

Great Neck Library
Finance Committee
Wednesday, April 10, 2019, 7:30pm
Main Library

Board of Directors:

Josie Pizer, Chairperson (JP)
Rebecca Miller (RM)
Liman Mimi Hu (MH) (absent with notice)
Chelsea Sassouni (CS)

Library Professionals:

Steven Kashkin (SK)
Tracy Van Dyne (TV)

Members of the Public:

Marietta DiCamillo

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order by JP on Wednesday, April 10th at 7:30pm at the Main Library.

Review of Action Items

JP asked for the Action Items from March to be reviewed.

Steven Kashkin

1. Contact PSE&G regarding the high electricity bills at Parkville. - **ONGOING. Spoke to PSEGLI. Believe that the higher bills were most likely caused by the inefficient heating/cooling unit that was running at the Parkville location. The majority of the high costs occurred during the winter months. Continuing to research this and hope to have additional information at the next meeting. JP asked Steve to bring electric bill comparison to next meeting.**
2. Place hiring of cost estimator for the furniture for the Station Branch Renovation on the next board agenda. – **DONE. Item was approved at 3.19.19 BoT meeting.**
3. Place hiring of construction cost estimator for the Station Branch renovation on next board agenda. – **DONE. Item was approved at 3.19.19 BoT meeting.**
4. Place approval for the renewal of the contract for water treatment services at the Main Library on the next board agenda. – **DONE. Item was approved at 3.19.19 BoT meeting.**
5. Place budget transfer from 2017-18 surplus in the General Fund on the next board agenda. – **DONE. Item was approved at 3.19.19 BoT meeting.**

Business Managers Report

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

- Overtime & On Call - SK noted that this year March had two payrolls as opposed to last year when it had three.

- Payroll Changes - SK reviewed the additions and reductions on the report. The committee asked him to include notes next to the unfilled positions that will be added next fiscal year.
- Alarm Reports – SK reported that 2 false alarms went off in Main and that no alarms went off in the branches.
- Collection Agency Reports – SK went over the collection reports.
- Financial Reports were reviewed and SK answered the committee’s questions.

Fund Balances

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

JP asked for the balance owed on the Bond. SK responded that it was over 8 million. JP asked him to bring the exact number to the next Finance meeting.

Warrant

- SK went over the warrant with the committee.

New Business

SK recommended that the firm of Cullen & Danowski be awarded the Request for Proposal (RFP) for Auditing Services. After discussion, the committee accepted the recommendation and asked for this item to be placed on the next board agenda.

SK recommended the approval of BBS Architects’ proposal for services related to the Parkville Branch renovations. The committee accepted the recommendation and asked for this item to be placed on the next board agenda for approval pending legal review.

Meeting adjourned at 8:00pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Bring Parkville Branch electric bill comparison to next Finance meeting.
2. Include note on Payroll Changes Report identifying positions that will be added next fiscal year.
3. Bring balance owed on bond to the next Finance meeting.
4. Place approval of auditor RFP on the next board agenda.
5. Place approval of architect's proposal for services related to Parkville Branch renovations on the next board agenda.