

Great Neck Library
Finance Committee
Tuesday, November 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 Tuesday, November 12th at 7:10pm at the Main Library.

JP thanked Gina for making changes in how the minutes are reported with the initials of the Trustees being included. She also asked Trustees to check the minutes to ensure that what they said was reported accurately and if they want to clarify they can do so at the BoT meeting.

Review of Action Items

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

Steven Kashkin

1. Place renewal of snow removal contract on the next BoT agenda. **DONE. Item approved at October 22nd BoT meeting.**
2. Place purchase of 80 new computers on next BoT agenda. **DONE. Item approved at October 22nd BoT meeting.**
3. Place purchase of 80 Microsoft Office Pro Plus 2019 licenses on next BoT agenda. **DONE. Item approved at October 22nd BoT meeting.**
4. Place purchase of seven receipt printers on next BoT agenda. **DONE. Item approved at October 22nd BoT meeting.**
5. Place purchase of eight bar code scanners on next BoT agenda. **DONE. Item approved at October 22nd BoT meeting.**
6. Determine if a report identifying if overdue accounts were that of children's or adults can be generated. **Per Nicholas Camastro, there is no report that can separate two groups. Even if this was possible, it would not be accurate due to the fact that parents and children may use their cards interchangeably to check out material.**

7. Determine if a report identifying types of materials, i.e. children's books or media, etc., were checked out for overdue accounts. **There is no report available that can identify the types of materials that make up the overdue accounts.**

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 similar to the same time last year. JP asked that Trustees have the opportunity to compare last year's month and to date figures. SK indicated that he could add other columns and it was suggested that during the review the comparison numbers could be presented.
- Payroll Changes - SK said that payroll is in line with the same time last year.
- Alarm Reports – SK reported that four alarms went off in Main, one alarm went off in Station and three alarms went off in Parkville with all being aborted. There were no alarms at Lakeville. MH asked if there is an evacuation procedure in place when fire alarms go off during open library hours. TV responded that, per the instruction of the Fire and Police departments, staff must ask patrons to evacuate but then need to leave the building themselves for their own safety. SK added that each department head checks their assigned areas and bathrooms before leaving the building.
- Collection Agency Reports – SK went over the collection reports. JP reiterated her request for a clear dollar amount on cash returned versus material returned. She stated that she would like to know how much money in spendable dollars (paper or coins) has come back to the library separate from what the materials are worth. RM said that JP wants to know if the material was brought back or if the collection agency spurred the return of the object. SK clarified that the collection agency only collects in dollars. JP then questioned how much money the library is spending on the collection agency. SK noted that this amount is included in one of the bills which is being provided to the committee.

Financial Reports

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

JP noted that a number of items appear to need an adjustment on the next budget. SK stated that this review is included every year during the budget process.

JP stated the budget transfers were usually reviewed and happened in May before the new budget and the amount determined before the present budget is completed.

RM expressed her concern over the fact the library has only spent 15% of its book budget to date. She encouraged TV to reconsider how popular and breaking titles are being collected. TV stated that popular authors are already on a standing automatic order but there have been delays in shipment due to a warehouse move by the vendor. RM asked if librarians use Book Pulse by Neal Wyatt of Library Journal. She stated this is a weekly newsletter that is

published every Monday with all the big titles that are coming up along with big author interviews. TV agreed to look into this newsletter.

MH asked about our budget for publicity since several patrons have stated they are unaware of many of the library's upcoming programs. TV stated that we heavily promote via the newsletter, posting throughout all our locations, printing in the local newspapers, as well as, sharing on social media (Library Website, Facebook, Instagram, Twitter, etc.). JP added that the library has and will continue the present social media and welcomed suggestions from all.

Fund Balances

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

Warrant

- SK went over the warrant with the committee.

New Business

SK recommended the renewal of the library's Directors & Officers & Employment Practices Liability, and flood policies for the period of November 28, 2019 through November 27, 2020 with Philadelphia Insurance Company and American Bankers Insurance Company, for a total of \$9,902.00. The committee agreed and asked for this item to be placed on the next board agenda.

Meeting adjourned at 7:55 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Provide Committee with dollar amount the library is spending on collections.
2. Place renewal of Directors & Officers & Employment Practices Liability, and flood policies on next BoT agenda.