

MINUTES OF BOARD OF TRUSTEES MEETING
GREECE PUBLIC LIBRARY
January 3, 2017

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

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

President G. Welch called the meeting to order at 4:32 pm.

ADOPTION OF THE AGENDA

MOTION: S. O'Keefe Pero moved to approve the agenda as submitted. K. Nasca seconded and the motion carried.

APPROVAL OF PRIOR MEETING MINUTES

MOTION: A. Wechsler moved to approve the minutes of the December 6, 2016 meeting as written. K. Nasca seconded and the motion carried.

PUBLIC EXPRESSION

None.

CORRESPONDENCE

None.

PRESIDENT'S REPORT

G. Welch expressed gratitude to Tracy Wooden for her years of service as trustee and treasurer and recognition to S. O'Keefe Pero for her recent appointment as Town of Greece Justice. He reminded the board of the Friends of the Greece Public Library Book Sale scheduled for January 12-16 at the Mall at Greece Ridge and encouraged members to visit or volunteer. He also expressed thanks to the library board, C. Guthrie and K. Suhr for their efforts and cooperation in making it so easy for him to serve as Board President.

GREECE PUBLIC LIBRARY GIFT FUND REPORT

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

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's Revenue Report for December 2016.

MOTION: K. Nasca moved to accept the Revenue Report as submitted. A. Wechsler 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 and answered several questions including security procedure review and electronics disposal procedures. She also gave an update about repair issues relating to the aquarium, namely that the 3 companies contacted indicated that a repair may not be possible due to the age of the tank. C. Guthrie will continue to work with Town staff to explore options.

LIBRARY USAGE STATISTICAL REPORT

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

LIBRARY STORY OF THE MONTH

None.

TOWN LIAISON REPORT

None.

OLD BUSINESS

G. Welch asked for an update on the progress of filling the current trustee vacancy. C. Guthrie stated that she had no new information to share at this time.

NEW BUSINESS #1

MOTION: A. Wechsler moved to approve the slate of 2017 library board officers as recommended by the Nominating Committee consisting of Kevin Nasca, President; Shannon O'Keefe Pero, Vice President; and Jamie Slocum, Finance Officer. W. Murphy seconded and the motion carried.

G. Welch turned over chairpersonship of the meeting to K. Nasca.

NEW BUSINESS #2

C. Guthrie requested any changes / updates in trustee contact information for the 2017 roster. She will add 2017 officer information and forward to trustees.

NEW BUSINESS #3

MOTION: G. Welch moved to designate the Greece Post as the Greece Public Library Board of Trustees newspaper of record for 2017. S. O'Keefe Pero seconded and the motion carried.

NEW BUSINESS #4

MOTION: S. O'Keefe Pero moved to authorize Library Director C. Guthrie to approve advance payment of the following library expenditures for 2017 prior to claim audit: utility bills, including fuel, water, gas, electric, telephone and internet service, debt services, leases in excess of one year, postage and freight charges, pursuant to applicable state law. A. Wechsler seconded and the motion carried.

NEW BUSINESS #5

MOTION: G. Welch moved to approve the purchase of plaques for a book display unit and 3 workspace booths from the Greece Public Library Gift Fund account in an amount not to exceed \$319.02. A. Wechsler seconded and the motion carried.

OTHER BUSINESS

None.

APPROVAL OF BILLS FOR PAYMENT

J. Slocum reviewed and answered questions regarding expenditures.

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

ADJOURNMENT

MOTION: G. Welch moved to adjourn the meeting at 5:00pm. S. O'Keefe Pero seconded and the motion carried.

Minutes submitted by Keith C. Suhr, Recording Secretary

Approved by Greece Public Library Board at their 02-07-17 meeting