

Great Neck Library  
**Finance Committee**  
Wednesday, March 13, 2019, 7:00pm  
Main Library

**Board of Directors:**

Josie Pizer, Chairperson (JP)  
Rebecca Miller (RM)  
Liman Mimi Hu (MH)  
Chelsea Sassouni (CS)

**Library Professionals:**

Denise Corcoran (DC) (absent with notice)  
Steven Kashkin (SK)  
Tracy Van Dyne (TV)

**Members of the Public:**

Marietta DiCamillo

**Call to Order**

The meeting of the Great Neck Library's Finance Committee was called to order by JP on Wednesday, March 13<sup>th</sup> at 7:00pm at the Main Library.

**Review of Action Items**

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

**Steven Kashkin**

1. Place approval to purchase recyclable tote bags on the next board agenda. - **DONE. Item was approved at 2.26.19 BoT meeting.**
2. Place review of procurement threshold on next Policy Committee agenda – **DONE. Item was on 2.13.19 Policy Committee agenda for discussion.**
3. Place approval for budget transfers on next board agenda. – **DONE. Item was tabled at 2.26.19 BoT meeting. It will be added to the May 2019 BoT agenda.**
4. Place approval for service contract for automatic doors on next board agenda. – **DONE. Item was approved at 2.26.19 BoT meeting.**
5. Place approval for service contract for air conditioning at the Parkville and Lakeville branches on the next board agenda. – **DONE. Item was approved at 2.26.19 BoT meeting.**

**Business Managers Report**

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

- Overtime & On Call - SK noted that overtime was down compared to the same time last year.
- Payroll Changes - SK reviewed the additions and reductions on the report.
- Alarm Reports – SK reported that 2 false alarms went off in Main and that no alarms went off in the branches.
- Collection Agency Reports – SK went over the collection reports.
- Financial Reports were reviewed and SK answered the committee's questions.

SK noted that the total revenue was up to due to the higher interest rate from HSBC. He added that Chase is refusing to raise the interest rate so he is in contact with Flushing and Sterling Banks to possibly move over the libraries monies currently held in the Chase account.

### **Fund Balances**

- SK reviewed the open encumbrances and Fund Balances with the committee.

JP asked for clarification on the revenue received from Miscellaneous Income. SK responded that line item reflects fees received from yoga classes. He added that in the next budget year this revenue will be listed under Programming Revenue.

JP questioned why the electricity bills at the Parkville Branch are so high. SK responded that he will investigate with PSE&G.

### **Warrant**

- SK went over the warrant with the committee.

### **New Business**

SK recommended the hiring of The Whalen Berez Group, LLC to provide a cost estimate for the furniture needed as part of the Station Branch renovation. After discussion, the committee accepted the recommendation and asked for this item to be placed on the next board agenda.

SK recommended the hiring of FPM Group to provide a construction cost estimate for the Station Branch renovation. After discussion, the committee accepted the recommendation and asked for this item to be placed on the next board agenda.

SK requested approval for the renewal of the contract with The Metro Group, Inc. for water treatment services for the heating and cooling water systems at the Main Library. The committee approved and asked for this item to be placed on the next board agenda.

SK recommended that the 2017/18 budget surplus in the General Fund, in the amount of \$900,000, be allocated as follows: \$200,000 into the Branch and Special Services Fund; \$200,000 into the Main Building and Special Services Fund; and \$700,000 to the Bond Retirement Fund. After discussion, the committee accepted the recommendation and asked for this item to be placed on the next board agenda.

Meeting adjourned at 8:15pm.

Submitted by Gina Chase

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**Finance Committee**  
Wednesday, February 13, 2019, 7:00pm  
Main Library  
**Action Items**

**Steven Kashkin**

1. Contact PSE&G regarding the high electricity bills at Parkville.
2. Place hiring of cost estimator for the furniture for Station Branch renovation on the next board agenda.
3. Place hiring of construction cost estimator for the Station Branch renovation on the next board agenda.
4. Place approval for the renewal of the contract for water treatment services at the Main Library on the next board agenda.
5. Place budget transfer from 2017/18 surplus in the General Fund on the next board agenda.