

Great Neck Library
Audit Committee
Wednesday, January 13, 2021, 7:00pm
Via WebEx

Board of Directors:

Chelsea Sassouni, Chairperson (CS)
Weihua Yan (WY)
Scott Sontag (SS)
Kathleen Gold (KG)

Library Professionals:

Steven Kashkin (SK)
George Trepp (GT)

Members of the Public:

Marietta DiCamillo (MD)
Josie Pizer (JP)

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order by CS on Wednesday, January 13th at 7:04 pm.

Business Managers Report

SK presented the Business Manager's Report to the committee. He explained that the report is a snapshot of the library's financial transactions. SK reviewed:

- Overtime & On-Call - SK reported that due to the pandemic there has been little to no overtime, on-call or Sunday hours.
- Payroll Changes - SK noted this report is reviewed by the Personnel Committee. MD questioned the date of Tracy Van Dyne's resignation. SK responded that the date continues to be adjusted as it is the anticipated date to have her position filled. MD wondered how you monitor the need for a position if the date keeps getting adjusted. CS asked SK to change this column to effective date of resignation and add a column with the date the position is expected to be filled.
- Alarm Reports – SK reported that there were no alarms at Main, Lakeville or Parkville this month. He noted that there was one alarm at Station which was aborted by staff. CS shared that this report is included because the library is charged after a certain number of police responses. After discussion the committee agreed that there is no need to include this report in the package unless there is a charge associated with it.
- Collection Agency Report – SK went over the report. He said no new accounts have been sent to collections due to the pandemic.

Financial Reports

SK reviewed the financial reports with the committee. He noted the first page is a summary of the library's revenue.

MD commented that the salaries should be closer to 50% at this point but are not due to overbudgeting in the salary line. WY acknowledged that there are a number of things that impact the variance besides the Director and Assistant Director vacancies. He said that COVID played a major impact in terms of staffing. GT said that when the budget is drawn up you know what your positions are and you fully budget for those positions. During the course of a year people may leave or take unpaid leave. There are also resignations and retirements which result in the accumulation of money since it takes time to fill these positions. GT added that when a position is filled, they are typically filled at a lower salary. SK agreed to create an updated salary evaluation for the current year.

KG asked if the Children's Department is expected to use all of its budget since it seems very high. She recommended using funds to expand on popular programs that always get filled to capacity. GT agreed to discuss having multiple sessions of these programs with the department head.

Fund Balances

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

GT announced that plans for the children's playground are on the January 19th board agenda and that the architect and the general contractor will be present to discuss. JP feels that it is inadequate to provide these plans with the board packet as it does not provide enough time for the public to review and give input on them. GT reiterated that the material to be discussed at the board meeting will be available the Friday before the board meeting. He added that the landscaping plan was approved by a previous board and what will be discussed at the board meeting is the plan for the children's playground. MD echoed JP's sentiment about the public not having enough time to review important documents that are to be discussed at board meetings. SS suggested printing the document for Josie to review as soon as it is available.

Warrant

SK went over the warrant with the committee.

New Business

SK recommended the replacement of sixteen carbon dioxide detectors at the Main Library through StarFire Protection Co. at a cost of \$6,355.44. After a brief discussion the committee asked that this be moved forward to the board for approval.

Meeting adjourned at 8:15 pm.

Submitted by Gina Chase

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Action Items

Steve Kashkin

- Adjust column in payroll changes report to reflect effective date of resignation and add a column with the date the position is expected to be filled.
- Do not include alarm report in finance package unless there is a charge associated with it.
- Create an updated salary evaluation for the current year.
- Place approval to replace carbon dioxide detectors at Main on the next BoT agenda for approval.

George Trepp

- Discuss adding multiple sessions of popular children's programs with department head.