

Great Neck Library  
**Finance Committee**  
Wednesday, September 16, 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, September 16<sup>th</sup> at 7:05 pm.

**Review of Action Items**

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

**Steven Kashkin**

1. Investigate terminating contract with Swiss Commerce prior to its April end date. **DONE. The agreement with Swiss Commerce is an annual agreement in which we are billed monthly. We will need to give them notice in March 2021 to terminate the agreement as of April 20, 2021. The new company will take over on May 1, 2021.**

**Business Managers Report**

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

- Overtime & On-Call - SK reported that there were minimal on-call hours and no Sunday pay. He added that there no overtime hours.
- Payroll Changes - SK noted the additions of Michelle Minervini (Children's Department Head) and Lory Hsiang (Clerk). There was also the promotion of Doreen Winkhart from part time to full time.
- Alarm Reports – SK reported that five alarms went off in Main, five alarms went off in Station and three alarms went off in Lakeville with all being aborted. Two alarms went off at Parkville and the police were dispatched. SK noted that these alarms were sent off by maintenance staff from the Parkville school. JP asked for staff to remind the school that if we are charged for a police response that they will be responsible for payment.

**Financial Reports**

SK reviewed the financial reports with the committee.

WY asked if we have started collecting fines for overdue items. TV clarified that fines being collected are only for lost items not late items.

### **Fund Balances**

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

RM confirmed that the website redesign project was complete. SK stated that it is.

### **Warrant**

SK went over the warrant with the committee.

### **New Business**

SK recommended the renewal of the library's property/liability insurance commercial package, automobile and umbrella policies with Utica Insurance Companies for the period of September 1, 2020 through August 31, 2021 in the total amount of \$84,257. The committee requested this be moved forward to the Board for approval.

SK recommended the renewal of the service contract for HVAC filters/maintenance with Klima New York for one year at a cost of \$11,150. The committee requested this be moved forward to the Board for approval.

SK recommended the purchase of twenty (20) new printers from Connection at a cost of \$3,380. These printers will replace sixteen old printers and add two new printers that are needed for staff and two extra printers to have on hand as backup. The committee requested this be moved forward to the Board for approval.

Meeting adjourned at 7:42 pm.

Submitted by Gina Chase

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**Action Items**

**Steven Kashkin**

1. Place renewal of the library's property/liability insurance commercial package, automobile and umbrella policies on next BoT agenda for approval.
2. Place renewal of service contract for HVAC filters/maintenance on next BoT agenda for approval.
3. Place purchase of twenty (20) new printers on next BoT agenda for approval.