



Board of Trustees Meeting
Tuesday, May 12, 2009 5:00 p.m.

MINUTES

President Burtch called the meeting to order at 5:01 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Caroline Diwik, Bryce Kurfees, John Magill, Brian Perera and Amy Sharpe.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Greg Ramage, IT Manager; Ruth McNeil, Community Relations Manager; Caleb Mozzocco, UAPL Employee; Jackee McKnight; UAPL Foundation; Donovan Campbell, UA News; Chris Bournea, This Week UA; Dave Mastracci, UA Resident; Carol Smathers, UA Resident; Jim Becker, UA Resident; Dan McCormick, UA Resident and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Magill made a motion to approve the Minutes of the April 14, 2009 meeting. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

ASSISTANT DIRECTOR'S REPORT

Porter demonstrated the Consumers' Report database that is a new offering to patrons of the library. She noted that, through the database, patrons can also access archived copies of the Consumers Report magazine for product ratings as they appeared in the publication. Kurfees said that the library's database offerings were an important component of the collection and should be highlighted to the public.

Porter said that the Digital Download collaboration now has over 9,000 items available for download to computers, MP3 players or iPods. She noted that the group grew out of the collaboration between UAPL and Grandview and now includes thirteen libraries in the state. The group has changed their name from MOLDI to Digital Download. Porter noted that patrons first have to download operational software from the Digital Download website and that library staff can help them with that.

Porter asked McNeil to talk about the Community Conversations initiative. McNeil said that through OurUA.org, various groups in the city were participating in hosting

community conversations. She said that WCMH is hosting a media website that will provide UA residents a means to upload community information to the internet, maintain a community events calendar, provide forums for on-line discussions and conversations and add links to the website.

Porter said that Summer Reading plans are well under way. She noted that last year about 4,600 children and 486 adults participated in Summer Reading. She said that this year, the library has obtained pre-packaged software that will allow participants to track their hours on-line and maintain an on-line log. The software will also alert the participant when they are eligible for a prize.

Porter said that adult participants can write their reviews online. She said that staff will be available to help the youth participants learn the software and adult patrons can still submit paper reviews of their reading. Porter gave a demonstration of the new software. Summer Reading will start on June 5th.

DIRECTOR'S REPORT

Moore said that she had a resolution of thanks to the Bond Levy Campaign Committee to present for action. Burtch noted that the committee of volunteers worked very hard and had good ideas. He noted the impact of the internet on the campaign style.

RESOLUTION 10-09

To Express Thanks to the UA Library Bond Levy Campaign Committee

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the volunteer service the members of the UA Library Bond Levy Campaign Committee performed on behalf of the library and the community.

Under the direction of Mr. Price Finley, Campaign Chair, committee members Sylvia Gillis, Joy Barney, Spencer Hawkins, Becky May, Andrew Miller, Kristen Ober, Jim Sauer, Matthew Shad, Lori Wengerd, Leslie Winters, Debbi Wood, Dick Wood, Jack Burtch, Amy Sharpe, Bryce Kurfees, Ruth McNeil, and Ann Moore worked countless hours on the campaign. In addition, the volunteer efforts of Christine Minx, Jan Mell and Jeffrey Stemen were an essential part of the overall campaign. The Board also recognizes that many library staff members contributed their time for administrative work and the distribution of materials.

That the members of the campaign committee took on a major task and worked diligently in support of the continued excellence of the Upper Arlington Public Library System is hereby noted and witnessed this 12th day of May

Kurfees made a motion to approve Resolution 10-09. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Moore said that resolution 11-09 was being offered in order to bring the by-laws into compliance with the ORC and UA City statutes.

**RESOLUTION 11-09
To Amend the By-laws of the Board of Trustees**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby amend the language of the by-laws of the Board of Trustees as follows:

- a) In Article II, Section 1 – delete the phrase “with the approval of the City Council of Upper Arlington” in order to be consistent with the language of City of Upper Arlington Resolution 35-67 and Ohio Revised Code section 3375.12.
- b) Replace the term Clerk-Treasurer with the term Fiscal Officer where it appears in the by-laws.
- c) Replace the term Deputy Clerk-Treasurer with the term Deputy Fiscal Officer where it appears in the by-laws.

Magill made a motion to approve Resolution 11-09. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None. The revised by-laws are included as a Permanent Exhibit to these Minutes.

Moore said that she had attended the Friends Volunteer luncheon on Saturday. She said that the group committed to raising \$100,000 again this year.

Moore noted that the Operations Committee will need to schedule a meeting.

UAPL FOUNDATION

McKnight said that she did not have a formal report. She said that the Foundation will be scheduling a meeting soon.

