

Great Neck Library  
**Audit Committee**  
Wednesday, June 16, 2021, 6:00pm  
Via Zoom

**Board of Directors:**

Chelsea Sassouni, Chairperson (CS)  
Weihua Yan (WY) *absent with notice*  
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, June 16<sup>th</sup> at 6:01 pm.

**Review of Action Items**

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

**Steve Kashkin**

- Present Collection Report in an All Time, Year-to-Date and Month-to-Date format. **DONE. Two new versions of the report are included with this packet with the purpose of choosing one to use going forward.**

**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. He noted that on-call hours are a little higher than usual due to the expansion of hours and fewer positions. He expects this number will decrease in June and July as vacant positions are filled. SK said that Sunday pay will be eliminated until after the summer.
- Payroll Changes - SK noted the four resignations in May.
- Collection Agency Report – SK presented two updated versions of this report. CS preferred the consolidated schedule which will be the one that will now be included in the packet for the audit meetings.

**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 requested approval to amend the resolution dated August 21, 2018 for an additional RFID gate for the Station Branch from Bibliotech to include two (2) direct mount kits and freight at an additional cost not to exceed \$825.00. The extra gate will allow for a two-way traffic flow in and out of the branch. The committee agreed to move this forward to the board for approval at its next meeting.

SK requested approval for a Construction Change Order in the amount of \$2,505.80 for the Station Branch renovation resulting from a steel surcharge. This item was reviewed by the Building Committee who asked that it be brought to the Audit Committee for further discussion. CS agreed that, although the library should not be the one to absorb the cost of this surcharge, it should be moved forward to the board for discussion and approval at its next meeting.

SK explained how the year end budget transfers are determined. He said that surplus funds are moved to cover lines that are currently, or will be, over extended at the end of the fiscal year. SK noted that not all lines with surplus funds are adjusted as only deficit balances need to be covered. He recommended authorization for these year-end line-item changes to the 2021 Operating Budget. After discussion, the committee agreed to move this forward to the board for approval at its next meeting.

SK recommended moving \$95,000 to the Bond Retirement Fund per the 2020/2021 budget. Also anticipated, is an overage of approximately \$1,000,000 for the 2020/2021 budget year. He recommends transferring it to the Branch and Special Services Fund to ensure the proper funding of the Station and Parkville branch renovations. After discussion, the committee agreed to move the \$1,000,000 overage as follows: \$600,000 to the Branch and Special Services Fund to ensure the proper funding of the Parkville branch renovation and \$400,000 to the Bond Retirement Fund to help pay down the bond. This was agreed to move forward to the board for approval at its next meeting.

Meeting adjourned at 7:56 pm.

Submitted by Gina Chase

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**Steve Kashkin**

- Place approval to amend resolution for purchase of additional RFID for Station on the next BoT agenda for approval.
- Place approval for change order for Station Branch renovation, in the amount of \$2,505.80 resulting from steel surcharge on the next BoT agenda for approval.
- Place approval for year end budget transfers on next BoT agenda for approval.
- Place approval for budget transfers on next BoT agenda for approval.