

Great Neck Library  
**Finance Committee**  
Wednesday, July 22, 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, July 22<sup>nd</sup> at 7:06 pm.

**Review of Action Items**

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

**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. **DONE. Item was approved at the June 23<sup>rd</sup> BoT meeting.**
2. Place purchase 3 new Meraki switches from Provantage for the branches on next BoT agenda for approval. **DONE. Item was approved at the June 23<sup>rd</sup> BoT meeting.**
3. Place authorization of the year-end line-item changes to the 2020 Operating Budget on next BoT agenda for approval. **DONE. Item was approved at the June 23<sup>rd</sup> BoT meeting.**
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. **DONE. Item was approved at the June 23<sup>rd</sup> BoT meeting.**
5. Place hiring of a security guard to assist with enforcement of guidelines once the library reopens on the next BoT agenda for discussion. **DONE. Item was approved at the June 23<sup>rd</sup> BoT meeting.**

**Tracy Van Dyne**

1. Obtain cost of additional line for the Zoom account. **DONE. The cost for an additional Zoom line is \$150 per year.**

## **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 that two people retired and one passed away. He noted there was also a temporary position that expired.
- Alarm Reports – SK reported that one alarm went off in Main and two went off in Parkville with all being aborted. There were no alarms at Station and Lakeville.
- Collection Agency Reports – No reports to review.

JP asked for two items that were discussed at the last meeting to be added to the minutes. RM requested the minutes be amended.

## **Financial Reports**

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

JP asked if the library was going to hit its target for interest income. SK responded that they will not because the interest income went down as the year moved forward due to a drop in rates at all banks. He added that they budgeted accordingly for the new year by reducing the revenue by approximately \$10,000.

JP questioned why the salaries appeared high for the month. SK responded that it is due to the fact that it includes three payrolls plus an additional 20% for a fourth payroll. RM clarified that JP is focused on the part time salaries. She suggested that perhaps the best way forward is to break down the amounts by payroll period instead of presenting it in one lump sum. She asked SK to email this breakdown to the committee.

RM said that it is very important for resources to be expended. She noted that only 58% of the children's book budget has been spent. RM stated this is due to not spending rapidly enough throughout the year. She continued that we have such a wonderful library and that we must figure out how to spend the resources appropriately throughout the year to ensure we are making as robust of a collection as possible since we have been entrusted to do so by the community. CS suggested that maybe we are overbudgeting on the book budget as we have overbudgeted on many other items. She feels that we have failed in budgeting by telling the community that we need more money than we actually require. RM agreed that could be a possibility but repeated that the way ordering is done in the library might be an issue. She noted that we do not have a central driver buying the best material and ensuring that there are enough copies to answer the demand. TV stated that this matter is at the top of her list to discuss with the new Children's Department Head. She would like to change the way that ordering is done and get something more set and organized. RM reiterated that if year after year a budget line is not being spent, there is either a process failure where we are not answering demand or we simply are not budgeting correctly. JP agreed and added that in the past the Assistant Director was responsible for checking on ordering to ensure that all the appropriate and necessary materials were being ordered.

JP commented that the electricity bill for Main appears to be high for the month. SK stated that the amount is for two bills. He added that for each and every year for this same time period for Main we have been able to reduce the electricity bill consistently. RM suggested that for this time next year SK add a column to illustrate what is being spent for the current month and what has been accrued to date so that there is real transparency as to what is being expended for auditing purposes. SK said perhaps adding another sheet breaking down the expense would be best.

### **Fund Balances**

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

### **Warrant**

SK went over the warrant with the committee.

JP asked what gas is being used for at Main based on the expense for National Grid. TV responded that gas is used for the boiler and the water tank.

### **New Business**

SK recommended the purchase of 56 counter/desk shields through Janway at a cost of \$8,960 to be charged to the Main Building and Special Services fund. RM asked if we are confident in the quality of the shields and the ease of installation. TV confirmed that she has checked into all that. JP asked if we will have to keep the shields up forever and if it will involve drilling holes into our desks. TV clarified that the furniture will not be affected in any way. RM wondered if the shields can be discarded in a sustainable way once they are no longer needed. TV confirmed that they are reusable and recyclable. The committee requested this be moved forward to the Board for approval.

Meeting adjourned at 7:57 pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Email committee breakdown of salaries by payroll.
2. Place purchase of counter/desk shields on next BoT agenda for approval.