

MINUTES OF BOARD OF TRUSTEES MEETING  
GREECE PUBLIC LIBRARY  
November 1, 2016

PRESENT: William Murphy  
Kevin Nasca  
Shannon O'Keefe Pero, Vice President  
Jamie Slocum, Finance Officer  
Anthony Wechsler  
Gene Welch, President  
Tracy Wooden

Cassie Guthrie, Library Director  
Keith C. Suhr, Librarian III & Recording Secretary

President G. Welch called the meeting to order at 4:31 pm

ADOPTION OF THE AGENDA

**MOTION:** A. Wechsler moved to approve the agenda as submitted. S. O'Keefe Pero seconded and the motion carried.

APPROVAL OF PRIOR MEETING MINUTES

**MOTION:** T. Wooden moved to approve the minutes of the October 4, 2016 meeting with one typographical error correction. K. Nasca seconded and the motion carried.

PUBLIC EXPRESSION

None.

CORRESPONDENCE

None.

PRESIDENT'S REPORT

G. Welch expressed gratitude and compliments to C. Guthrie, K. Suhr and Librarian Jennifer Preisser for their participation at the Greater Rochester Annual Legislative Thank You Breakfast at the Henrietta Public Library on October 28. He was impressed with J. Preisser's presentation about early literacy services at the Greece Public Library.

G. Welch also attended the exhibit opening reception for the 2nd Annual Glimpses of Greece Photography Contest on Sunday, October 30 and expressed gratitude to the Friends of the Greece Public Library for providing refreshments at the event and for funding the publication of a calendar showcasing award winning and honorable mention photographs. He expressed compliments to Library Assistant Claire Talbot for her excellent work in coordinating the contest and the awards ceremony.

#### GREECE PUBLIC LIBRARY GIFT FUND REPORT

J. Slocum reviewed the Greece Public Library Gift Fund Revenue and Expense Report for the period October 1 – 31, 2016.

**MOTION:** A. Wechsler moved to accept the Gift Fund Report as submitted. S. O'Keefe Pero seconded and the motion carried.

#### REVENUE REPORT

J. Slocum reviewed the Greece Public Library's Revenue Report for October 2016.

**MOTION:** K. Nasca moved to accept the Revenue Report as submitted. T. Wooden seconded and the motion carried.

#### DIRECTOR'S REPORT

C. Guthrie reviewed her written report covering: library operations; staffing and volunteers; outreach, programming and promotion; and strategic planning highlights.

In addition, she commented on a busy and successful outreach evening for the library on October 28 with a presence at both the Town of Greece Family Halloween Party (selfie station) and the Mall at Greece Ridge Trick-Or-Treat Family Night (3D printing demonstrations). A Halloween themed library brochure outlining how the library can help parents prepare children for school success was distributed at both events.

C. Guthrie distributed a copy of the Glimpses of Greece calendar to each trustee. A press release announcing the availability of the calendar at both branches of the library (first come, first served) beginning December 1 will be issued from the Supervisor's office.

#### LIBRARY USAGE STATISTICAL REPORT

C. Guthrie reviewed the library usage statistical report for September 2016. G. Welch asked if "time of use" and other statistics are monitored for potential service adjustments and improvements. C. Guthrie responded that they are consulted on an "as needed" basis, for example door count and circulation comparisons were used to make the decision to reallocate personnel resources from the Barnard Crossing branch to the Main Branch on Saturdays.

#### LIBRARY STORY OF THE MONTH

C. Guthrie shared a story about a Greece Arcadia high school class who attended a TinkerCAD class at the library on 10/26 taught by Library Assistant Betsy Dobles. Following the class, several students approached Betsy to let her know how much they appreciated her teaching style.

#### OLD BUSINESS

None.

#### NEW BUSINESS #1

**MOTION:** W. Murphy moved to approve the 2017 Library Board Meeting dates as submitted with the change of moving the November 7, 2017 meeting to November 14, 2017. K. Nasca seconded and the motion carried.

#### NEW BUSINESS #2

C. Guthrie reviewed draft activities and measures for the 2017-2019 strategic plan priorities approved by the library board at the November meeting. These activities and measures were developed with staff input.

Several clarifying questions were asked, including how progress will be tracked and reported, the meaning of "Cons" and "Fandom" and the potential complexity of establishing "Little Free Libraries."

#### NEW BUSINESS #3

C. Guthrie reviewed draft content for strategic planning document. A few minor adjustments were requested. C. Guthrie will format into booklet and request final strategic plan approval at the December library board meeting.

#### OTHER BUSINESS

None.

#### APPROVAL OF BILLS FOR PAYMENT

J. Slocum reviewed and answered questions regarding expenditures.

**MOTION:** S. O'Keefe Pero moved to approve the list of payables. A. Wecshler seconded and the motion carried.

#### ADJOURNMENT

**MOTION:** K. Nasca moved to adjourn the meeting at 5:12pm. J. Slocum seconded and the motion carried.

Minutes submitted by Keith C. Suhr, Recording Secretary

Approved by Greece Public Library Board at their 12-06-16 meeting