

Great Neck Library
Finance Committee
Tuesday, November 10, 2020, 7:00pm
Via WebEx

Board of Directors:

Rebecca Miller, Chairperson (RM)
Weihua Yan (WY)
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 Tuesday, November 10th at 7:00 pm.

Review of Action Items

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

Steven Kashkin

1. Place approval of the retainer agreement with Bee, Ready, Fishbein, Hatter & Donovan on the next BoT agenda for approval. **DONE. Item was approved at the October 19th BoT meeting.**
2. Place renewal of snow removal contract with EPG construction on next BoT agenda for approval. **DONE. Item was approved at the October 19th BoT meeting.**
3. Place renewal of Flood and D&O policies on next BoT agenda for approval. **DONE. Item was approved at the October 19th BoT meeting.**
4. Place destruction of financial records per Record Retention Schedule of the Policy Manual on next BoT agenda for approval. **DONE. Item was approved at the October 19th BoT meeting.**
5. Place approval of additional expenses for administrative services with MDA Designgroup International on next BoT agenda for approval. **DONE. Item was approved at the October 19th BoT meeting.**
6. Create an expense breakdown by location for the next meeting. **ONGOING. SK requested this be tabled to next meeting.**

George Trepp

1. Bring his recommendation regarding the extension of Cindy Simeti's stipend to next committee meeting. **DONE but due to cancellation of personnel meeting, discussion on this item will be tabled to next finance 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 or Sunday pay for the month of October and minimal on-call hours.
- Payroll Changes - SK announced there were two new hires, a full-time clerk in Station and a full-time clerk in the Children's Department. He noted the reduction due to Tracy Van Dyne's resignation and the promotion of Ryan Sullivan from part-time clerk in AV to full-time clerk in Circulation.
- Alarm Reports – SK reported that two alarms went off in Parkville with both being aborted. No alarms went off in Main, Station and Lakeville.
- Collection Agency Report – SK went over the report.

RM asked where PPE and COVID related materials expenses are being charged. SK responded that they are in Janitorial Expenses under Building Occupancy. RM questioned if these expenses are being flagged as COVID related. SK said that after the initial purchase of masks, gloves and other PPE material, there really has not been much of a need to order any additional supplies as they are well stocked. RM noted that there may be a value in the future of knowing what expenses are COVID related as there may be some grants or other opportunities available in the future to help offset these expenses.

Financial Reports

SK reviewed the financial reports with the committee.

SK reported that Local Library Service Aid was cut 20% by the State. Normally, we get about \$14k but this year we will receive approximately \$11k. SK noted that we already received \$9k which will be reflected in next month's report.

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 renewal of the lease with Quadient for 60 months for a new postage machine and meter at a cost of \$178.05 per month. The committee requested this be moved forward to the Board for approval.

SK recommended the pointing of the south/west corner of the Main Library by AMICI Concrete & Masonry at a cost of \$3,600. CS questioned the need for this work since the roof is only three years old. SK responded that although the roof may be new the work that is needed is caulking on the side of the building which wears over time. CS noted that the proposals varied in the detailed breakdown of the costs specifically the need for scaffolding. RM asked SK to have the company list what they are going to do so that the library is not

suddenly hit with a scaffolding cost. The committee requested this be moved forward to the Board for approval with an updated proposal.

SK stated that the next item he has on the agenda is in regards to adding guards at the four library locations for evening hours. This has since changed since the opening for evening hours has been delayed due to the rising cases of COVID in Great Neck.

SK reported that Jill Sanders from RS Abrams will be at next week's board meeting to present the audited financial statements.

CS asked if there is a metric used for expanded service and hours at the library. GT said they are following the Newsday data which shows a two-fold increase of Coronavirus cases in Great Neck and that Great Neck is now in the top ten of such cases. GT added that the patrons seems to be satisfied with the services they are receiving now and is hopeful that the extra hour of curbside will add to their satisfaction. RM and the committee agreed with not adding hours at this time but suggested informing the community as to why we are not expanding our services and what is needed for us to do so.

Meeting adjourned at 7:47 pm.

Submitted by Gina Chase

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Action Items

Steven Kashkin

1. Create an expense breakdown by location for the next meeting.
2. Place the renewal of lease for new postage machine and meter on next BoT agenda for approval.
3. Place approval of pointing at Main by AMICI Concrete & Masonry on next BoT agenda for approval with an updated proposal.

George Trepp

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