

MINUTES OF BOARD OF TRUSTEES MEETING  
GREECE PUBLIC LIBRARY  
March 7, 2017

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

Cassie Guthrie, Library Director  
Keith C. Suhr, Librarian III & Recording Secretary  
Michelle Marini, Town Liaison & Deputy Supervisor

President K. Nasca called the meeting to order at 4:32pm.

TRUSTEE OATH OF OFFICE:

Library Board President K. Nasca administered the oath of office to new Greece Public Library Board Trustee Calli Johnson as required by Section I of Article XIII of the New York State Constitution:

"I do solemnly swear that I will support the Constitution of the United States and the Constitution of New York State, and that I will faithfully discharge the duties of office of Library Board of Trustees of the Greece Public Library, according to the best of my abilities."

C. Johnson filed this oath with the Clerk of the Town of Greece on March 7, 2017.

ADOPTION OF THE AGENDA

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

APPROVAL OF PRIOR MEETING MINUTES

**MOTION:** A. Wechsler moved to approve the minutes of February 7, 2017 as written. J. Slocum seconded and the motion carried.

PUBLIC EXPRESSION

None.

CORRESPONDENCE

None.

#### PRESIDENT'S REPORT

K. Nasca deferred his report as it would be covered under New Business #1.

#### GREECE PUBLIC LIBRARY GIFT FUND REPORT

J. Slocum reviewed the Greece Public Library Gift Fund Revenue and Expense Report for the period February 1 - February 28, 2017.

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

#### REVENUE REPORT

J. Slocum reviewed the Greece Public Library Revenue Report for February 2017.

**MOTION:** G. Welch moved to accept the Revenue Report as submitted. A. Wechsler seconded and the motion carried.

#### DIRECTOR'S REPORT

C. Guthrie reviewed her written report as submitted. She also informed the board that the library will offer regular a Saturday morning storytime beginning March 11, 2017 and described the proposal to upgrade the existing aquarium to a rainforest paludarium that will incorporate both terrestrial and aquatic elements.

#### LIBRARY USAGE STATISTICAL REPORT

C. Guthrie reviewed the library usage statistical report for January 2017 and noted several new statistics being collected in 2017 and a report format change.

#### TOWN LIAISON REPORT

M. Marini shared details about upcoming events taking place on Town Hall Campus, including the Concert Series starting June 4, a Law Enforcement Appreciation Event on August 3 and the annual Fourth of July Celebration.

#### OLD BUSINESS

None.

#### NEW BUSINESS #1

K. Nasca briefed the board on the Entrance Conference with representatives of the Office of the State Comptroller (OSC) which took place at the library on February 16, 2017. The Entrance Conference concluded with a cash count at both branches.

He also gave an overview of the steps that will be taken to complete the audit and asked C. Guthrie to report on an "OSC Public Library Audits: Procedures and Common Findings" workshop she attended in Albany on February 28, 2017.

C. Guthrie stated that the presenter stressed that the OSC is not an enforcement agency, rather they have oversight responsibility, and that the majority of audits they conduct are performance audits. She also stated that the beginning of the audit process was described as “a mile wide and an inch deep” while auditors work to understand and test controls before they sharpen their focus and finalize their audit objective.

#### 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. W. Murphy seconded and the motion carried.

#### ADJOURNMENT

**MOTION:** G. Welch moved to adjourn the meeting at 5:10 pm. S. O'Keefe Pero seconded and the motion carried.

Draft minutes submitted by Keith C. Suhr, Recording Secretary  
Approved by Greece Public Library Board at their 04-04-17 meeting