

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

Board of Directors:

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

Library Professionals:

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

Members of the Public:

Marietta DiCamillo (MD)

Call to Order

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

Review of Minutes from June 14, 2018

JP asked the committee to review the minutes from the June 14th meeting. In reviewing the Action Items from May, JP stressed the need for urgency to get information in for the next meeting in August.

Regarding SAT classes, DC agreed to run the classes with a minimum of 10 students to cover costs on a first-come, first-serve basis.

Action Items

JP asked for the Action Items from June to be reviewed.

Steve Kashkin

1. *Items 1-4 and 6 were accepted as written.*
2. *Write resolution for Security USA for guard.* Done, approved at 6/19/18 BoT meeting. Currently at legal for review. JP stressed the need to look at alternate solutions, possibly roll down gates. TV thought that that staircase area with the EXIT sign by Levels was the reason why gates couldn't be installed. After discussion, DC agreed to investigate the plans with Charlie Wohlgemuth to see what can be done. RS asked to put the item on the agenda for Main Building.

Denise Corcoran

1. *Investigate the cost of screens, software, and licensing for digital communications of information to the public adding touch screens.* To be reported on at August Finance Committee Meeting.
2. *Investigate getting a book vendor that can have the book shelf ready.* Met with vendors at the ALA conference. Meetings have been scheduled with these vendors to discuss details. To be reported on at August Finance Committee Meeting.
3. *Write resolution for OCLC for interlibrary loans.* Done, approved at 6/19/18 BoT meeting.
4. *Add STEM lab to the agenda for the Finance Committee in September.* Done.

Business Managers Report

JP requested that SK review the Business Managers Report to the committee and reviewed the facts.

- MD asked to revisit the transfer of money and cautioned that a resolution is required to move any monies. RS asked SK to put through a resolution at the July 24th BoT meeting to cover the earlier budgeted transfers.
- SK noted that the computers were received on the 11th. The order was complete and Garry Horodyski will inspect and report back to SK to make sure all is correct.
- MD asked to review the payroll and noted that the line is dramatically underspent. An evaluation needs to be done to compare spent versus budgeted items
- The committee went on to review the balance of the report.

Fund Balances

- MD questioned the open encumbrances being separate from the funds. After discussion, JP asked SK to merge the information for each fund to make it easier to work with.
- MD questioned the Anaheim Fund and the installation of a plaque. Every contribution has a resolution attached to accept. MD asked for the details to be pulled. DC agreed to investigate.

Treasurers Report

- JP asked if there were any questions. There were none.

Warrant

- JP asked BS to run through the Warrant and ask questions.
- JP questioned the issuing of rent checks. After discussion, JP asked for the rent checks to be written the week prior and be included in the weeklies.

New Business

DC noted that 2 staff members—Pam Levin and Nick Camastro—proposed to change the fines system. Instead of paying fines, a patron could purchase and donate food to a pantry. JP shared that it is beneficial to collect food for the needy, but not in place of fines.

MD asked if there are guidelines for waving fines. DC noted that there are. Each situation is evaluated. Meeting adjourned at 8:15pm.

Submitted by Jamie Eckartz

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Action Items

Steven Kashkin

1. Put through a resolution at the July 24th BoT meeting to cover the earlier budgeted transfers.
2. Rework the flow of the funds to incorporate the open encumbrances alongside each fund to avoid flipping back and forth.
3. Incorporate the rent checks into the weeklies close to the due dates.
4. Add Stem Lab on Finance Agenda for September.
5. Follow up that computer order is correct with GH.
6. Review the payroll and evaluate needs to be done to compare spent versus budgeted and report the DC, RS and JP.

Denise Corcoran

1. Work on option for the security guard. Review plans to see if roll down gates to isolate Levels is a possibility. Put item on the agenda for the August Main Building meeting.

(*CW to investigate and report to TV per JP)

2. Investigate back up on the Anaheim Fund to see what the Library proposed to do in the resolution attached to the acceptance of the contribution.
3. Report on Screens, Pricing at August Finance Committee Meeting
4. Report on Book Ready Vendor at August Finance Committee Meeting.