

Great Neck Library  
**Finance Committee**  
Wednesday, October 16, 2019, 7:00pm  
Main Library

**Board of Directors:**

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

**Library Professionals:**

Steven Kashkin (SK)  
Tracy Van Dyne (TV)

**Call to Order**

The meeting of the Great Neck Library's Finance Committee was called to order by JP on Wednesday, October 16<sup>th</sup> at 7:05pm at the Main Library.

JP announced that she would be reordering items on the agenda.

**New Business**

SK recommended the renewal of the library's snow removal contract for November 1, 2019 through April 30, 2020 with EPG Construction Corp. at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches and snowplow charges for accumulations over eight (8) inches. He said they are a reliable company and that the library is at the top of their list during snowfalls. The committee agreed and asked for this item to be placed on the next board agenda.

SK recommended the approval for the purchase of 80 new computers (Dell Optiplex 3070) from Dell; 80 Microsoft Office Professional Plus 2019 licenses from GovConnection and; seven (7) receipt printers and eight (8) bar code scanners from Bayscan Technologies for a total amount of \$70,450. The committee agreed and asked for this item to be placed on the next board agenda. JP requested that a list of the computers being replaced be presented at a future board agenda just as it has been done in the past.

JP inquired about the status of shelf ready items. She would like to ensure that we are getting the service we signed up for. TV stated that there were no problems with the recent order of shelf ready books that were shipped and that she is satisfied with the service. JP noted that this will result in TS staff being freed up to handle other projects. TV stated that the staff has been busy cleaning up the library catalogue. MH questioned if ordering shelf ready will delay the library's procurement of best sellers. TV said that this process will actually speed up the library's receipt of top titles since we are now VIP status.

## Review of Action Items

JP asked for the action items from September to be reviewed.

### Steven Kashkin

1. Contact other banks in Great Neck to see if they can offer higher interest rates. **DONE. Flushing Bank currently offers a money market rate of .55% for business accounts (with an open checking account). Sterling National Bank currently offers a money market rate of .797% for accounts over 2.5MM and .008% for accounts below that amount. He continues to work with HSBC to keep our rates at the 1%, which is even with the fed rate cuts that have taken place with more cuts planned in the future.**
2. On Business Manager's report, move capital transfers info from Bullet C to Bullet K. **DONE. See attached.**
3. Place resolution for renewal of library's property/liability insurance on the next BoT agenda. **DONE. Item approved at September BoT meeting.**
4. Place resolution for hiring of A. Tanzman for pointing of the tops of the columns at the Main Library on next BoT agenda. **DONE. Item approved at September BoT meeting.**

### Tracy Van Dyne

1. Obtain price for book drop to be left at the Great Neck train station. **The book drop at Main cost approximately \$8K. We are currently looking into approvals needed to possibly place a book drop at the train station, including permits and insurance.**
2. Provide further clarification and a breakdown of fines collected on collection report memo. **See attached memo which now includes an additional report that had been previously removed as backup to the collection memo.**

## Business Managers Report

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

- Overtime & On Call - SK noted that overtime and on call hours are higher than the same time last year due to the fact that this was a three Sunday month.
- Payroll Changes - SK said that payroll is in line with the same time last year.
- Alarm Reports – SK reported that two alarms went off in Main and two alarms went off in Parkville with all being aborted. There were no alarms at Station and Lakeville.
- Collection Agency Reports – SK went over the collection reports. JP reminded staff that she had requested the memo to clearly break down cash returned and material returned. SK highlighted the backup added to the report, which provided a detailed view of monies collected. MH wondered how many accounts in collection are children's accounts. RM stated that staff could look up to see what materials were checked out under a children's card versus an adult card. TV said she will have Nick Camastro look into it. MH also asked for a breakdown of dollar amounts owed in collections, like the number of accounts

with under \$25 owed and over \$25 owed. RM asked if a report could be generated detailing what materials were overdue, such as children's books, media, etc. MH said all this data will be helpful to the Policy Committee as the creation of amnesty programs to absolve fines are currently being considered.

### **Warrant**

- SK went over the warrant with the committee.

JP questioned the high cost of children's programs. TV responded that children's programs are, on average, significantly more expensive than regular programming, as it often includes crafts and other materials. SK added that the higher expense can also be attributed to the success of the children's summer reading program. MH recommended adding more children's programming on weekends.

### **Financial Reports**

- The reports were reviewed and SK answered the committee's questions.

MH asked what the target amount from the budget that should be spent on books as it appears the library is underspending. SK responded that a significant order just came in which is currently being processed. MH noted that several best sellers that are already on the shelf at other libraries are still not available at the Great Neck Library. JP recommended possibly purchasing a single copy of high demand books while we await shipment from the booksellers. RM stated that we are only spending 11% of the allotted budget on books and inquired as to why we are not spending faster. She added that if more was spent then we would be extra likely to have all the in-demand titles available for our patrons.

### **Fund Balances**

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

Meeting adjourned at 7:50 pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Place renewal of snow removal contract on the next BoT agenda.
2. Place purchase of 80 new computers on next BoT agenda.
3. Place purchase of 80 Microsoft Office Pro Plus 2019 licenses on next BoT agenda.
4. Place purchase of seven receipt printers on next BoT agenda.
5. Place purchase of eight bar code scanners on next BoT agenda.
6. Determine if a report identifying if overdue accounts were that of children's or adults can be generated.
7. Determine if a report identifying types of materials, i.e. children's books or media, etc., were checked out for overdue accounts.