

Great Neck Library  
**Finance Committee**  
Wednesday, July 10, 2019, 7:00pm  
Main Library

**Board of Directors:**

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

**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, July 10<sup>th</sup> at 7:00pm at the Main Library.

**Review of Action Items**

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

**Steven Kashkin**

1. Place resolution regarding the closing of Chase bank accounts on the next BoT agenda. **DONE. Item was approved at 6.17.19 BoT meeting.**
2. Update comments section of open Director position on Payroll Changes Report. **DONE. Comments were updated and included in 6.17.19 BoT package.**
3. Create PSE&G trend report for Main for a period of three months for this year and last year. **DONE. Please see attachment.**
4. Explain how library staff utilizes Quark Software. **DONE. The software is used exclusively by the Programming Department for creation of our quarterly newsletter.**
5. Place purchase of three (3) RFID pads for Main on the next BoT agenda. **DONE. Item was approved at 6.17.19 BoT meeting.**
6. Place purchase of AED unit for Main on the next BoT agenda. **DONE. Item was approved at the 6.17.19 BoT meeting.**
7. Place 2019-year end budget transfers on next BoT agenda. **DONE. Item was approved at the 6.17.19 BoT meeting.**

**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.

- Payroll Changes - SK reviewed the report. He asked the committee if they wanted him to combine the open positions in next month's report or to keep them separate for each fiscal year. The committee agreed to have them combined with an asterisk noting FY 18/19 and FY 19/20 positions.
- Alarm Reports – SK reported that three alarms went off in Main, two of which were due to a service malfunction. He noted that three alarms went off in Station. SK added that two alarms went off in Parkville with the police responding.
- Collection Agency Reports – SK went over the collection reports.
- Financial Reports were reviewed and SK answered the committee's questions.

The committee had a lengthy conversation on library programming. They agreed that this item should be discussed at the Main and/or Branch Committee meetings.

### **Fund Balances**

- SK reviewed the open encumbrances and Fund Balances with the committee. MH requested that the budget line "Training and Recruitment" be separated. After discussion, the committee agreed to leave as is due to the ongoing Director search.

### **Warrant**

- SK went over the warrant with the committee.

### **New Business**

The committee discussed the recruitment cost for the Director search. SK noted that approximately \$31,000 was spent by the library on the last search which took place in 2015.

Meeting adjourned at 8:03pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Negotiate with HSBC for higher interest rate.
2. Combine payroll changes report into one report noting the open positions for FY 18/19 and FY 19/20.