OPERATIONS COMMITTEE

Magill said that the committee had not met, but would be meeting soon to discuss a revision in the Internet policy to bring it in line with the new public printer stations process. Burtch noted that the committee will also need to begin discussion about the facilities in light of the failure of the Bond issue.

FINANCE COMMITTEE

Perera reviewed the Finance Committee meeting. The notes from that meeting are included here.

*FINANCE COMMITTEE MEETING
Friday, April 24, 2009 8:00 a.m.*

IN ATTENDANCE

Brian Perera, Caroline Diwik, Ann Moore, Kate Hemleben, Kate Porter and Nancy Roth.

The meeting was called to order at 8:00 a.m.

INVESTMENT POLICY

Hemleben said that the library needs to create an investment policy as required by the State of Ohio. She noted that she has been unable to find such a policy in the finance records or minutes. She provided the committee with examples from other libraries and a draft of a proposed policy for their review. She said that she would like to take the policy to the full Board in May for approval.

Diwik noted that the finance policy does have to be filed with the State Auditor's Office. Hemleben noted that for the past several years, the investments have centered on CDs and deposits with STAR Ohio.

Perera said that the Board has always approved the public depositories, but that the finance policy should be pursued. He suggested that the policy clarify that any possible future investment advisor would be done through a purchased services contract which would require Board approval. He said that other than that, the policy as drafted appeared to be okay.

Hemleben said that the Ohio Revised Code does have allowance for more risky investments, but that these are not realistic options for the library. She said that she is considering pursuing certification through the Center for Public Investment Management by making a minimal investment in a legal higher risk instrument. She said that this would open many helpful continuing education courses to her through CPIM at minimal cost to the library. She said that without the investment (possibly as low as \$50 - \$100) she will be required to take the course towards certification at a cost of \$100. All the other courses would then be available at no further cost. Stand-alone enrollment for the courses is normally \$100 per course.

Perera and Diwik agreed that this was a very good idea and an appropriate plan. They encouraged Hemleben to proceed with this. Hemleben noted that CPIM certification may be needed for management of the Bond Issue funds should that initiative be approved by the voters.

Moore noted that if the Bond Issue is approved, Becky Princehorn, bond counsel will want to meet with the Finance committee and staff as quickly as possible to educate the library on the whole process. It was noted that a Friday morning meeting would work best for Perera.

The committee agreed to present the investment policy to the Board at the May meeting.

Hemleben distributed a sample of an investment report that she will begin distributing monthly to the committee and quarterly to the entire Board. She noted that the CD interest income from the Arlington Bank and Fifth Third is distributed monthly. The other banks distribute the interest at the end of the CD investment term.

CASH MANAGEMENT

Hemleben said that she has met with Tremont Circulation, Lane Road and Miller Park to discuss cash management. She noted that most libraries do permit cash refunds. She said that currently, the library issues refund checks for lost items that patrons subsequently find and return. Hemleben said that most libraries permit cash refunds up to a certain amount. She said that she would like to allow cash refunds up to \$25.00 and that would require allocating more to the change fund. She noted that the library has issued checks for as little as \$.69 and spent \$.42 postage mailing the refund to the patron. She said the average refund is about \$15.00.

Perera and Diwik agreed that permitting cash refunds was a reasonable step. Hemleben said that the process for cash refunds will need to be refined if the Board approves the change. She noted that the same forms will have to be filled out and that approval for a cash refund will have to be given by a manager, librarian-in-charge or fiscal office.

Hemleben distributed a spreadsheet of the current cash drawer allocation for the system and the proposed allocation. She noted that the increase would be \$460. She noted that permitting cash refunds would also offer better service to the patrons. Perera and Diwik agreed that the approval for this change should appear on the May agenda for the full Board to consider.

FINANCIAL REPORTING

Hemleben said that in order to facilitate staff purchases made from one-time vendors, a Tax Exempt certificate is required. She said that in the past these certificates have been closely held by the Fiscal Officer because of the employer ID number that appears on the form. This has created problems for staff members who need access to the forms. She said that she would like to make them more accessible, including posting them on the staff intranet. After some discussion, the committee agreed that access to the employer ID was not an issue, but that there would be concerns that employees

could misuse the forms if they were downloadable from the staff intranet. Moore noted that she does not believe that there are people on staff who would perpetrate a fraud, but that a prudent approach is reasonable. It was agreed that the certificates could be obtained as needed in the Administration Office for approved purchases and do not need to be as closely held as previously. The committee also agreed that the form should not be available on the staff intranet.

Hemleben asked the committee if the financial reports included too much detail for the Board's purposes. She suggested that a more collapsed version of the reports, consisting of two or three pages might be more understandable. She said she would like to add a Year to Date comparison to the budget at the side of the report.

