

Great Neck Library
Audit Committee
Wednesday, November 10, 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, November 10th at 6:05 p.m.

Review of Action Items

SK reviewed the action items from October.

Steve Kashkin

- Place renewal of snow removal contract on the next board agenda for approval. **DONE. Item was approved at November 3rd BoT meeting.**

Business Managers Report

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

- Overtime & On-Call - SK reported that On-Call and Sunday hours were in line with previous months and that minimal overtime was paid in October.
- Payroll Changes - SK noted two resignations, a promotion to part-time and two part-timers changing to full time on this month's report.
- Collection Agency Report – SK said payments on delinquent accounts continue 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 Directors & Officers & Employment Practices Liability, and Flood policies for November 28, 2021 through November 27, 2022 with Philadelphia Insurance Company and American Bankers Insurance Company for a total of \$12,295. The committee agreed to move this forward to the board for approval at its next meeting.

Meeting adjourned at 6:34 pm.

Submitted by Gina Chase

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Action Items

- Place renewal of the Directors & Officers & Employment Practices Liability, and Flood policies on the next board agenda for approval.
- Research the balance owed to KG&D in the Main Building and Special Service Fund for the Community Room permit (\$1,025)