

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES BUDGET WORKSHOP  
TUESDAY, MARCH 17, 2015 AT 7:15 P.M.**

A second Budget Workshop of the Great Neck Library Board of Trustees, was held on Tuesday, March 17, 2015, in the Station Branch of the Great Neck Library, 26 Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President  
Francine Ferrante Krupski – Vice President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Michael Fuller – Assistant Treasurer [Arrived at 7:40 p.m.]  
Robert Schaufeld  
Joel Marcus – Assistant Treasurer

Also Present:                      Neil Zitofsky – Business Manager  
   Christine Johnson – Interim Director

**Call to Order**

President DiCamillo called the meeting to order at 7:30 p.m.

**Review and Discussion of 2015/2016 Budget**

In this second draft of the proposed budget [copy appended to these Minutes], the revenues line remains at \$9,644,700. Mr. Zitofsky reviewed the changes that were made. He reformatted the debt service to show clearly that there is no tax increase in 2016 and no increase projected for 2017.

Starting with salaries, he pointed out that at the Personnel Reorganization meeting, it became obvious that salaries should be budgeted by function rather than by department. This new format will be done for the Budget Hearing. He then walked the Trustees through Schedule A, which is the Salary Chart.

*[Trustee Fuller entered at this point at 7:40 p.m.]*

UNDER EMPLOYEE BENEFITS

*Unemployment Insurance* – The Library's 2017 contribution to the Retirement System might be reduced based on current salaries. By next year all unemployment insurance will have been paid, and therefore, the \$12,000 that is budgeted is adequate for a normal year. This number needs to be added for 2017 in Schedule B.

---

## LIBRARY MATERIALS AND PROGRAMS

*Reference Books* – The Interim Director stated that some items that were weeded out of the collection will have to be replaced when the Library reopens. Reference Librarian Irina Zaiants is negotiating good prices with the vendors. Ms. Johnson was asked to let Ms. Zaiants know she was doing a good job.

Trustee Solomon queried the increase in funding for ebooks when Main is reopened.

*Newspapers on Microfilm* – This budget line was reduced as the Great Neck newspapers will be the only newspapers on microfilm because of our historical collection.

*Computer Software* – Trustee Fuller stated that more licenses and terminals will be required when the Library reopens. This budget line will require adjustment. President DiCamillo asked for a listing of all computer equipment and software be sent to Trustee Schaufeld, who chairs the Technology/Website Committee, before the next Technology Committee meeting. She also requested that a budget item be included for an IT person who would be responsible for inventory control.

*NLS Support* – There are no additional funds in the budget line except the \$47,700 for the fiscal year ending June 2016. President DiCamillo stated that this line should be increased to put in place a plan for a courier service to pick up books at NLS.

*SAT Prep Program* – To be reevaluated.

## LIBRARY OPERATIONS

*E-Commerce Fees* – which gives patrons the opportunity to pay their fines online is to be reevaluated and perhaps to investigate the Library charging a fee to users of this service.

*Newsletter & Printing* – The budget for newsletter printing and mailing seems enormous. It was suggested that when patrons are renewing their library cards they could be given the option of receiving their newsletter by email.

*Election Expenses* – The Business Manager was asked to provide a schedule of the specific breakout of the items on this line.

*Building Operations* – The Business Manager explained that we might see a 25% savings in utility bills because of the renovation at Main – the roof, windows, etc. President DiCamillo asked to see the schedules for all the utility services and snow removal.

## OTHER USES

Business Manager Zitofsky suggested using the of \$499,500 surplus to put into a fund to retire the debt early, \$440,000 to be used for the fire/sprinkler system, and \$250,000 to be allocated to the Automated Library Fund, with \$80,000 for Sierra; \$38,500 for Inn Reach Subscription; \$4,000 for Cloud Backup; and \$47,000 for Reporter and Decision Centre. President DiCamillo recommended that this be reviewed by the Technology Committee but not to be earmarked to the

suggestions here. There was no allocation for servers and she is not sure that sufficient funds were allotted to the Automated fund and she needs to get a solid process of what we want to do.

Trustee Solomon suggested including \$1,000 in the budget for the grand reopening of Main which seemed to be a good idea to everyone. This will be taken out of the Main Building and Special Services fund

### CONSTRUCTION BUDGET

President DiCamillo inquired regarding an update on the money that was bequeathed to the Great Neck Library and was told that an institution had come forward to claim \$3,000 from the estate that was owing to them.

*Public Comment: Karen Rubin and Dan Lidgett – Great Neck News*

### **Open Time**

Speaking: Karen Rubin – BZA Meeting.

President DiCamillo, in response to this question, informed the meeting that the Library was bumped from the BZA March 4<sup>th</sup> Hearing as the BZA required the Library to provide more documentation. They will be meeting tomorrow and four Trustees and the Interim Director will be in attendance. The servers are still in the Main building because of the permit situation with the Town. Verizon is working at the Main Building today and the electrician will be coming tomorrow. The asbestos abatement is 90% done and cannot be completed until the servers are removed from the building.

Interim Director Johnson invited the Trustees to take a look at the pictures of the interior work being done on the building on the Library's website via Flickr.

### **Adjournment**

The meeting was adjourned at 9:05 p.m. on motion by Michael Fuller and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon  
Secretary – Board of Trustees

GREAT NECK LIBRARY

**BOARD OF TRUSTEES BUDGET WORKSHOP**

**Tuesday, March 17, 2015**

**7:30 p.m.**

**Station Branch Library**

26 Great Neck Road, Great Neck, NY 11021

**AGENDA**

Call to Order

Review & Discussion of 2<sup>nd</sup> Draft of Proposed 2015/2016 Library Budget

Open Time

*Members of the public may speak to any item pertaining to the **Budget** for no more than 3 minutes during Open Time. Please wait until the President recognizes you for discussion.*

Adjournment

GREAT NECK LIBRARY  
**BOARD OF TRUSTEES**  
**BUDGET WORKSHOP**  
TUESDAY, MARCH 17, 2015 – 7:30 P.M.  
STATION BRANCH LIBRARY  
26 GREAT NECK ROAD, GREAT NECK, NY 11021

ATTENDANCE SHEET

	<u>NAME</u>	<u>ADDRESS/ EMAIL</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____