts. After lengthy discussion, JP asked SK to group by category.

### **New Business**

SK directed the committee to the handout on dental coverage. Delta Dental expires on June 30<sup>th</sup> and the rates will increase by 11 ½% for the next contract year. Austen & Co. has contacted the Library looking to make a coalition of libraries to get a better rate with Delta. Last minute, Delta pulled out. The coalition is looking at MetLife. The rates are better for employee only and employee plus 1. The rate for family is higher--\$149.02 vs. \$127.78. There are benefits for families that are better. SK further explained that there is no cost to the Library. Further investigation is needed. The item will be presented to staff.

DC shared that she has met with the union. The contract states that if there is a switch, it must be addressed with the union. If there is a rate increase, a 30 day notice is required. MD asked to get all agreements with the union in writing.

Moving to banking, SK noted that Sterling will lock in the rate of 1% for 6 months. HSBC is willing to offer .75 to .8% and will guarantee for 1 year. Currently, the Library has a good working relationship with HSBC. Funds can be withdrawn from Chase to start up with Sterling. JP asked SK to check with Chase to give them the option to do better.

SK noted that the Library will be bringing in a shredding company for record destruction. The policy requires him to watch. Documents from 2011 will be destroyed. RS asked if a public event could be tied in. DC noted that she and SK are already working on the event.

JP asked CW the status on the HVAC contract with Carrier. SK noted a resolution needs to be written and will be ready for the upcoming BoT meeting.

DC addressed the problem of interlibrary loans. Books that are not available through ALIS or LI Link are not available to the Library. When the change was made from paper to online requests, the Library was shut out, requiring a membership. The Library is now considered not to be in good standing. Reserves have called some libraries directly for the loan. Some accommodate; others do not.

MD cautioned that the Library is a member in good standing. JP further explained that by State Education Law, the Library is a member. MD further explained that Library opted out of the delivery service only.

RS noted that looking at the cost, the Library would be better off buying the books. DC explained that most of the books are out of print. DC will further investigate the situation.

DC moved to the request for photo ID badges for security purposes. The recommended vendor is Express Badging. The system set up is easy to use. Reordering 1 badge is available. The resolution will be written. MD asked if the staff is willing to wear. DC noted that the Staff Association was not contacted and there is nothing in the contract. BS noted that it is a safety issue, especially where children are involved.

DC moved to the need for a lock on the TS door that requires a card swipe for safety. With the card swipe we can see who is going in and out which is also safer. CW noted the door has a panic bar, which requires a special lock. JP asked for the resolution to be written.

DC asked for additional phones to be purchased for the YA Reference Desk, Local History Room, and the Staff Room. The cost includes licensing and the set-up fee. The original cost was over \$1,000 per phone. A 30% savings has been secured. JP asked for the resolution to be written.

SK addressed the request to run an ad with ALA for the Merging Technology Librarian position for 30 days. DC noted that posting has been up for a couple of weeks. ALA is a national website. Not sure if there is value to the exposure. There have been 2 responses to the posting.

DC noted the RFP for the website will be addressed at Main Building.

DC shared with the committee that there was a shelf tip in the Book Room. No staff was seriously injured. The insurance company and the vendor have been contacted. The insurance has a \$1,000 deductible.

Meeting was adjourned at 9:00pm.

Submitted by Jamie Eckartz

Great Neck Library  
**Finance Committee**  
Thursday, May 10, 2018, 7:00pm  
Main Library  
**Action Items**

**Joel Marcus**

1. Put on the Policy agenda to change the reviewing of contracts from 3 years to 1 year.

**Denise Corcoran**

1. Follow up with KG&D to on the plans for the assembly permit for Main
2. Look into changing the shades in the small meeting room. Instead of going top to bottom, it would go either way.
3. Update Committee on response from Mr. Powell on renovation at Parkville and the 4% escalator clause on the lease.
4. Investigate the cost of screens, software, and licensing for digital communications of information to the public adding touch screens.
5. Investigate getting a book vendor that can have the book shelf ready.
6. Provide signage for the patrons to return interlibrary loans to the Circulation desk.
7. Investigate the cost and attendance at SAT classes given by the schools.
8. Further investigate the situation with OCLC to get interlibrary loans outside of ALIS and LI Link reinstated.
9. Write resolution for Express Badges.
10. Write resolution for TS lock.
11. Write resolution for 3 phones.
12. Secure Plaque for Amhein Fund in Levels.

**Steven Kashkin**

1. Contact WageWorks to work out a payment system with invoice as opposed to an ACH withdrawal. If new account needed it is to be placed as resolution for a BoT meeting.
2. Forward all documents for the Finance meeting to MD in advance for review.
3. Work with the banks to secure higher interest rates.

**Tracy Geiser**

1. Investigate distribution of Sunday hours.

**Charlie Wohlgemuth**

1. Investigate rebates for lighting with PSE&G for Main.