

Great Neck Library  
**Finance Committee**  
Wednesday, March 18, 2020, 7:00pm  
Main Library

**Board of Directors:**

Rebecca Miller, Chairperson (RM)  
Weihua Yan (WY)  
Josie Pizer (JP)  
Chelsea Sassouni (CS)

**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, March 18<sup>th</sup> at 7:03pm at the Main Library. (via WebEx discussion)

**Review of Action Items**

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

**Steven Kashkin**

1. Reclass Registration Fees and Fines away from E-Commerce to specific line item they belong to. **ONGOING. Document will be adjusted prior to the April finance meeting and after the first budget meeting.**
2. Include the open Director position for the full year on upcoming budget. **DONE. Will be presented as part of the budget workshop.**
3. Create separate line items for Adult and Children programs at the branches (for next budget year). **DONE. Will be presented as part of the budget workshop.**

**Tracy Van Dyne**

1. Invite NLS Director to the next Finance or Board meeting. **DONE. The NLS Director, Caroline Ashby, had been invited to the initial budget workshop on March 11<sup>th</sup> but the meeting was cancelled due to loss of quorum. She has been invited to the March 23<sup>rd</sup> meeting but due to a conflict will not be able to attend. RM suggested that all trustees submit questions they have to TV prior to the meeting so that Ms. Ashby can answer them prior to the budget meeting. JP asked what the purpose of Ms. Ashby's invitation is. TV stated that it is to educate the Board on all the services provided through full NLS membership.**

**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 lower than what they were the same time last year.

- Payroll Changes - SK noted that the only addition to the report was that of Jaime Poland, Part Time Librarian Trainee in the STEM lab...
- Alarm Reports – SK reported that no alarms went off in Main and Lakeville. One alarm went off in Station and one in Parkville with both being aborted.
- Collection Agency Reports – SK went over the collection reports. RM queried if fines are being waived during the library closure. TV responded that all fines will be waived until the library opens again. She added that patrons have the option of dropping off library materials in any of the book drops which are still being monitored by maintenance staff.

### **Financial Reports**

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

RM asked why the repair and maintenance expenses were so high. SK said that unexpected repairs to the air conditioning unit along with emergency plumbing repairs to the bathrooms in the lower level of the Main Library caused the increase.

### **Fund Balances**

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

RM wondered if there has been any progress on the Landscaping project. TV stated that they are still awaiting the permit approval from the Town of N. Hempstead. She added that initially the incorrect documents regarding the library parking spaces had been submitted but the current ones have been sent since then. RM asked TV to please continue to follow up and push on this project.

JP asked if the Local History room is up and running. TV said that it is open and being used. She said that it is constantly being updated by Christy Orquera.

### **Warrant**

SK went over the warrant with the committee.

### **New Business**

Per the recommendation of Charles Wohlgenuth, SK discussed the hiring of Jan Pro Cleaning Corp. for the cleaning of the Main Library and Branches. The committee asked that it be placed on the next board agenda for approval.

SK recommended the authorization of the engagement of Cullen & Danowski for the auditing of the library's financial statements and preparation of the federal 990 form. The committee agreed and asked that it be placed on the next board agenda for approval.

Meeting adjourned at 7:41 pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Place the hiring of Jan Pro for cleaning services on the next BoT agenda for approval.
2. Place the hiring of Cullen & Danowski for auditing services on the next BoT agenda for approval.