

Great Neck Library
Finance Committee
Thursday, August 16, 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:

Janelle Clausen (JC)
Marietta DiCamillo (MD)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, August 16 at 7:00pm at the Main Library by JP.

Review of Action Items

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

Steven Kashkin

1. Put through a resolution at the July 24th BoT meeting to cover the earlier budgeted transfers.-**DONE**
2. Rework the flow of the funds to incorporate the open encumbrances alongside each fund to avoid flipping back and forth. -**DONE and Included in Finance Packet**
3. Incorporate the rent checks into the weeklies close to the due dates.-**will begin in September**
4. Add Stem Lab on Finance Agenda for September.-**DONE**
5. Follow up that computer order is correct with GH.-**Order is correct and GH has installed 11 out of the 18 computers. RS asked about excess computers, either use to swap out or place on future BoT Agenda to excess. A de-acquisition list with serial numbers will be needed for the Board. JP asked DC to look into STOP (Stop Throwing Out Pollutants) in North Hempstead for a possible place to discard computers.**
6. Review the payroll and evaluate needs to be done to compare spent versus budgeted and report the DC, RS and JP.-**DONE and Included in Finance Packet**

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. **-Per DC this item is being addressed in Main Building Committee Meetings.**
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. **-DC has researched resolution. She noted at April 2018 Finance Mtg a plaque was decided on. Possible left over monies to purchase bench, bench plaque.**
3. Report on Screens, Pricing at August Finance Committee Meeting. **-DC reported that this equipment can be costly and she is investigating the best route for the Library as Print on Demand may be more costly than our current paper flyers. RS asked that this item be sent to the Technology Committee.**
4. Report on Book Ready Vendor at August Finance Committee Meeting. **TV and DC met with Ingram and Baker & Taylor and are in process of an intake evaluation to obtain pricing on their services. JP requested this item be expedited and pricing go to Finance Committee in October.**

Business Managers Report

SK presented the Business Managers Report to the committee and reviewed:

- Payroll Changes-it was noted that monies are available in the Page Line. JP asked SK to monitor these monies for possible special projects.
- Overtime & On Call-BS asked about higher amounts for the month of July. Per SK this was due to coverage for vacations, etc.

MD asked about the process for securing on call assistance. DC explained that if the need is critical it is filled, if not it is declined. The request is reviewed and signed off by the Director or Assistant Director and passed to the Business Manger as well. MD asked for better regulation as July amounts are increased.

- Alarm Report-Discussion on Police Calls for the Parkville Branch. JM asked if we have been charged for these calls, SK responded not as of yet.

BS inquired about the Levels alarms at Main and asked if Charlie could look into. SK will follow up.

BS asked if there is a listing of who has alarm codes while MD inquired as to what happens when an employee departs. DC is exploring changing the codes.

- Collection Agency Reports-RS inquired about increase in collections. SK will speak with Nick on this.

- Financial Reports were reviewed and SK answered the committee's questions. BS raised discussion on International Books for Children. JP requested a count of the Children's Foreign Language Books from TV.

Fund Balances

- SK reviewed the open encumbrances and Fund Balances with the committee.

Warrant

- RS asked SK about Proquest/Ancestry Database. SK will look into usage, etc.
- MD questioned the issuing of Credit Card payment in the weekly checks. Discussion ensued and it was decided that Review of Weekly Checks will be added to the Finance Agenda as a separate item.

New Business

DC presented a proposal for an additional RFID gate at Station Branch. The committee requested it placed on the August Agenda for the Special BoT Meeting.

SK informed the committee that the June proposal that was BoT approved for Ferrentello to Map the Wetlands for the Main Landscaping project has increased from \$1200 to \$1850 due to request from Library Counsel for the vendor to possess additional insurance. The committee requested an amendment of the prior resolution be placed on the August Special BoT Agenda.

Open Time

MD thanked SK for putting together a reconciliation for her review.

Meeting adjourned at 8:00pm.

Submitted by Holly Coscetta

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Action Items

Steven Kashkin

1. In September, Incorporate the rent checks into the weeklies close to the due dates.
2. Monitor Page Line Monies for possible special projects
3. Follow Up with CW on Levels alarms
4. Follow Up with Nick on increased collection amounts.
5. Look into Proquest/Ancestry Database.
6. Add Review of Weekly Checks as a separate item on the Finance Agenda
7. Place amendment of Ferrentello resolution on August Special BoT meeting agenda.

Denise Corcoran

1. Look into STOP for de-acquisition of computers. Will need a list for Board and to be placed on an upcoming Board Meeting.
2. Proceed with Armheim plaque
3. Screen with Print on Demand to be placed on Technology Committee Agenda
4. Place Additional RFID gate for Station on August Special BoT agenda.

Tracy Van Dyne

1. Expedite Pricing for Ingram and B& T and review at October Finance Committee Meeting.
2. Count of the Children's Foreign Language Books .