
GREAT NECK LIBRARY
MINUTES OF THE
BUDGET WORKSHOP
THURSDAY, APRIL 2, 2020 AT 5:00 P.M.

A second budget workshop, was held on Thursday, April 2, 2020, via WebEx [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President
Liman Mimi Hu – Vice President
Scott Sontag – Secretary
Rebecca Miller – Treasurer
Chelsea Sassouni – Assistant Treasurer
Josie Pizer – Assistant Treasurer

Also Present: Tracy Van Dyne – Acting Director
Steven Kashkin – Business Manager

Absent with Notice: Barry Smith - Trustee

Call to Order

Trustee Miller called the meeting to order at 5:02 p.m.

Review and Discussion of 2020/2021 Budget

In this second draft of the proposed budget [copy appended to these minutes], the revenue line decreased from \$9,745,825 to \$9,737,825.

Steven Kashkin, Business Manager, reviewed the changes that were made.

Trustee Sontag arrived at 5:27 p.m.

SALARIES

Mr. Kashkin provided a FT and PT Salary Variance Analysis which was requested at the first budget meeting. After discussion, it was decided that Mr. Kashkin will meet with Board President Weihua Yan and Acting Director Tracy Van Dyne for a thorough review of the open positions and the timeline in filling them. The variance analysis will be updated accordingly and any overages will be put in the Bond Retirement Fund.

Public Comment: M. DiCamillo

LIBRARY MATERIAL AND PROGRAMS

Databases (line 118) was decreased by \$26,207 due to a reduction in the NLS core collection, online tutoring and Morningstar. The line projection is now \$103,793.

E-books / E-audiobooks - AV (line 122) was decreased by \$33,163 due to a difference in fees for Overdrive, Hoopla and Kanopy, which are included with NLS membership. The line projection is now \$123,837.

Periodicals - Reference (line 123) was decreased by \$4,911 based on department staff input and reduction of recorded books, which are included with NLS membership. The line projection is now \$33,089.

NLS Member Support Fee (line 133) was increased by \$56,461 as the library will be returning to status of Member in Good Standing with NLS effective July 1, 2020. The line projection is now \$56,461.

Trustees Yan and Miller inquired as to how the savings from returning to full membership with NLS were calculated. Mr. Kashkin responded that, among other things, the budget for audio/e-books and periodicals will go down. He calculated a savings to the library of approximately \$48,000.

ADMINISTRATIVE EXPENSE

Cleaning Service - Lakeville (line 198) was increased by \$3,220 due to the hiring of a new cleaning company. The line projection is now \$11,220.

Cleaning Service - Parkville (line 199) was increased by \$2,500 due to the hiring of a new cleaning company. The line projection is now \$13,500.

Cleaning Service - Main (line 201) was decreased by \$5,500 due to the hiring of a new cleaning company. The line projection is now \$60,500.

OPEN TIME

Mr. Kashkin shared that the school board budget adoption date has not been set and may be pushed back as late as June. He asked the board if they would like to wait for more information before scheduling the library's budget adoption meeting. Trustee Hu inquired as to how the state budget deficit and economic downturn is going to affect the library. After discussion the board agreed to hold off on scheduling the adoption meeting. Mr. Kashkin was instructed to prepare a document modeling a budget based on "worst case scenario" for the library as a result of the closing.

M. DiCamillo – Thanked the board and staff for their work on the budget especially during this difficult time.

Adjournment

The meeting was adjourned at 6:03 p.m. on motion by Trustee Hu and seconded by Trustee Sontag.

Respectfully submitted,

Scott Sontag, Secretary
Board of Trustees