Diwik said that she would appreciate a more condensed version of the report. Perera said that he personally likes the detail, but that a more stream-lined version is probably appropriate for the Board packets. He noted that the fully detailed version would always be available if a Board member wanted it. Further discussion resulted in the suggestion that the detailed financial be distributed at monthly Finance meetings.

Hemleben said that she will prepare an example report for the next Finance meeting. After review by the committee the revised format should be ready for the June or July Board meeting.

Hemleben said that the 2010 Tax Budget is due to the County Auditor by July 20th. She said that UA City Clerk, Bev Clevenger, has informed her that the library does not have to go through the city in order to submit the budget to the Auditor. Hemleben said that she expects to get a written opinion from Cathe Armstrong, UA City Finance Director. Perera said that if the library has submitted to the city in the past, we should continue to do so. Moore said that she will work with Hemleben to clarify the process.

OTHER ITEMS

Moore noted that the economic environment for libraries operating solely on PLF funding is becoming increasingly difficult. She said that she continues to monitor revenue and expenses at the library and remains concerned about how the year will develop. She reiterated a number of the cost-savings steps that the library has already taken. She noted that further cuts may become necessary. Moore noted that salary costs thus far are less than projected which has been helpful. Hemleben said that she will be working on projecting salary costs for the remainder of the year.

Perera suggested that at the next Board meeting, Hemleben make a brief report regarding the original revenue projections and the actual revenue to date.

Hemleben said that the library needs to have an Audit committee. She noted that the committee should include two or three people from outside the library. She noted that the Auditor suggested that someone from the city's finance office serve on the

committee along with a resident with an accounting background. Hemleben said that the committee would normally meet once before the audit and once post-audit.

Perera said that it was a good idea to have someone on the committee from the city. Moore said she would talk with City Manager Ginny Barney to see if she had any recommendations.

*The committee agreed to meet next on **Friday, May 15, 2009 at 8:00 a.m.***

The meeting adjourned at 8:40 a.m.

**RESOLUTION 12-09
To Approve Investment Policy**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the Investment Policy as proposed by the Finance Committee and attached as a Permanent Exhibit to the Minutes.

Perera made a motion to approve Resolution 12-09. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

**RESOLUTION 13-09
To Approve the Changes in the Change Fund Distribution**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the following distribution of the Change Fund:

	Register Drawer(s)	Change Box	Bill Changer	Printer	Total
Tremont	\$ 400.00	\$ 205.00	\$ 96.00	\$ 102.00	\$ 803.00
Lane Road	\$ 100.00	\$ 100.00		\$ 68.00	\$ 268.00
Miller Park	\$ 100.00	\$ 100.00		\$ 34.00	\$ 234.00
TOTAL	\$ 600.00	\$ 405.00	\$ 96.00	\$ 204.00	\$ 1,305.00

Perera made a motion to approve Resolution 13-09. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 14-09
To Approve the Cash Refunds for Patrons

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the following change to the Refunds Policy of the Upper Arlington Public Library:

“The Library can refund money to a patron for an item that has been lost and paid for and then later returned under the following conditions:

1. Item must be returned in good condition.
2. Item must be returned no later than three months after initial payment date.

If these conditions are met any library employee on duty as a Circulation Supervisor may authorize a refund for the replacement cost of the item minus a 20% processing fee. The processing fee is equal to 20% of the replacement cost of the item. Any current fines or fees are to be deducted from the refund total.

Cash refunds up to \$25.00 (based on the final computation) may be authorized and given to the patron by the Circulation Supervisor. Cash refunds may be released only to the cardholder or to the custodial parent/legal guardian of a youth patron. A check for refunds over \$25.00 will be issued by the Fiscal Officer. All refund requests, cash or check, must be accompanied by a patron refund form.”

Kurfees made a motion to approve Resolution 14-09. Perera seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Hemleben distributed an investment summary which is included as an Exhibit to these Minutes. The summary shows the location of current investment deposits. Perera noted that the library’s cash position is improved through these distributions. Kurfees suggested that Hemleben add a column to the summary to show the type of investment, such as CD or Money Market, along with a note as to the type of insurance guaranteeing the deposits. Hemleben said that she would do this.

Hemleben reported that the PLF distribution for May was down \$107,000 from May of last year which represents a 26% drop. Hemleben said that the 2010 Tax Budget that the Board is to consider reflects an assumed 23% decrease in PLF revenue for 2010. She noted that the budget has to be given to the taxing authority by May 31st.

Hemleben said the State Auditors were in at the end of April and early May. She said the final report should be available by the end of July. She noted that they were waiting for IRS forms from the Friends of the Library and the UAPL Foundation. She said the Auditors have offered a post-audit meeting with the Finance Committee. In the past, the

library has waived such meetings, but this year will proceed with a post-audit conference. She said the audit process went smoothly.

