

Great Neck Library  
**Audit Committee**  
Monday, March 22, 2021, 6:30pm  
Via Zoom

**Board of Directors:**

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

**Library Professionals:**

Steven Kashkin (SK)  
George Trepp (GT)

**Call to Order**

The meeting of the Great Neck Library's Audit Committee was called to order by CS on Monday, March 22<sup>nd</sup> at 6:33 pm.

**New Business**

SK recommended the approval of an Acuity field training session of the Main Library's lighting system. He said that Roland's Electric installed the system during Main's renovation and has coordinated a training with an Acuity Lighting Technician. GT added that this came about due to the lights remaining on at Main when the library is closed. This training will allow the facilities staff to control the lights. After a brief discussion, the committee agreed to move this item forward to the board for approval.

SK recommended the purchase of five Rackmount UPS batteries for the network and server rooms of the Main Library. He reported that recently the library servers went down for a period of time as a result of one of the batteries failing. SK said most of the batteries were purchased in 2015 and that they should be replaced approximately every five years. The committee agreed to move this item forward to the board for approval.

**Review of Action Items**

**Steve Kashkin**

- Generate list of where the library can save and variables that will affect the budgeting process this year. **DONE. See attached memo.**

**Business Managers Report**

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

- Overtime & On-Call - SK reported that there was no overtime this month and minimal on-call dollars. Sunday pay has picked up now that the library is open on that day.

- Payroll Changes - SK noted that there was a resignation in Levels this month but the position was filled quickly in preparation of the upcoming productions.
- Collection Agency Report – SK said that new accounts are still not being sent to collections due to the pandemic.

### **Financial Reports**

SK reviewed the financial reports with the committee.

### **Fund Balances**

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

### **Warrant**

SK went over the warrant with the committee.

Meeting adjourned at 6:57 pm.

Submitted by Gina Chase

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**Action Items**

**Steve Kashkin**

- Place the approval of an Acuity field training of Main's lighting system on the next BoT agenda for approval.
- Place the approval to purchase five Rackmount UPS batteries for Main's network and server rooms on the next BoT agenda for approval.