

Great Neck Library
Finance Committee
Wednesday, June 17, 2020, 7:00pm
Via WebEx

Board of Directors:

Rebecca Miller, Chairperson (RM)
Weihua Yan (WY)
Josie Pizer (JP)
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 RM on Wednesday, June 17 at 7:04 pm.

Review of Action Items

RM asked for the action items from May to be reviewed.

Steven Kashkin

1. Research the possible suspension of some of the utility services and Wi-Fi at Main. **DONE. The PSEG invoice as part of this warrant for the Main location is approximately \$3,161, however last year for the same period of time the invoice was \$6,892 so the utilities at Main were reduced by more than half.**

Business Managers Report

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

- Overtime & On-Call - SK reported that there were no on-call, overtime or Sunday hours.
- Payroll Changes - SK said there are no changes this month.
- Alarm Reports – SK reported that five alarms went off in Main and two went off in Parkville with all being aborted. He added that no alarms went off at Station and Lakeville.
- Collection Agency Reports – SK went over the collection reports.

Financial Reports

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

WY wondered if the library's WebEx account could be canceled and replaced with another Zoom account. WY said that, in general, people find Zoom easier to navigate with fewer issues. TV explained that Zoom is being used primarily for the library's virtual programming while WebEx is being utilized for Board and Committee meetings.

RM questioned the expenditure on books year-to-date. She wants to ensure that lots of great material will be available once the library reopens. TV stated that purchasing has continued throughout the closure and acknowledged that money remains in the budget to continue to do so. She confirmed that plenty of new material will be available upon reopening. SK added that now that the library building has opened for staff deliveries are coming in. This expense will be reflected in next month's figures.

Fund Balances

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

JP asked how much is left on the bond. SK said the amount left on the principle of the bond is \$8,090,000. He said the amount of the original bond was 10.4 million.

Warrant

SK went over the warrant with the committee.

New Business

SK addressed the pdf he provided in response to the committee's request for the dollar amount needed to be paid to employees who have hit their salary cap. He said that all he needs now is for the committee to let him know when it may be processed. SK noted that with every payroll that passes the dollar amount will just be going up. The committee asked that a resolution be written on this for the Board to approve at its next meeting. RM said it should be written in such a way that it does not have to be voted on every month.

SK recommended the purchase of three new Meraki switches through Provantage LLC for the branches at a cost of \$13,710. The committee requested this be moved forward to the Board for approval.

SK recommended the authorization of the year-end line-item changes to the 2020 Operating Budget as detailed in the 2020 Budget Transfer Worksheet. The committee requested this be moved forward to the Board for approval.

SK recommended the authorization of a transfer of \$1,100,000 (\$70,000 + \$1,030,000) to the Bond Retirement Fund from the General fund. The committee requested this be moved forward to the Board for approval.

TV recommended the hiring of a security guard at the rate of \$22.60 per hour to assist with managing with the education of the public and enforcement of guidelines once the library reopens. The committee agreed to have this moved forward to the Board for discussion.

Meeting adjourned at 8:09 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Place resolution to allow employees who have hit their salary cap to continue to receive salary increases on the BoT agenda for approval.
2. Place purchase 3 new Meraki switches from Provantage for the branches on next BoT agenda for approval.
3. Place authorization of the year-end line-item changes to the 2020 Operating Budget on next BoT agenda for approval.
4. Place authorization of a transfer of \$1,100,000 to the Bond Retirement Fund from the General fund on next BoT agenda for approval.
5. Place hiring of a security guard to assist with enforcement of guidelines once the library reopens on the next BoT agenda for discussion.

Tracy Van Dyne

1. Obtain cost of additional line for the Zoom account.