

Great Neck Library
Finance Committee
Tuesday, May 12, 2020, 7:00pm
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, May 12th at 7:09 pm via WebEx.

Review of Action Items

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

Steven Kashkin

1. Create secured google document listing bills to be paid via automatic debit (if approved). **DONE. Invoices are scanned to a PDF file and approved by a member of the Finance Committee**
2. Investigate why ACH debits for all library invoices have not been done in the past. **DONE. Even though it was previously discussed, I have not found documentation as to why we did not move to ACH debits in the past.**
3. Provide dollar amount in retro pay for staff whose salary has reached the cap. **DONE. The amount with fringe benefits that is owed in retro pay is \$18,225.14.**

Tracy Van Dyne

1. Check with legal if ACH debits on monthly utilities are permitted. **DONE. Tracy checked with our attorney and he recommended that we speak with our auditor. This was done and a documented response was received from them allowing us to proceed.**

Business Managers Report

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

- Overtime & On-Call - SK reported that there has been no on-call, overtime or Sunday hours since the closure and that there will not be any until the building reopens.
- Payroll Changes - SK noted the retirement of a full time clerk on the report. He added that this has also been updated on the budget.

- Alarm Reports – SK reported that one alarm went off in Main and one went off in Parkville with both being aborted. SK stated that no alarms went off at Station and Lakeville.
- Collection Agency Reports – SK went over the collection reports. RM asked if we are actively collecting fines on accounts. TV responded that we are not.

Financial Reports

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

RM inquired if current material will be available to patrons when the library reopens. TV said that ordering continues and that new items will certainly be available when the building reopens.

RM wondered if certain utilities and internet service could be paused during the closure. SK agreed to look into this possibility.

Fund Balances

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

Warrant

SK went over the warrant with the committee. He stated that he needs two volunteers from the committee to meet with him briefly at the library to sign checks. CS and WY agreed to meet.

JP asked for clarification on the amount of retro paid owed to employees who have reached their cap salary. SK responded that the dollar amount provided is as of the most recent pay period. He added that going forward the amount will be based on the employee's hourly rate.

New Business

RM thanked the staff for all their hard work on the budget that was approved at yesterday's budget adoption.

Meeting adjourned at 7:53 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Research the possible suspension of some of the utility services and Wi-Fi at Main.