

Great Neck Library
Audit Committee
Wednesday, April 14, 2021, 6:00pm
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)
James Pagano (JP)

Call to Order

The meeting of the Great Neck Library's Audit Committee was called to order by CS on Wednesday, April 14th at 6:04 pm.

Review of Action Items

CS asked for the action items from March to be reviewed.

Steve Kashkin

- Place the approval of an Acuity field training of Main's lighting system on the next BoT agenda for approval. **DONE. Item was approved at March BoT meeting.**
- Place the approval to purchase five Rackmount UPS batteries for Main's network and server rooms on the next BoT agenda for approval. **DONE. Item was approved at March BoT meeting.**

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 very little on-call hours. He added that Sunday pay will continue to pick up now that we are open.
- Payroll Changes - SK noted that there is a part time addition to Levels and the resignation of the Facilities Manager on the report this month.
- Collection Agency Report – SK said there is nothing to report this month.

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.

New Business

SK recommended the execution of a letter of engagement with Cullen & Danowski to audit the library's financial statements and prepare the library's federal form 990 for the fiscal year ending June 30, 2022. The committee agreed to move this item forward to the Board for approval.

SK recommended the renewal of the Sierra software, through Innovative Interfaces, with four additional products for a three-year term with 3% yearly increases at a cost of \$23,084.69 with a \$10,650.00 one-time implementation fee. James Pagano, Technical Services Manager, presented the new pricing plan, which includes four new products: Innovative Mobile (an app for smartphones and tablets), Vega (a public catalog), Mobile Worklists and Decision Center (Inventory Management and Statistics).

Vega is Innovative's new public facing catalog that will ultimately replace Encore. Its best feature is that when a patron searches for a particular title they will be able to access it in all available formats (books, large prints, e-Books and e-Audiobooks, among others). Through the Innovative Mobile app, patrons will be able to do many things including scheduling curbside pickups, place holds and checkout materials by scanning the RFID tags with their phone. It will link directly to our catalog, library programs and museum passes. Mobile Worklists and Decision Center are staff tools. Employees will be able to use a cell phone or tablet to scan bar codes or RFID tags directly from the shelf to make lists of items in our collections. This will allow us to manage the collection more efficiently. Decision Center is a statistic-based product that may be used to run all sorts of customizable reports.

Mr. Pagano added that Innovative is also offering patron linking where we can link the library cards of family members together so that we can track what the members are checking out. Further, if there is a problem with one library card, we will be able see it on the other family member's card. In addition, Innovative is also providing another review file which means more records in our system which we can use to search for materials.

The committee agreed to move this item forward to the board for approval.

Meeting adjourned at 6:45 pm.

Submitted by Gina Chase

Great Neck Library
Audit Committee
Wednesday, April 14, 2021, 6:00pm
Via Zoom
Action Items

Steve Kashkin

- Place execution of letter of engagement with Cullen & Danowski on the next BoT agenda for approval.
- Place renewal of Sierra software contract on the BoT agenda for approval.