

Great Neck Library  
**Finance Committee**  
Thursday, September 6, 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)  
Marianna Wohlgemuth (MW)

**Call to Order**

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, September 6 at 7:00pm at the Main Library by JP.

**Review of Action Items**

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

**Steven Kashkin**

1. In September, Incorporate the rent checks into the weeklies close to the due dates. - **DONE**
2. Monitor Page Line Monies for possible special projects - **DONE. \$24,000 available**
3. Follow Up with CW on Levels alarms – **DONE. One alarm last month in Levels**
4. Follow Up with Nick on increased collection amounts. - **DONE**
5. Look into Proquest/Ancestry Database. – **DONE. JP asked that DC look into having a workshop at the library for people interested in researching their ancestry.**
6. Add Review of Weekly Checks as a separate item on the Finance Agenda - **DONE**
7. Place amendment of Ferrentello resolution on August Special BoT meeting agenda. – **DONE. This amendment was placed on the August agenda and tabled. It has been added to September 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. **ONGOING. Two computers left to install. This item was discussed at Technology Committee meeting.**
2. Proceed with Armheim plaque – **DONE. Meeting is scheduled on September 15<sup>th</sup> to finalize wording on plaque.**
3. Screen with Print on Demand to be placed on Technology Committee Agenda. - **DONE**

4. Place Additional RFID gate for Station on August Special BoT Agenda. - **DONE**

### **Tracy Van Dyne**

1. Expedite Pricing for Ingram and B& T and review at October Finance Committee Meeting. – **ONGOING**
2. Count of the Children’s Foreign Language Books. – **DONE. There are 1534 foreign language children’s books in the collection. After discussion, JP asked TV to break down book count by language and by branch**

### **Business Managers Report**

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

- Overtime & On Call - SK noted that overtime and on call hours were down.
- Payroll Changes - SK stated that the report included three payrolls. He announced that all pages went back to school and were removed from the report.
- Alarm Reports – SK shared that for the month of August no alarms went off in the branches and only one went off in Main.
- Collection Agency Reports - SK shared that he spoke with Nick Camastro and that 200 accounts in collection is about average.
- Financial Reports were reviewed and SK answered the committee’s questions.

### **Fund Balances**

- SK reviewed the open encumbrances and Fund Balances with the committee. JP commented that the balance sheet would be easier to read if the opening balance was put on the top of the page and that excess rows be deleted. SK agreed to clean up the report.

### **Warrant**

- DC stated that she is working with admin staff on a checks and balances for staff hours.

### **New Business**

DC presented a proposal for preparation of a SEQRA review at the Parkville Branch. She said that this review is necessary for the renovation to move forward. The committee requested it be placed on the September board agenda.

SK announced that the library’s property and liability insurance was up for renewal and recommended that it be renewed through September 2019. The committee requested it be placed on the September board agenda.

DC shared that they are currently awaiting the Interim Municipal Agreement for the STEM grant. She added that Adam Hinz has been touring libraries with STEM labs and that he is working on

compiling a list of items to purchase with the grant money. MD requested a policy on 3D printers be added to the policy meeting agenda. JM responded that this has already been added to their next meeting agenda. MD asked for the policy to include not only usage by the public but staff as well.

JP asked that discussion on online vendor payments be tabled.

JP requested that staff get proposals for tree pruning as she has been contacted regarding the health of the trees surrounding the perimeter of the Main Library.

Meeting adjourned at 8:15pm.

Submitted by Gina Chase

Great Neck Library  
**Finance Committee**  
Thursday, September 6, 2018, 7:00pm  
Main Library  
**Action Items**

**Steven Kashkin**

1. Clean up balance sheet report.
2. Place property and liability insurance renewal on September board agenda.

**Denise Corcoran**

1. Have staff look into having a workshop at the library for people interested in researching their ancestry.
2. Place SEQRA proposal for Parkville Branch on the September board agenda.
3. Obtain proposal for tree pruning at Main Library.

**Tracy Van Dyne**

1. Expedite Pricing for Ingram and B& T and review at October Finance Committee Meeting.
2. Break down count of the children's foreign language books by language and by branch.