

Great Neck Library
Finance Committee
Wednesday, October 14, 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)
George Trepp (GT)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order by RM on Wednesday, October 14th at 7:03 pm.

Review of Action Items

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

Steven Kashkin

1. Place renewal of the library's property/liability insurance commercial package, automobile and umbrella policies on next BoT agenda for approval. **DONE. Item was approved at the September 22nd BoT meeting.**
2. Place renewal of service contract for HVAC filters/maintenance on next BoT agenda for approval. **DONE. Item was approved at the September 22nd BoT meeting.**
3. Place purchase of twenty (20) new printers on next BoT agenda for approval. **DONE. Item was approved at the September 22nd BoT meeting.**

Business Managers Report

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

- Overtime & On-Call - SK reported that there was no overtime for the month of September and minimal Sunday pay due to the Labor Day Holiday in which maintenance staff did the book drop the day before.
- Payroll Changes - SK noted there were three new hires which all replaced open positions. There was also one resignation during the month.
- Alarm Reports – SK reported that two alarms went off in Station and one alarm went off in Lakeville with all being aborted. No alarms went off in Main and Parkville.

Financial Reports

SK reviewed the financial reports with the committee.

RM noted that the library has had a chronic underspending against budget on library materials and programming. She said that it may be a pacing issues regarding on how the library is deciding on how to do purchasing processes. RM stated she is pointing out this variance because we are a quarter of the way through the year and that we have a different kind of demand on the library and we are not spending the budget. JP added that perhaps the library is not doing appropriate allocations.

RM wondered if the budget in the conference line could be used for professional development since staff will not be attending conferences due to the pandemic.

GT asked if it would be possible to a create program budget which would be a breakdown of all the branch expenditures so that you could see what it costs to run a branch. WY agreed that is a good idea but said that information is already available within SK's reports. GT acknowledged that but said this would be a refined report specific to each location. The committee agreed with the usefulness of this report and asked SK to create it for the next meeting.

Fund Balances

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

Warrant

SK went over the warrant with the committee.

New Business

SK recommended the approval of the retainer agreement with Bee, Ready, Fishbein, Hatter & Donovan to represent the library as its general counsel through May 31, 2022 at an hourly rate of \$275. The committee requested this be moved forward to the Board for approval.

SK recommended the renewal of the snow removal contract with EPG Construction at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches for the season through April 30, 2021. The committee requested this be moved forward to the Board for approval.

SK recommended the renewal of its Flood and D&O policies for the period of November 28, 2020 through November 27, 2021 with Philadelphia Insurance Company and American bankers Insurance Company for a total of \$11,091.00. The committee requested this be moved forward to the Board for approval.

SK recommended the authorization to destroy financial records per the Record Retention Schedule of the Policy Manual. GT questioned why this has to go to the board for approval since it is being done per policy. SK responded that there must be a reason but that he will have to check into it. JP said that the purpose of taking it to the board meeting is to keep the public informed. RM and WY agreed that it should be noted in the minutes to continue to provide transparency but that if the board is not required to vote on it then a resolution should

not be created. The committee requested this be moved forward to the Board for approval only if necessary.

SK recommended the approval of additional expenses for administrative services outside the scope of the contact with MDA Designgroup International in the amount of \$2,635.20. The committee requested this be moved forward to the Board for approval.

SK recommended the extension of the stipend with Cindy Simeiti for the purpose of website design through Swiss Commerce's termination date and Renaissance Web Solutions' start date. The committee requested for GT to review this and bring back his recommendation to the committee at its next meeting.

GT recommended the approval to utilize the services of Cameron Engineering & Associates for mechanical, electrical, plumbing and fire protection engineering services for the Station Branch renovations. The committee requested this be moved forward to the Board for approval.

Meeting adjourned at 8:04 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Place approval of the retainer agreement with Bee, Ready, Fishbein, Hatter & Donovan on the next BoT agenda for approval.
2. Place renewal of snow removal contract with EPG construction on next BoT agenda for approval.
3. Place renewal of Flood and D&O policies on next BoT agenda for approval.
4. Place destruction of financial records per Record Retention Schedule of the Policy Manual on next BoT agenda for approval.
5. Place approval of additional expenses for administrative services with MDA Designgroup International on next BoT agenda for approval.
6. Create an expense breakdown by location for the next meeting.

George Trepp

1. Bring his recommendation regarding the extension of Cindy Simeti's stipend to next committee meeting.