

Great Neck Library
Finance Committee
Wednesday, January 15, 2020, 7:30pm
Main Library

Board of Directors:

Rebecca Miller, Chairperson (RM)
Weihua Yan (WY)
Josie Pizer (JP)
Chelsea Sassouni (CS) *absent with 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 RM on Wednesday, January 15th at 7:30pm at the Main Library.

Review of Action Items

RM asked for the action items from December to be reviewed.

Steven Kashkin

1. Determine the number of inactive library accounts that have a balance due. **DONE. There are 2,694 total accounts that have been sent to collections. Out of those accounts, 986 currently have collection blocks on them because they have a balance. 799 of those accounts currently have expired cards leaving 187 cards that have not yet expired.**
2. Add "May/June" before 2020 in item K of the Business Manager's report. **DONE. This was completed prior to the last BoT meeting.**
3. Add YTD information and a color legend on the overtime / on-call spreadsheet for the next Finance meeting. **DONE. The spreadsheet was revised for this month's Finance Committee meeting.**
4. Confirm outstanding balance with Land Use. **DONE. The balance for Land Use is accurate. We will be billed for the balance in the near future.**

Business Managers Report

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

- Overtime & On-Call - SK shared that on-call hours and overtime are similar to what they were the same time last year.
- Payroll Changes - SK said that payroll is the same as this time last year. He noted the retirements of Pamela Levin and Maureen McKenna along with Judith Snow's promotion from part-time to full-time Children's Librarian.

- Alarm Reports – SK reported that one alarm went off in Main and it was aborted. There were no alarms at any of the branches.
- Collection Agency Reports – SK went over the collection reports.

Financial Reports

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

RM shared that she has started marking elements of the annual budget that are related to fines and fees due to the Committee's recent discussions regarding possible amnesty programs at the library.

WY noted that the report needs to reflect Fiscal Year 2019/2020. SK concurred and stated he will correct that date prior to the BoT meeting.

WY recommended SK create a summary sheet of the Business Manager's report for a better understanding of the numbers. RM conveyed the importance of the detail behind the figures. SK suggested a meeting with WY to provide a thorough explanation of the reports. WY agreed to work with TV to coordinate this meeting.

The committee discussed the large unspent line item for full time salaries. SK noted this is due, in part, to the current open positions of the Director and Webmaster. RM asked SK to spend some time evaluating where we are going to end up with this.

Fund Balances

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

Warrant

- SK went over the warrant with the committee.

The committee asked SK to reclass the purchase of the replacement cash register for Station from Office Supplies to Furniture and Equipment.

Meeting adjourned at 8:00 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Update Financial Reports to reflect Fiscal Year of 2019/2020 prior to BoT meeting.
2. Evaluate status of unspent monies from full time salaries line item.
3. Reclass the purchase of Station's cash register to Furniture and Equipment.

Tracy Van Dyne

1. Coordinate a meeting for SK and WY to go over financial reports.