

Great Neck Library
Finance Committee
Wednesday, November 7, 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 Wednesday, November 7th at 7:00pm at the Main Library by JP.

Review of Action Items

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

Steven Kashkin

1. Combine several reports on the balance sheet to reduce pages – **DONE. The new report has been created for this month's financial package.**
2. Place copier lease renewal on October board agenda - **DONE. The item was approved at the October 23rd BoT meeting.**
3. Place snow removal renewal on October board agenda - **DONE. The item was approved at the October 23rd BoT meeting.**
4. Place RFID service agreement on October board agenda - **DONE. The item was approved at the October 23rd BoT meeting.**
5. Change collections report to only show the past 3 years - **DONE. The report has been adjusted for this month's financial package.**

Business Managers Report

SK presented the Business Manager's Report to the committee and reviewed:

- Overtime & On Call - SK noted that overtime, Sunday and on call hours were down.
- Payroll Changes - SK reviewed the additions and reductions on the report.
- Alarm Reports – SK reported that 4 alarms went off in Main and 5 alarms went off in Lakeville and Parkville. He added that all were aborted except for one in Parkville which had police dispatched. He stated that he will investigate as to why the number was so high.
- Collection Agency Reports – SK noted that the report now includes only the past 3 years.
- Financial Reports were reviewed and SK answered the committee's questions.

Fund Balances

- SK reviewed the open encumbrances and Fund Balances with the committee. RS asked that pre-pay invoices be identified on the report.

Warrant

- SK went over the warrant with the committee.

New Business

SK recommended renewing the Directors & Officers & Employment Practices Liability, and Flood policies through November 2019. He noted that workplace violence coverage is also now offered through their carrier. The committee agreed to renew the P&L insurance without the workplace violence coverage. They asked for it be placed on the next board agenda for approval. JP requested that more specific information be obtained on this new coverage being offered.

SK recommended the approval of Roland's Electric proposal to install and repair emergency lights at Main. JP questioned whether the repair to the exit sign could be done in-house. TV stated that she would look into it. The committee asked that the proposal be placed on the next agenda for renewal.

SK recommended the approval of J.C. Broderick's proposal for work related to the Parkville Branch renovation. The committee agreed and asked that the item be placed on the next board agenda for approval.

DC requested approval to move forward with the purchase of new chairs and furniture from SmartFurniture and Demco for the Lakeville Branch. The committee agreed and asked that the item be placed on the next board agenda for approval.

DC asked for approval of Land Use Ecological Services proposal to re-delineate the wetland boundaries at Main. JP questioned why this was needed. The original flagging was done a few months ago but have since disappeared possibly due to storms, or birds pulling them off of the trees. Since the surveyor was recently hired when they came to the site many of the flags were no longer there, thus the need to reflag. In addition to reflagging, Land Use will be adding GPS coordinates to all the flags. The committee agreed and asked that the item be placed on the next board agenda for approval.

Meeting adjourned at 8:00pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Identify pre-pay invoices on financial report.
2. Obtain more detailed information on workplace violence insurance coverage.
3. Obtain two additional proposals for tree pruning.
4. Place P/L insurance renewal on November board agenda.
5. Place Roland's Electric proposal on November board agenda.
6. Place J.C. Broderick proposal on November board agenda.

Denise Corcoran

1. Contact J.C. Broderick for a more detailed breakdown regarding staff hours on their proposal for the Parkville Branch renovation project.
2. Place resolution for purchase of new chairs and furniture for the Lakeville Branch on the next board agenda.
3. Place Land Use Ecological Services proposal on the November board agenda.
4. Remind Counsel to not correspond directly with Trustees.

Tracy Van Dyne

1. Determine if maintenance staff can repair exit sign at Main.
2. Speak to branch heads about reminding patrons of the option to have the library newsletter emailed to them.