

Great Neck Library
Finance Committee
Thursday, October 18, 2018, 7:00pm
Main Library

Board of Directors:

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

Library Professionals:

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

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order on Thursday, October 18 at 7:00pm at the Main Library by JP.

Review of Action Items

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

Steven Kashkin

1. Clean up balance sheet report. – **DONE. The balance sheets for the various funds have been edited eliminating excess lines and accounts that are no longer in use.**
2. Place property and liability insurance renewal on September board agenda. - **DONE. Renewal was approved at the September 12th BoT meeting.**

Denise Corcoran

1. Have staff look into having a workshop at the library for people interested in researching their ancestry. **ONGOING. Christy will be creating a class for our patrons. She has recently attended seminars in order to update her knowledge and skills in this area.**
2. Place SEQRA proposal for Parkville Branch on the September board agenda. – **DONE. Proposal was approved at the September 12th BoT meeting.**
3. Obtain proposal for tree pruning at Main Library. – **One written proposal was received however Charlie has spoken to 2 other companies that may have a lower cost alternative. We are expecting 2 other proposals from Roma Horticulture and Davey Tree Expert Co.**

Tracy Van Dyne

1. Expedite Pricing for Ingram and B& T and review at October Finance Committee Meeting. – **ONGOING. Continuing to work on pricing.**

2. Break down count of the children’s foreign language books by language and by branch – **DONE.**

Language	Main	Lakeville	Parkville	Station
Chinese	81	26	44	0
German	14	0	0	0
Hebrew	107	0	0	0
Italian	16	0	0	0
Korean	40	16	4	1
Persian	144	2	0	0
Russian	3	0	0	0
Spanish	184	9	31	58
Total	589	53	79	59

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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 reviewed the additions and reductions on the report.
- Alarm Reports – SK shared that no alarms went in September.
- Collection Agency Reports – SK went over the collection reports.
- Financial Reports were reviewed and SK answered the committee’s questions.

Fund Balances

- SK reviewed the open encumbrances and Fund Balances with the committee. JM recommended that the report be condensed for ease of reading and understanding.

Warrant

- SK went over the warrant with the committee.

New Business

SK stated that he met with several vendors regarding the copier located in the Administrative area at Main. He recommended that a new 60-month lease be signed with Konica Minolta. He shared that this lease includes supplies, copies, and maintenance. The committee agreed and JP requested it be placed on the next board agenda for approval.

SK recommended renewing the snow removal contract with EPG Construction Corp. for the upcoming season as they have proven to be reliable. The committee agreed and JP requested it be placed on the next board agenda for approval.

DC requested approval for the annual support and maintenance contract with Bibliotheca for the RFID machines at all library locations. The committee agreed and JP asked for it be placed on the next board agenda for approval.

Meeting adjourned at 8:10pm.

Submitted by Gina Chase

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Main Library
Action Items

Steven Kashkin

1. Combine several reports on balance sheet to reduce pages.
2. Place copier lease renewal on October board agenda.
3. Place snow removal renewal on October board agenda.
4. Place RFID service agreement on October board agenda.
5. Change Collections report to only show the past 3 years.