

Great Neck Library  
**Finance Committee**  
Thursday, September 12, 2019, 7:30pm  
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 Thursday, September 12<sup>th</sup> at 7:44pm at the Main Library.

**Minutes**

JP asked that the following additions be made to the August 13<sup>th</sup> Finance Meeting minutes:

- JP requested SK provide the committee with the amount the library must pay to the police department resulting from the Parkville false alarms.
- JP said the reduction in on-call hours was due to TV making it a priority to monitor them.
- JP and RM asked SK to continue negotiations with HSBC for better interest rates.

**Review of Action Items**

JP asked for the action items from August to be reviewed.

**Steven Kashkin**

1. Continue negotiations with HSBC for better interest rates. **ONGOING. SK is continuing to negotiate for higher rates. All top tier banks are offering the same rates in response to the Feds lowering their rates. SK said he will continue to research the library's best options. JP asked SK to reach out to other banks in Great Neck to see if they can offer better rates.**
2. Add recent term of the Parkville Branch head, as well as, the open position to the Payroll Changes Report. **DONE. Change was made prior to the August BoT meeting.**
3. Summarize library material, programs and administrative expenses by category on next Business Manager's report. **DONE. The report has been updated for inclusion in the September BoT package.**
4. Place resolution for hiring of search firm for director position on next BoT agenda. **DONE. Item was approved at August BoT meeting.**

## Tracy Van Dyne

1. Put cleaning company on notice regarding police fines for responses to Parkville false alarms. **DONE. On July 11, 2019, an email was sent to cleaning company and school district. Both acknowledged receipt and there have been no issues since then.**
2. Speak to NC for clarity on collection report reconciliations and update memo accordingly. **DONE. The memo states the collection of materials and monies, which is what is collected. JP asked for further clarification on the memo because materials have a dollar amount value.**
3. Prepare a report for number of materials left at all library book drop locations including the one at the Great Neck House. **ONGOING. Maintenance staff is keeping separate bins when doing pickups so that a staff member may count the number of books per location once they are brought back to Main. RM requested TV price the addition of a book drop at the Great Neck train station.**

## 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 said that August was a three-payroll month. He stated that the part time page positions were included in this report.
- Alarm Reports – SK reported that two alarms went off in Main, one alarm went off in Lakeville and one alarm went off in Parkville. The police responded to the ones in Lakeville and Parkville. The Parkville alarm response will cost \$250. Going forward, through the end of the year, each police response at Parkville will cost \$500.
- Collection Agency Reports – SK went over the collection reports. RM asked for a more detailed breakdown of fines collected to be included on the memo.
- Financial Reports were reviewed and SK answered the committee's questions.

JP asked SK to move the information on capital transfers from Bullet C to Bullet K of the report.

## Fund Balances

- SK reviewed the open encumbrances and Fund Balances with the committee. He shared that the check for the STEM lab grant arrived thanks to Adam Hinz' fantastic job putting together all the required documentation for the reimbursement. SK reported that the Automated Library Fund balance is currently at \$273,452 which does not include the money received for the STEM lab.

## Warrant

- SK went over the warrant with the committee.

## **New Business**

SK recommended the renewal of the library's property/liability insurance Commercial Package, Automobile and Umbrella policies for September 1, 2019 through August 31, 2020 with Utica Insurance Companies as presented by Edwards and Company, in the amount of \$82,570. The committee agreed and asked for this item to be placed on the next board agenda.

SK requested approval to hire A. Tanzman for the pointing of the tops of the columns at the Main Library in the amount of \$3,700. The committee agreed and asked for this item to be placed on the next board agenda.

Meeting adjourned at 8:14 pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Contact other banks in Great Neck to see if they can offer higher interest rates.
2. On Business Manager's report, move capital transfers info from Bullet C to Bullet K.
3. Place resolution for renewal of library's property/liability insurance on the next BoT agenda.
4. Place resolution for hiring of A. Tanzman for pointing of the tops of the columns at the Main Library on next BoT agenda.

**Tracy Van Dyne**

1. Obtain price for book drop to be left at the Great Neck train station.
2. Provide further clarification and a breakdown of fines collected on collection report memo.