

Great Neck Library  
**Finance Committee**  
Wednesday, December 11, 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, December 11<sup>th</sup> at 7:20pm at the Main Library.

**Review of Action Items**

JP asked for the action items from November to be reviewed. She asked for the overtime comparison sheet that she had requested at the last meeting. SK clarified that what the committee asked him to bring a month to month comparison sheet so that he may speak on it. JP requested copies of his sheet for the entire committee to review.

**Steven Kashkin**

1. Provide Committee with dollar amount the library is spending on collections. **DONE. Since the beginning of the calendar year the library has received \$5,036.74 from accounts that have been sent to collections. The amount paid to the collection agency for this time period is \$1,396.20. RM asked how the library accounts for money received from collections. She said she would like to understand the total revenue on fines and fees and how much is spent to get this back. RM also wanted to know if there was a way to see if they are losing patronage due to unpaid fines. She asked if it is possible to find the number of inactive accounts that are carrying a balance. MH stated that if fines are not a big financial strain on the library then an amnesty program would be welcome. JP noted that amnesty programs were done in the past.**
2. Place renewal of Directors & Officers & Employment Practices Liability, and flood policies on next BoT agenda. **DONE. Item approved at November 19<sup>th</sup> BoT meeting.**

**Business Managers Report**

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

- Overtime & On-Call - SK shared that on-call hours are in line with the same time last year. He noted that overtime is significantly lower than last year and that Sunday pay is

higher. JP asked that SK include the year to date comparison with the backup for every Finance meeting.

- Payroll Changes - SK said that payroll is the same as this time last year. He noted that the three resignations in November have been added as open positions on the report.
- Alarm Reports – SK reported that six alarms went off in Main with all being aborted. There were no alarms at any of the branches.
- Collection Agency Reports – SK went over the collection reports.

### **Financial Reports**

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

JP asked if any future book sales were planned. TV responded that she has ordered a small bookshelf to be placed in the lobby for ongoing sales. Profit from any sales will be added to the book sale income line.

JP questioned the increased expense for Children's programming. SK noted that the turnout for the Summer Reading program was triple from what it was last year which resulted in a bigger expense.

### **Fund Balances**

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

JP wondered what is being done with the Restricted Gift Fund. SK stated that it is being used towards the purchase of museum passes, as well as, miscellaneous items for the Local History Room.

JP asked if there is an outstanding balance with Land Use for the flagging. SK agreed to look into this.

### **Warrant**

- SK went over the warrant with the committee.

Meeting adjourned at 8:08 pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Determine the number of inactive library accounts that have a balance due.
2. Add “May/June” before 2020 in item K of the Business Manager’s report.
3. Add YTD information and a color legend on the overtime / on-call spreadsheet for the next Finance meeting.
4. Confirm outstanding balance with Land Use.