

**GREAT NECK LIBRARY
MINUTES OF THE
BUDGET WORKSHOP
TUESDAY, MARCH 7, 2017 AT 7:30 P.M.**

A first budget workshop, was held on Tuesday, March 7, 2017, at the Main Branch of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President
Joel Marcus – Vice President
Michael Fuller – Secretary
Marietta DiCamillo – Treasurer
Francine Ferrante Krupski – Assistant Treasurer
Rebecca Miller – Assistant Treasurer [arrived at 7:57 p.m.]
Douglas Hwee – Trustee [arrived at 7:42 p.m.]

Also Present:

Kathy Giotsas – Executive Director
Tracy Geiser – Assistant Director
Steven Kashkin – Business Manager

Call to Order

President Schaufeld called the meeting to order at 7:34 p.m.

Review and Discussion of 2017/2018 Budget

Mr. Kashkin provided an overview of the first draft of the budget for the fiscal year 2017/2018. The total for the budget presented was \$9,539,201 made up of \$8,644,013 from taxation, \$164,201 from PILOT (Payments in Lieu of Taxes from the Great Neck School District) Revenue and \$730,988 from Tax Revenue from Debt Service. A copy of the budget is appended to these Minutes.

This draft budget will be revised to include suggestions from the Board and presented at the second budget workshop on March 13, 2017.

These Minutes provide highlights and comments on the 1st draft budget:

OPERATING REVENUE

Registration Fees (Line 13) –consensus for line projection at \$6,000.

Fines (Line 14) –consensus for line projection at \$35,000.

E-Commerce (Line 15) –consensus for line projection at \$4,000.

Computer Printout Fees (Line 18) –consensus for line projection at \$11,000

Collection Agency Fees (Line 19) –Treasurer DiCamillo requested a detailed analysis.

Interest Income (Line 25) – project line at \$4,000.

Gift Income (Line 27) - project line at \$500.

Other Grants (Line 32) – MTA only in parenthesis

SALARIES

Treasurer DiCamillo requested that Business Manager Steve Kashkin add a column to the Personnel Budget for Staff Category (i.e. Administration, etc.). A detailed listing of vacant positions, with needs/justification, was also requested for the Finance Committee.

President Schaufeld requested that the retirees appear separated from active employees on the Employee Benefits + Taxes Section.

Public Comment: N. Penner

LIBRARY MATERIAL AND PROGRAMS

Database-Reference (Line 113) –change line title to Database

E-Books/Audio Books (Line 118) – Investigate increasing projected amount by \$50,000.

Newspapers/Microfilm–Ref (Line 122)-a breakdown of this item (plan, cost, demand, etc.) was requested. Executive Director Giotsas will look into grants that may be available to fund this item.

Computer Software (Line 126) – Schedule K; remove Enhancements to be recommended \$3,900.

Adult Programming (Line 135) – the Board of Trustees requested a Schedule for this item.

ADMINISTRATIVE EXPENSE

Recruitment & Training (Line 155) –a detailed breakdown was requested.

Postage (Line 153) - project line at \$26,000.

Legal Fees –Negotiations & Personnel (Line 162) - project line at \$20,000.

Payroll Processing Fees (Line 164) – PEAR HR Solutions should not be included. A new Line item titled HR Consultant was requested.

Election Expense (Line 166) - project line at \$5,000.

Office Equipment Maintenance (Line 170) – Schedule I; Business Manager Kashkin was asked to look into equipment locations and lease terms.

BUILDING AND OCCUPANCY

Electric Parkville (Line 185) & Electric Station (Line 186) & Electric Main (Line 183) -Business Manager Kashkin was asked to examine the 2014 Budget year for comparison against 2018.

Cleaning Service – Lakeville (Line 194) & Cleaning Service – Station (Line 196)

It was requested that the terms and conditions for the cleaning contracts for Station and Lakeville be reviewed and revisited as operation hours have changed.

Landscaping (Line 198)- Schedule J; Remove Plantings \$5,000. and Davey Tree Experts \$6,000.

Service Contracts (Line 200)- Schedule L; Remove Hunt Window Cleaning \$6,000. and Great Neck Window \$2,580. Place with Cleaning.

Executive Director Kathy Giotsas was asked to call the landlord of the Lakeville Branch to begin lease negotiations.

Property Liability (Line 205)- Business Manager Kashkin will asked to double check on \$5,000. Computer Hardware PCs (Line 215)- basis needed for request.

OPEN TIME

Naomi Penner – Custodial Staff, RFID, Staff Contract, Main Cleaning, Funds

President Schaufeld read aloud the Agenda Statement for Public Comments.

Marianna Wohlgemuth – Book Revenue, Grants, Parkville Programming, Budget Items

Adjournment

The meeting was adjourned at 9:24 p.m. on motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski.

Respectfully submitted,

Michael Fuller-Secretary
Board of Trustees