

Great Neck Library
Audit Committee
Wednesday, May 19, 2021, 6:00pm
Via Zoom

Board of Directors:

Chelsea Sassouni, Chairperson (CS)
Weihua Yan (WY) *absent*
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 Wednesday, May 19th at 6:10 pm.

Review of Action Items

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

Steve Kashkin

- Place execution of letter of engagement with Cullen & Danowski on the next BoT agenda for approval. **DONE. Item was approved at the 4/20/21 BoT meeting.**
- Place renewal of Sierra software contract on the BoT agenda for approval. **DONE. Item was approved at the 4/20/21 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 very little overtime this month. He noted that on-call hours have started to pick up and anticipates it will continue in May as they bridge the gap between the open positions and extended service hours. SK said that Sunday pay will remain through mid-June until summer hours go into effect.
- Payroll Changes - SK noted the addition of a part timer in Levels.
- Collection Agency Report – SK said there was minimal activity on this report this month as only three accounts have been sent to collection. CS suggested simplifying this report to a: All Time, Year-to-Date and Month-to-Date format.

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 stated that the request for a scanner for the Local History Room is being pulled from tonight's agenda. The library is applying for a grant which will cover more than half of the cost for this item. GT reported that he has applied for a grant through Assembly Member Gina Sillitti's office which will include the purchase of three mini servers along with the scanner for the Local History Room.

SK noted that the items on the additional shelving for Main and additional architectural services from MDA were discussed at the Building Committee meeting and have been included on tonight's agenda for informational purposes only. GT said that the details on this will be included in his board report for the May 25th meeting.

Meeting adjourned at 6:40 pm.

Submitted by Gina Chase

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Steve Kashkin

- Present Collection Report in an All Time, Year-to-Date and Month-to-Date format.