

Great Neck Library
Finance Committee
Thursday, January 10, 2019, 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)

Member of the Public:

Marietta DiCamillo (MD)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order by JP on Thursday, January 10th at 7:02pm at the Main Library.

Review of Action Items

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

Steven Kashkin

1. On the Financial Reports, under Library Materials & Expenses, group expenses by department. – **ONGOING. SK recommended waiting until the budget process is complete so that we can arrange the accounts before a new fiscal year begins. in advance will be recorded in the prepaid expenses. Other account and the information will be updated monthly.**
2. Obtain insurance quote for new STEM lab – **DONE. Quote for additional insurance to cover STEM lab equipment is \$649 per year.**
3. Email 2017/2018 overtime analysis to committee - **DONE. Handout for tonight's meeting.**
4. Place purchase of computers/computer hardware/servers on December board agenda - **DONE. Item was approved at the December 18th BoT meeting.**
5. Place proposal for electrical work in Technical Service, with third bid obtained, on December board agenda- **DONE. Item was approved at the December 18th BoT meeting.**
6. Place proposal for Main's tree evaluation on December board agenda - **DONE. Item was approved at the December 18th BoT meeting.**
7. Renegotiate maintenance and service contract proposals for the fire panel at Parkville and then place on December board agenda. - **DONE. Item was approved at the December 18th BoT meeting.**
8. Place proposal for IT electrical work, with third bid obtained, on December board agenda. - **DONE. Item was approved at the December 18th BoT meeting.**
9. Place proposal for purchase of shelf ready books on December board agenda. - **DONE. Item was approved at the December 18th BoT meeting.**

JM excused himself from the meeting at 7:33 pm.

Denise Corcoran

1. Meet with Adam Hinz and Christopher Van Wickler to establish STEM hardware lifespan. – **DONE. Group met. Information provided in attachment.**

Tracy Van Dyne

1. Provide information of number of patrons receiving library newsletter via email. – **DONE. As of 1/2/19 2,619 patrons signed up to receive the newsletter via email.**
2. Add VRD's proposal for the installation of new roof drain to the recommendation memo. – **DONE. Proposal added as backup to the resolution for the December 18th BoT meeting.**

Adam Hinz

1. Obtain pricing to properly secure large STEM items (3D printer, laser cutter, gaming laptop). **DONE – Information provided in attachment.**

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 3 alarms went off in Main, 4 alarms went off in Parkville, with the police dispatched for one, and one alarm went off in Lakeville.
- 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.

Warrant

- SK went over the warrant with the committee.

New Business

DC reported that the painting and carpet cleaning for the Lakeville Branch has additional costs which were not originally noted. RS requested that this item be brought back to the Branch Committee for further discussion.

SK presented a proposal for the pointing of the flagstone wall at Main. DC stated that this job cannot start until we get warmer weather and that the cost may change. JP asked for this item to be brought back to a future Finance Committee meeting with a current proposal.

SK presented the costs of recyclable tote bags from two vendors. JP asked for this item to be brought back to the next Finance meeting with a quote from a third vendor.

SK requested authorization to proceed with a Request for Proposal (RFP) for audit services and to approve the attached RFP. The committee agreed and asked for this item to be placed on the next board agenda for approval.

DC shared that the library is having a “grubby” book sale. She said that all the library and book room shelves are full. DC noted that she had met with, Margery Chodosch, Reference Department Head, regarding the removal of outdated financial books from the shelves. She added that the Children’s Department was also asked to remove obsolete science books. JP stated that it is time for staff to begin weeding the collection again. RS asked that a resolution lifting the moratorium on weeding be presented at the next board meeting. He added that existing policy #600-15 be followed when weeding.

Meeting adjourned at 8:15pm.

Submitted by Gina Chase

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Steven Kashkin

1. Contact bank to increase interest rates
2. Place approval to proceed with RFP for auditor on January board agenda.
3. Request board approval to return Lakeville painting and carpet cleaning item to the Branch Committee for additional discussion.
4. Bring Pointing of Flagstone wall at Main proposals to a future Finance Committee meeting.

Denise Corcoran

1. Place resolution lifting moratorium on weeding on the January board agenda.
2. Obtain costs for recyclable tote bags from a third vendor and bring back to next Finance Committee meeting.