

Great Neck Library
Finance Committee
Thursday, June 14 2018, 7:00pm
Main Library

Board of Directors:

Robert Schaufeld (RS)
Josie Pizer, Chairperson (absent with notice) (JP)
Joel Marcus (absent with notice) (JM)
Barry Smith (absent with notice) (BS)
Rebecca Miller (RM)
Wei Yan (WY)

Library Professionals:

Denise Corcoran (DC)
Tracy Van Dyne (TV)
Steven Kashkin (SK)

Members of the Public:

Charlie Wohlgemuth (CW)
Marianna Wohlgemuth (MW)
Charles Chiu (CC)
Janelle Clausen (JC)

Call to Order

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

Action Items

Joel Marcus

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

Denise Corcoran

1. *Follow up with KG&D to on the plans for the assembly permit for Main.* Done, received.
2. *Look into changing the shades in the small meeting room. Instead of going top to bottom, it would go either way.* In progress.
3. *Update Committee on response from Mr. Powell on renovation at Parkville and the 4% escalator clause on the lease.* Item was addressed with Mr. Powell. Will be discussed later on.
4. *Investigate the cost of screens, software, and licensing for digital communications of information to the public adding touch screens.* In discussion with vendors, pricing to be determined.
5. *Investigate getting a book vendor that can have the book shelf ready.* Ongoing.
6. *Provide signage for the patrons to return interlibrary loans to the Circulation desk.* Done.
7. *Investigate the cost and attendance at SAT classes given by the schools.* Done. SAT classes are well attended at the schools and also have a place at the Library.
8. *Further investigate the situation with OCLC to get interlibrary loans outside of ALIS and LI Link reinstated.* Done.
9. *Write resolution for Express Badges.* Done. Approved at May 14th BoT meeting. Design was submitted to vendor. Expect the badges to be done this summer.
10. *Write resolution for TS lock.* Done. Approved at May 14th BoT meeting.
11. *Write resolution for 3 phones.* Done. Approved at May 14th BoT meeting.

12. *Secure Plaque for Amhein Fund in Levels.* Working with the group that created the fund to write the wording for the plaque.

Steven Kashkin

1. *Contact WageWorks to work out a payment system with invoice as opposed to an ACH withdrawal. If a new account is needed it is to be placed as resolution for a BoT meeting.* Item resolved. There will be separate billing.

2. *Forward all documents for the Finance meeting to MD in advance for review.* Done, starting with the package sent for the June meeting.

3. *Work with the banks to secure higher interest rates.* Interest rates have increased with HSBC. Working with Chase to improve the interest rates. If not, will recommend moving to Sterling.

Tracy Van Dyne

1. *Investigate distribution of Sunday hours.* Information has been gathered from the various departments and a plan will be implemented when Sunday hours resume in September.

Charlie Wohlgenuth

1. *Investigate rebates for lighting with PSE&G for Main.* Until the GC signs off on the job, the Library will not receive rebates.

Business Managers Report

SK directed the committee to the report, noting that the Library is 11 months into the budget. SK reviewed the report, noting a problem with the assessor's office and the distribution of funds. To date, the Library has received just under half. It is uncertain when the balance will be received.

On the Budget Transfer worksheet, SK noted that transfers for under and over spending are listed. All adjustments are kept in the same categories. There will be a resolution for the budget changes. RS directed SK to go forward with the resolution.

SK further explained that the transfers of \$100K to Branch, \$50K to Bond Retirement, and \$50k to the Landscaping Fund will go through in June. A resolution is not required for these transfers.

Warrant

The Warrant was reviewed. RS asked for the check to Bibliotheca be held until the sorter is operational.

Checks were signed prior to the meeting.

New Business

SK started with the Auditors Engagement letter. A resolution is required. The fee increased by \$400. SK will write the resolution.

Moving to landscaping, SK explained that the Ferrantello Group currently holds the survey. The information from Land Use needs to be incorporated into the survey to proceed with the project. It was recommended at the last meeting to stay with them for a fee of \$1,200. RS asked SK to send to legal. The resolution will be written pending legal review.

Also included in landscaping, the proposal from Whitestone Associates for soil tests is pending legal review. The soil tests are done by very few companies and the suggestion came from Bayview. The report is needed for Bladykas to submit to the Town. RS asked SK to secure a 2nd bid in time for the BoT meeting.

DC introduced the need for the OCLC service to work with our interlibrary loans. The cost is \$2,076 annually. The Library currently goes outside of the system to get books that are not available through ALIS or LILINK. Some of the books are out of print, costly, or not useful for the Library to own, so purchasing would not be a good option. There are fees charged by some libraries for the books. Committee members suggested making the service known to patrons through the newsletter and the website. DC will write the resolution.

DC addressed the Parkville lease for discussion, which is coming up for renewal for a 10 year period. With the 4% increase, the cost is at or just below market value. The plans for the renovation are with the school and the Board of Ed will hopefully discuss at the July 5th meeting.

Moving to the security company, CW recommended continuing with Security USA. The renewal contract is with legal. SK noted that the contract went up minimally and the guard works well within the Library. SK will write the resolution.

The A+ Security contract is up for renewal. The Library is satisfied with the service. SK will write the resolution.

DC opened the topic of the STEM lab. The Library has been waiting for the Community Restoration Grant. The item is not yet on the agenda of the Nassau County Legislature. It is unclear when the decision will be made. RS noted that the Library is committed to the STEM lab and will move forward. The item is to be added to the Finance agenda for September.

Meeting Adjourned at 7:55pm.

Submitted by Jamie Eckartz

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Action Items

Steve Kashkin

1. Write resolution for budget transfers.
2. Write resolution for Auditors Engagement letter.
3. Write resolution for Ferrantello Group, pending legal review.
4. Write resolution for Whitestone Associates for the soil tests. Secure 2nd bid prior to BoT meeting.
5. Write resolution for Security USA for guard.
6. Write resolution for A+ Security.

Denise Corcoran

1. Investigate the cost of screens, software, and licensing for digital communications of information to the public adding touch screens.
2. Investigate getting a book vendor that can have the book shelf ready.
3. Write resolution for OCLC for interlibrary loans.
4. Add STEM lab to the agenda for the Finance Committee in September.