

Great Neck Library
Audit Committee
Tuesday, September 14, 2021, 6:00pm
via Zoom

Board of Directors:

Weihua Yan (WY)
Scott Sontag (SS)
Kathleen Gold (KG)

Library Professionals:

Steven Kashkin (SK)
Denise Corcoran (DC)
George Trepp (GT)

Call to Order

The meeting of the Great Neck Library's Audit Committee was called to order by WY on Tuesday, September 14th at 6:05 p.m.

New Business

SK recommended the renewal of the library's Property/Liability Insurance Commercial Package, Automobile and Umbrella policies with Utica Insurance Companies, in the total amount of \$83,015 for September 1, 2021 through August 31, 2022. The committee agreed to move this forward to the board for approval at its next meeting.

SK recommended the hiring of Corstar, in the amount of \$19,829, to install new Cat6 cabling for the Parkville Branch renovation. The committee agreed to move this forward to the board for approval at its next meeting.

SK recommended the hiring of Cameron Engineering to perform an assessment of the Parkville Branch HVAC system in the amount of \$4,249. After discussion the committee decided to delay this for communication with the Great Neck School District.

SK requested authorization to enter into an agreement with Carr Business Systems for a 60-month lease of four (4) new Xero-Versalink C7030T2 machines at a monthly cost of \$460, which includes lease, supplies and maintenance for all the library locations. The committee agreed to move forward to the board for approval at its next meeting.

Business Managers Report

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

- Overtime & On-Call - SK reported there was some on-call hours for coverage needed resulting from the number of open positions. He said that Sunday pay will change this month since Sunday hours have started up again.
- Payroll Changes - SK noted one resignation and Cindy Simeti's promotion on the report.

- Collection Agency Report – SK said there were a number of accounts sent to collections and that we have already started collecting on some of those accounts.

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 6:25 pm.

Submitted by Gina Chase

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Action Items

- Place property liability insurance renewal with Utica Insurance Companies on the next board agenda for approval.
- Place hiring of Corstar for installation of phone and data cabling at the Parkville Branch on the next board agenda for approval.
- Please agreement with Carr Business Systems for four (4) new patron copiers on the next board agenda for approval.