

**GREAT NECK LIBRARY  
MINUTES OF THE  
BUDGET WORKSHOP  
MONDAY, MARCH 13, 2017 AT 7:30 P.M.**

A second budget workshop, was held on Monday, March 13, 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 [arrived at 7:36 pm]  
Rebecca Miller – Assistant Treasurer

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

Absent with Prior Notice: Douglas Hwee – Trustee

## **Call to Order**

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

## **Review and Discussion of 2017/2018 Budget**

In this second draft of the proposed budget [copy appended to these Minutes], the revenues line remains at \$9,539,201. Mr. Kashkin reviewed the changes that were made.

### PERSONNEL BUDGET

Treasurer DiCamillo would like the vacancies removed, other than Director's Office, IT, Children's Full Time and Levels. For the Additional Part Time Hours, an evaluation of hours worked against the budget line was requested.

### LIBRARY MATERIALS AND PROGRAMS

E Books (line 124) has increased by \$50,000. The line projection is now \$150,000.

Newspapers/Microfilm (line 128) – the projected line item was reduced by \$45,400.00 as the digitization project will be revisited either in stages or as a whole if desired.

Computer Software –Martins Grant (line 133) –requested that the line is deleted.

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Adult Programming (Line 141) –Next year’s schedule to be annualized by row. Further analysis of occurrences, attendee capacity, etc. is also needed for the schedule draft. For current programs in the works, more information is needed. The Program/Outreach Coordinator to attend the next Budget Meeting on April 4<sup>th</sup>.

#### ADMINISTRATIVE EXPENSE

Recruitment & Training (line 161) - Discussion on Schedule E took place. For Various Training & Professional Development additional information was requested. The Policy & By Law Committee to consider a Training Policy for Employees.

HR Consulting Fees (line 171) was added to the budget. A monthly evaluation of how they are being utilized is necessary.

Office Equipment Maintenance (line 177) – Schedule I was discussed and clarification of the copiers and their term limits were addressed. President Schaufeld asked that the remaining term for the postage meter be looked into. Additional vendors are to be researched for personnel scanning software. The IT Consultant will be invited to the next meeting of the Main Building Committee.

#### FURNITURE & EQUIPMENT

Computer Hardware PCs (line 222) projected line item was reduced to \$17, 183.00. On Schedule K a narrative as to purpose/need is needed for the additional laptops and iPad request as well as the desktop for media room. Perhaps tablets might be a better alternative to the catalog dedicated workstations that are at Main and the Branches. Treasurer DiCamillo requested a complete inventory of computers.

### **Open Time**

N. Penner-Programming Committee & Meeting

### **Adjournment**

The meeting was adjourned at 8:52 p.m. on motion by Francine Ferrante Krupski and seconded by Joel Marcus.

Respectfully submitted,

Michael Fuller-Secretary  
Board of Trustees