

Great Neck Library
Finance Committee
Thursday, December 17, 2020, 5:30pm
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 Thursday, December 17th at 5:30 pm.

Review of Action Items

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

Steven Kashkin

1. Create an expense breakdown by location for the next meeting. **DONE. SK sent to committee via email.**
2. Place the renewal of lease for new postage machine and meter on next BoT agenda for approval. **DONE. Item was approved at the November 17th BoT meeting.**
3. Place approval of pointing at Main by AMICI Concrete & Masonry on next BoT agenda for approval with an updated proposal. **DONE. Item was approved at the November 17th BoT meeting.**

George Trepp

1. Bring his recommendation regarding the extension of Cindy Simeti's stipend to next committee meeting. **ONGOING. Pending discussion with personnel committee.**

Business Managers Report

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

- Overtime & On-Call - SK reported that there was minimal overtime paid to a member of the facility staff due to a plumbing emergency that required them to stay after the building closed. He noted that there were also some on-call hours paid to cover staff vacations that were pushed back as a result of the pandemic. SK added that there were no Sunday hours.
- Payroll Changes - SK noted two staff reductions on the report.
- Alarm Reports – SK reported that there were no alarms this month. GT questioned why this report is reviewed at the finance meeting. RM responded that it is due to the possible

cost involved with police responses. She wondered if the next treasurer should consider removing this report from future finance meetings.

- Collection Agency Report – SK went over the report.

Financial Reports

SK reviewed the financial reports with the committee.

GT shared that he asked Reference to increase the number of books that are purchased to satisfy reserves. He recommended using a three to one ration on this.

RM wondered why the we are not doing a better job of increasing the children's collection. GT responded that the children's head is aware of this and is actively working on collection development. He added that due to the limited shelving, a lot of weeding must be done to make room for new material.

Fund Balances

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

Warrant

SK went over the warrant with the committee.

WY asked why GT is paid through the warrant. SK stated that he is paid as a consultant. He is not going through payroll because, if so, they would not be able to reconcile at the end of the year. SK said that he will highlight the expense for GT's services so it is clear to the public.

New Business

No new business was discussed.

Meeting adjourned at 6:00 pm.

Submitted by Gina Chase

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Action Items

NO ACTION ITEMS