

MINUTES OF BOARD OF TRUSTEES MEETING
GREECE PUBLIC LIBRARY
December 6, 2016

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

Cassie Guthrie, Library Director
Keith C. Suhr, Librarian III & Recording Secretary
Jonathan Hellman, Town of Greece Finance Department

EXCUSED: Gene Welch, President

Vice President S. O'Keefe Pero called the meeting to order at 4:30 pm.

ADOPTION OF THE AGENDA

MOTION: A. Wechsler moved to approve the agenda as submitted. T. Wooden seconded and the motion carried.

APPROVAL OF PRIOR MEETING MINUTES

MOTION: K. Nasca moved to approve the minutes of the November 1, 2016 meeting as written. W. Murphy seconded and the motion carried.

PUBLIC EXPRESSION

None.

CORRESPONDENCE

None.

PRESIDENT'S REPORT

S. O'Keefe Pero shared a message from G. Welch expressing appreciation to T. Wooden for her years of service on the Board of Trustees. He also acknowledged her efforts as Board Treasurer and her extensive involvement with the Greece Rotary Club.

GREECE PUBLIC LIBRARY GIFT FUND REPORT

J. Slocum reviewed the Greece Public Library Gift Fund Revenue and Expense Report for the period November 1-30, 2016.

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's Revenue Report for November 2016.

MOTION: K. Nasca moved to accept the Revenue Report as submitted. W. Murphy 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 informed the board of a maintenance issue regarding the fish tank which necessitated temporarily relocating the fish.

LIBRARY USAGE STATISTICAL REPORT

C. Guthrie reviewed the library usage statistical report for October 2016.

LIBRARY STORY OF THE MONTH

C. Guthrie read a comment card from a patron who described her experience and appreciation for the newly established Baby Sensory Storytime program.

TOWN LIAISON REPORT

Town Liaison and Deputy Supervisor M. Marini submitted her report electronically and requested that the Board extend her deepest appreciation for Tracy Wooden's service on the library board and that an official letter from the Supervisor will be forthcoming.

She also expressed gratitude to the library for offering an Open House for Town Employees event in October which highlighted all that the library has to offer and thanked the Friends of the Library for their support of the event.

She extended an invitation to the Town Christmas tree lighting taking place on December 8 at 5 pm and stated that the ice rink on Town Hall Campus is now operational.

OLD BUSINESS

None.

NEW BUSINESS #1

J. Hellman reviewed the 2017 library operating budget as Greece Public Library Board Treasurer Paul Holahan is out of town and not available to attend tonight's meeting. He answered several questions and explained that fluctuations in historical line item amounts are due to some expenses being re-categorized to more accurately reflect their purpose. C. Guthrie gave the example of software expenses that in previous years were categorized as hardware expenses. J. Hellman also explained that the 2017 operating budget includes credit card merchant fees.

MOTION: J. Slocum moved to adopt the 2017 Library Operating Budget as written. T. Wooden seconded and the motion carried.

NEW BUSINESS #2

C. Guthrie reviewed the final draft of the library's 2017-2019 strategic plan document.

MOTION: A. Wechsler moved to approve the 2017-2019 Strategic Plan as presented. J. Slocum seconded and the motion carried.

NEW BUSINESS #3

MOTION: K. Nasca moved to approve the 2017 Greece Public Library closed dates as submitted. A. Wechsler seconded and the motion carried.

NEW BUSINESS #4

S. O'Keefe Pero reported that the Nominating Committee met and the following slate of 2017 officers will be presented for a vote at the January 3, 2017 meeting:

President – Kevin Nasca

Vice President – Shannon O'Keefe Pero

Finance Officer – Jamie Slocum

OTHER BUSINESS

C. Guthrie stated that she has received two applications for the board position that will become vacant on December 31, 2016. She will follow up with Deputy Supervisor M. Marini.

APPROVAL OF BILLS FOR PAYMENT

J. Slocum reviewed and answered questions regarding expenditures.

MOTION: T. Wooden moved to approve the list of payables. W. Murphy seconded and the motion carried.

ADJOURNMENT

MOTION: A. Wechsler moved to adjourn the meeting at 5:15 pm. W. Murphy seconded and the motion carried.

Minutes submitted by Keith C. Suhr, Recording Secretary

Approved by Greece Public Library Board at their 01-03-17 meeting