



**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize an amount not to exceed \$117,200 for the purpose of installing a new cooling tower for the Main Library, including all electrical, plumbing, demolition, construction and project management. This money is to be taken from the Main Building and Special Services Fund;

It is further resolved that the Great Neck Library Board of Trustees authorize the Director to enter into and execute a contract with Power Cooling Inc. for the purpose of furnishing and installing a cooling tower at the Great Neck Library Main Building;

The Director is additionally authorized to pre-order the tower through the vendor.

President Solomon explained that Park East Construction had agreed to oversee the installation of the cooling tower for 7% of the overall cost for the project or \$15,000, whichever is less, based upon an original estimate of \$350,000. Subsequently, Park East solicited bids that came in lower than what was anticipated resulting in a lower fee for the company, and they felt they could not oversee the project for the reduced amount so they quit. HVAC, Inc., the construction company that was chosen to supply and install the cooling tower, was unwilling to do the project without Park East.

Therefore, the Library Board then met and reviewed the other bids that were submitted to Park East and recommended that Power Cooling Incorporated, the next fair bidder, be hired to replace HVAC, Inc. Power Cooling will use their own project manager therefore eliminating the need for the Library to hire an outside project manager. Although their estimate is \$7,200 higher, it includes the services of their project manager.

Public Comment: Ralene Adler, Marianna Wohlgemuth

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Ferrante Krupski, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **BUDGET DISCUSSION**

The Business Manager had prepared two proposed budgets – one for twelve months and the other for six months if the Board should decide to move to a fiscal year starting in July as opposed to the standard practice of a January to December fiscal year.

Trustee DiCamillo stated that she was leaning in the direction of changing the fiscal year to begin in July, which would be beneficial for the Library. The Library would be able to coordinate with the Retirement System to do its financial forecast for retirement, as well as when the money is received from the School District.

The Director had spoken to the auditors regarding the feasibility of changing the fiscal year. She has also looked at the IRS forms and instructions but they were not clear. Until more information becomes available, the Board decided to work with the twelve-month January to December proposed budget.

The first draft of this budget shows a decrease of \$24,500 in revenues from \$8,416,000 to \$8,391,500. Expenditures increase by \$120,000 from \$8,416,000 to \$8,536,000 resulting in a \$144,500 deficit. This shortfall would have to be made up either by increase taxation or further cuts in the budget.

Mr. Zitofsky reviewed the proposed budget highlighting the lines that had significant changes from the previous budget.

Interest income was down by 50% to reflect realistic interest rates.

The miscellaneous line was cut.

Trustee DiCamillo asked if the numbers presented were audited to which the Business Manager replied in the negative. The auditors will be returning next week to complete their audit. Trustee DiCamillo requested a copy of the draft audit prior to the next budget workshop on March 20.

Salaries – numbers in the 2013 column are current 2012 salaries at the 2011 rates [negotiations are still ongoing]. All vacancies were eliminated from this budget. The budget for substitute staff was reduced from 5% to 3%. The Assistant Director and Business Manager were removed from the Sunday rotation as persons in charge and replaced by the senior librarians working on those Sundays. The Director will be meeting on Monday with the persons-in-charge to make sure there is coverage.

Retirement System – based on the information received from the State, the Library's contribution will be about \$700,000 in 2013. The Business Manager has already received the final rates for 2013 from the State Retirement System and he is awaiting the completion of salary negotiations to make that final calculation. If salaries go down, the Library's contribution to the Retirement System would also go down. Treasurer DiCamillo asked him to put the numbers together for the next meeting.

Social Security, MTA Tax and Workers' Compensation – are percentages of the salaries. Senator Martins is co-sponsoring a bill which, if passed, will exempt libraries from the MTA Tax.

Health Insurance – based on estimates from the State, it will most likely be a 12% increase over the 2012 actual cost. Mr. Zitofsky pointed out that in order to bring the health insurance costs down, the State had used a reserve fund to subsidize it. Last year the reserve fund was pretty tapped out and subsidy may not be available for a couple of years. Mr. Zitofsky was asked to forward a copy of the health insurance spreadsheet to the Trustees.

Library Materials – the two major expenses were \$22,500 for Express Books and \$20,000 for NLS Service Fee. Discussion on the latter ensued. There were about five libraries including

Great Neck that voted against the new fee structure. Great Neck will be paying the old rate in July 2012 but at this time it is unknown what sanctions, if any, will be imposed by NLS. Further discussion on NLS Service Fee was deferred to when the entire Board is present. Trustee DiCamillo asked for the NLS Fee Schedule to be redistributed to the entire Board.

Computer Supplies – cost and usage of ink cartridges are increasing. It was proposed and agreed upon to increase the price for printing from the public printers from ten cents to fifteen cents per page. This will be done in the form of a Board resolution at a future Board meeting. Trustee DiCamillo asked for a breakout of the ink cartridges for staff and public printers to see the expenditure for each, as well as the Cassie report for the year. Ms. Marino was not sure that it could be broken out but she will discuss this with the Computer Department.

Newsletter & Printing – the Director proposed that the mailing of the newsletter be eliminated and have copies available in house and in places e.g. the Atria, Village Halls, resulting in savings of \$2,600 per issue for postage. Emailing the newsletter will also be explored. The Director will find out what is required in the form of technology.

Sewer Tax – Ms. Marino had a conversation with Tom Leak, Business Manager at the Water Pollution Control District. All non-profits pay their sewer taxes based on the Water Pollution Control District's capital expenditures which were dramatically increased due to the mandated upgrade to their systems. Rates will never go back to the 2010 rate but they will level off by 2014. Mr. Leak promised to have the schedule available in the next few weeks.

Station Branch – Mr. Zitofsky was asked to double check to see if Station Branch lease increase was 4.1% or 3%.

Fines – proposed the doubling of fines for overdue books from ten cents to twenty cents for adult books and from five to ten cents for children's books. A resolution with this proposal will be brought before the Board for its consideration.

The Business Manager was asked to re-evaluate the following lines of the proposed budget which could be potentially problematic:

- Interest on Savings
- Vending Machine Commission (need to be more conservative and on target)
- Copy Machine & Computer Printout Fees

Other alternates will be discussed at the Finance Committee Meeting.

Trustee DiCamillo reviewed the items that the Director needs to look into:

- Obtain audited numbers for the next meeting
- Provide Retirement rates with the breakdown
- Forward Trustees spreadsheet on health insurance costs
- Provide subtotal for the pension costs

- Find out the consequences for not paying the new NLS Service Fee and redistribute the proposed NLS Service Fee schedule to the Board
- Provide ink cartridge breakout with Cassie report analysis for the year
- Prepare Financial analysis on the newsletter in regard to email, postage, printing costs
- Provide information on the kind of structure, computer wise, for emailing newsletter
- Schedule of lease
- Station Branch lease increase for 2013
- Fines and printing cost
- Re-evaluating the lines that are specifically identified in the revenue categories

Public Comment: Ralene Adler, Carol Frank, Marianna Wohlgemuth, Jon Aubrey

## **ADJOURNMENT**

Marietta DiCamillo moved for the adjournment of the meeting and it was seconded by Francine Ferrante Krupski. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Francine Ferrante Krupski  
Secretary