

Great Neck Library
Finance Committee
Wednesday, April 7, 2020, 6:30pm
Via WebEx

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 Tuesday, April 7th at 6:35 pm via WebEx.

Review of Action Items

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

Steven Kashkin

1. Place the hiring of Jan Pro for cleaning services on the next BoT agenda for approval. **DONE. Item was approved at March 24th BoT meeting.**
2. Place the hiring of Cullen & Danowski for auditing services on the next BoT agenda for approval. **DONE. Item was approved at March 24th BoT meeting.**

Business Managers Report

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

- Overtime & On-Call - SK shared that on-call hours were in line with the same time last year and that Sunday hours were lower. He noted that there will be no overtime or on call hours during the library closure.
- Payroll Changes - SK noted the addition of the recently hired on-call reference librarian
- Alarm Reports – SK reported that four alarms went off in Main with all being aborted. One alarm went off in Parkville which resulted in the police being dispatched. He stated that the cause of this alarm is being investigated as it was at an unusual time. SK added that no alarms went off at Station and Lakeville.

Financial Reports

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

SK reported that book orders are still being placed but will not be shipped until the library reopens. RM asked if the library will be billed now or upon fulfillment of the orders. SK

responded that invoices will be processed upon shipment. JM cautioned on keeping a good track of the amount being ordered to ensure sufficient shelf space.

Fund Balances

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

Warrant

SK went over the warrant with the committee.

New Business

SK requested authorization to make payment for utilities and other weekly invoices via auto debit from the checking account. He noted that he would call these in on a monthly basis and that they would not be recurring. SK said he would create a secure google document to share with the committee listing the invoices that were paid. RM said that the library must do all it can to not violate the law and supports this action but only after it is approved by library counsel. WY concurred and added that to streamline the process all invoices should be paid via ACH debit. The committee agreed that counsel needs to advise if this is doable. They also asked staff to look into why automatic payments have not been done in the past.

JP requested SK provide the committee the dollar amount in retro pay for staff whose salary has reached the cap. SK said he will send that information to TV for distribution to the committee.

Meeting adjourned at 7:19 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Create secured google document listing bills to be paid via automatic debit (if approved)
2. Investigate why ACH debits for all library invoices have not been done in the past.
3. Provide dollar amount in retro pay for staff whose salary has reached the cap.

Tracy Van Dyne

1. Check with legal if ACH debits on monthly utilities are permitted.