

Great Neck Library
Finance Committee
Wednesday, June 12, 2019, 7:00pm
Main Library

Board of Directors:

Josie Pizer, Chairperson (JP)
Rebecca Miller (RM)
Liman Mimi Hu (MH)
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 JP on Wednesday, June 12th at 7:10pm at the Main Library.

Review of Action Items

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

Steven Kashkin

1. Update Collection Agency Breakdown Report to reflect current fiscal year first followed by previous years. **DONE. The report was adjusted for this monthly meeting.**
2. Place records destruction of 2012 cash disbursement (invoices and check copies), cash receipts (deposit slip copies and backup) and employee timesheets, per the Record Retention Schedule 400-30 on next BoT agenda. **DONE. Item was approved at 5/13/19 BoT meeting.**
3. Bring recommendation on bank accounts to next Finance meeting. **DONE. SK recommended closing out Chase accounts and transferring those funds into existing HSBC accounts. Third-party custodian agreement with HSBC protects the Library's holdings over the \$250,000 limit. This will ease moving of funds, when necessary, within the same bank. The committee agreed and asked SK to prepare a resolution for the next BoT meeting.**

Tracy Van Dyne

1. Retrain staff on the alarm procedures. **DONE. Staff has been retrained.**

Business Managers Report

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

- Overtime & On Call - SK noted that overtime and on call hours are down compared to this same time last year.

- Payroll Changes - SK reviewed the report and the committee requested he update comments section pertaining to open Director position.
- Alarm Reports – SK reported that two alarms went off in Main and two in Station. He stated that the silent alarm was accidentally triggered in Lakeville, resulting in a police response. SK added that four alarms went off in Parkville with the police responding to one. He said that next month’s report should be significantly improved since staff has been retrained on alarm procedures.
- Collection Agency Reports – SK went over the collection reports. He noted that the report was reordered to show current year first.
- 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 questioned the increase of the gas prices at Main. She asked SK to prepare a trend report for a period of three months for this year and last year.

Warrant

- SK went over the warrant with the committee.

New Business

SK requested approval for the purchase of three RFID pads from Bibliotheca for the Main Library at a cost of \$4,688.94. The committee agreed and asked for this item to be placed on the next board agenda.

SK requested approval for the purchase of an AED unit from Cardio Partners for the Main Library at a cost of \$1,369. The committee agreed and asked for this item to be placed on the next board agenda.

SK requested authorization for line items changes to the 2019 Operating Budget as detailed in the attached budget transfer worksheet. The committee agreed and asked for this item to be placed on the next board agenda.

Meeting adjourned at 8:05pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Place resolution regarding the closing of Chase bank accounts on the next BoT agenda.
2. Update comments section of open Director position on Payroll Changes Report.
3. Create PSE&G trend report for Main for a period of three months for this year and last year.
4. Explain how library staff utilizes Quark Software.
5. Place purchase of three (3) RFID pads for Main on the next BoT agenda.
6. Place purchase of AED unit for Main on the next BoT agenda.
7. Place 2019-year end budget transfers on next BoT agenda.