

MINUTES OF BOARD OF TRUSTEES MEETING  
GREECE PUBLIC LIBRARY  
May 2, 2017

PRESENT: Calli Johnson  
William Murphy  
Kevin Nasca, 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

ABSENT: Shannon O'Keefe-Pero, Vice President

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

ADOPTION OF THE AGENDA

**MOTION:** G. Welch moved to approve the agenda as submitted. A. Wechsler seconded and the motion carried.

APPROVAL OF PRIOR MEETING MINUTES

**MOTION:** J. Slocum moved to approve the minutes of April 4, 2017 as written. C. Johnson seconded and the motion carried.

PUBLIC EXPRESSION

None.

CORRESPONDENCE

C. Guthrie referenced a letter received from the Regional Center for Independent Living regarding the inclusion of language on the library's website and promotional materials about how deaf and hard of hearing patrons can request interpretation services. She shared with the board where this language can be found.

PRESIDENT'S REPORT

K. Nasca reminded the board that the Friends of the Library Book Sale is scheduled to start on May 18, that they are always in need of volunteers to assist, and that they continue to make significant contributions and efforts to support the library.

GREECE PUBLIC LIBRARY GIFT FUND REPORT

J. Slocum reviewed the Greece Public Library Gift Fund Revenue and Expense Report for the period April 1-April 30, 2017.

**MOTION:** A. Wechsler moved to accept the Gift Fund Report as submitted. W. Murphy seconded and the motion carried.

#### REVENUE REPORT

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

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

#### EXPENSE REPORT

J. Slocum reviewed the Greece Public Library Expense Report for April 2017.

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

#### DIRECTOR'S REPORT

C. Guthrie reviewed her written report as submitted.

#### LIBRARY USAGE STATISTICAL REPORT

C. Guthrie reviewed the library usage statistical report for March 2017.

#### TOWN LIAISON REPORT

M. Marini reported that the Town of Greece Emergency Response Team continues to contend with residential flooding from Lake Ontario and are now receiving additional support from the National Guard. Greece student volunteers filled over thirty nine thousand sandbags for residents. She invited trustees to the Town of Greece Police Headquarters Ribbon Cutting Ceremony taking place on May 16 at 10 am.

#### OLD BUSINESS #1: 2017 Library Budget Modification – Adjustment for Paludarium

**MOTION:** W. Murphy moved to transfer \$9,500 from Library Fund Balance to account 7410.000.404 (Building Maintenance) and \$6,500 from account 7410.0000.204 (Furniture) to account 7410.0000.404 (Building Maintenance) for the installation of a paludarium. J. Slocum seconded and the motion carried.

#### NEW BUSINESS #1: 2016 Greece Public Library Annual Report to the Community

**MOTION:** A. Wechsler moved to approve the distribution of the 2016 Greece Public Library Annual Report to the Community as submitted. W. Murphy seconded and the motion carried.

#### NEW BUSINESS #2: Greece Public Library Photo and Video Policy

**MOTION:** C. Johnson moved to approve the draft Photo and Video Policy as written. W. Murphy seconded and the motion carried.

#### NEW BUSINESS #3: Greece Public Library Social Media Policy

C. Guthrie reviewed the draft Social Media Policy. Following discussion, several adjustments for clarity and intent were requested. A revised draft will be reviewed at the June library board meeting.

#### NEW BUSINESS #4: Director's Annual Evaluation

K. Nasca reviewed materials recommending an annual evaluation of the Director by the library board that he received at a recent trustee training and appointed an ad hoc committee to develop guidelines. The committee will consist of B. Murphy, G. Welch and A. Wechsler, with K.

Suhr assisting as needed. A committee report will be presented at the June library board meeting.

APPROVAL OF BILLS FOR PAYMENT

J. Slocum reviewed and answered questions regarding expenditures.

**MOTION:** G. Welch moved to approve the list of payables. W. Murphy seconded and the motion carried.

ADJOURNMENT

**MOTION:** A. Wechsler moved to adjourn the meeting at 5:20pm. J. Slocum seconded and the motion carried.

Minutes submitted by Keith C. Suhr, Recording Secretary

Approved by Greece Public Library Board at their 06-06-17 meeting