

Great Neck Library
Finance Committee
Wednesday, August 12, 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, August 12th at 7:05 pm.

Review of Action Items

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

Steven Kashkin

1. Email committee breakdown of salaries by payroll. **DONE. Breakdown of the actual part time salaries is attached.**
2. Place purchase of counter/desk shields on next BoT agenda for approval. **DONE. Item was approved at the July 28th BoT meeting.**

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 hours and that the Sunday pay was for the book drop. He noted that the maintenance staff schedule has been adjusted so they may do book drops on Saturday and eliminate Sunday pay. SK reported that there were minimal overtime hours due to reopening preparations for all of our locations.
- Payroll Changes - SK said that the only change on the report is the retiring of one employee.
- Alarm Reports – SK reported that nine alarms went off in Main with all being aborted. One alarm went off at Station and the police were dispatched. There were no alarms at Parkville and Lakeville.

Financial Reports

SK reviewed the financial reports with the committee.

Fund Balances

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

Warrant

SK went over the warrant with the committee.

WY questioned why payments are still being made to Swiss Commerce. TV responded that they are under contract with them until April 2021. She added that Renaissance will not be charging the library system until the Swiss Commerce contract ends. The committee asked SK to please investigate terminating the contract prior to the April date.

JP asked why we are still paying for the Pro Quest databases since we are now back with NLS. TV said that they are currently in the second year of a three-year contract with Pro Quest and that once that terminates the databases will be included with the NLS membership.

New Business

There was no new business to discuss.

Meeting adjourned at 7:35 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Investigate terminating contract with Swiss Commerce prior to its April end date.