

Great Neck Library
Audit Committee
Wednesday, October 13, 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)

Call to Order

The meeting of the Great Neck Library's Audit Committee was called to order by KG on Wednesday, October 13th at 6:05 p.m.

Review of Action Items

SK reviewed the action items from September.

Steve Kashkin

- Place property liability insurance renewal with Utica Insurance Companies on the next board agenda for approval. **DONE. Item was approved at the 9/14/21 BoT meeting.**
- Place hiring of Corstar for installation of phone and data cabling at the Parkville Branch on the next BoT agenda for approval. **DONE. Item was approved at the 9/14/21 BoT meeting.**
- Place agreement with Carr Business Systems for four (4) new patron copiers on the next board agenda for approval. **DONE. Item was approved at the 9/14/21 BoT meeting.**

Business Managers Report

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

- Overtime & On-Call - SK reported that Sunday pay has started up again now that Sunday hours are back.
- Payroll Changes - SK noted the retirement and resignations on this month's report.
- Collection Agency Report – SK said collection on some past due accounts are continually coming in.

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 renewal of the snow removal contract with EPG Construction Corp. for the season of November 1, 2021 through April 30, 2022. The committee agreed to move this forward to the board for approval at its next meeting.

Meeting adjourned at 6:30 pm.

Submitted by Gina Chase

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Action Items

- Place renewal of snow removal contract on the next board agenda for approval.