Magill asked about projections for the PLF through the end of the year. Hemleben said that she has assumed a worst-case scenario of a 30% drop. Perera noted that a 30% reduction was not an unreasonable assumption and reflected the economic reality that he was seeing in the state budgeting process. He noted that Finance will be meeting regularly and will continue to prepare for lower funding. Magill said the strategy is a good one.

Hemleben noted she had discussed a simplification of the financial report with the Committee. Board members agreed that they wanted to continue receiving the detailed report but would appreciate a summary page on top. Hemleben indicated that she would begin to provide a summary sheet and would continue to look at ways to streamline the report construction process. The Board engaged in a brief discussion of the PLF as a general tax-revenue based source of income.

RESOLUTION 15-09
2010 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION
INCOME

GENERAL FUND 100

1200 GENERAL PROPERTY TAXES	2,800,000
2100 INTERGOVERNMENTAL (PLF)	2,258,859
2200 PROPERTY TAX CREDITS	420,000
3100 PATRON FINES & FEES	193,800
4100 INTEREST	43,871
6000 DONATIONS	5,000
8000 REFUND/REIMB/MISC.	<u>6,500</u>
TOTAL	5,728,030
UNENCUMBERED BAL 1/1/2010	<u>635,649</u>
TOTAL RESOURCES	6,363,679

BUILDING IMPROVEMENT FUND 402

9000 TRANSFER IN FROM GEN FUND	-0-
UNENCUMBERED BAL 1/1/2010	1,685,225
TOTAL RESOURCES	1,685,225

RESOLUTION 15-09
2010 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

MILLER PARK RENOVATION FUND 403

9000 TRANSFER IN FROM GEN FUND	-0-
UNENCUMBERED BAL 1/1/2010	<u>-0-</u>
TOTAL RESOURCES	-0-

EXPENSES
GENERAL FUND 100

1000 SALARIES & BENEFITS	
1100 SALARIES	2,987,000
1400 RETIREMENT	716,880
1600 INSURANCE	388,310
1900 OTHER BENEFITS	<u>15,000</u>
TOTAL	4,107,190
2000 SUPPLIES	
2100 ADMINISTRATIVE	191,065
2200 MAINTENANCE	19,570
2300 VEHICLE/FUEL	2,060
2500 SUPPLIES PURCH FOR RESALE	<u>5,000</u>
TOTAL	217,695
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL, MEETINGS & TRAINING	60,000
3200 COMMUNICATIONS	61,800
3300 MAINTENANCE	289,430
3400 PROPERTY INSURANCE	31,500
3500 RENTS/LEASES	3,500
3600 UTILITIES	31,000
3700 PROFESSIONAL SERVICES	175,000
3800 LIBRARY MATERIAL CONTROL SVS	35,000
3900 OTHER SERVICES	<u>1,545</u>
TOTAL	888,775
4000 LIBRARY MATERIALS	
4100 BOOKS	607,000
4200 PERIODICALS	75,000
4300 AUDIOVISUAL	385,000
4500 COMPUTER SERVICES	180,000
4700 MATERIAL REPAIR	0
4900 OTHER LIB MATERIAL	<u>10,000</u>
TOTAL	1,257,000

RESOLUTION 15-09
2010 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	4,000
5400 BLDG IMPROVEMENT	10,000
5500 FURN/EQUIP/CMPTR/SOFTWARE	3,000
5700 VEHICLES	<u>0</u>
TOTAL	17,000
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,360
7200 TAXES/ASSESSMENTS	500
7500 REFUNDS	<u>6,000</u>
TOTAL	18,860
8900 CONTINGENCY	85,920
9900 TRANSFER TO CAPITAL PROJECT FUND	<u>0</u>
GRAND TOTAL GENERAL FUND	6,592,440

BUILDING IMPROVEMENT FUND 402

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	0
3700 PROFESSIONAL SERVICES	500,000
3900 OTHER PURCHASED SERVICES	<u>300,000</u>
TOTAL	800,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	0
5400 BLDG IMPROVEMENT	<u>885,225</u>
TOTAL	885,225
GRAND TOTAL BLDG IMPROV FUND	1,685,225

Perera made a motion to approve Resolution 15-09. Magill seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None. Magill noted that the projected budget is 600,000 less than the current budget.

Perera made a motion to approve the April 2009 Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Kurfees suggested that the Board consider scheduling a joint Finance/Operations meeting in order to discuss recommendations for needed facility repairs. Burtch said that he was not ready to decide this evening what items should be considered. Magill suggested that Operations and Finance should meet separately and then meet together to review their joint recommendations which would then be presented to the full Board. The Board agreed that consensus from the full Board in these decisions was the desired outcome.

Burtch noted that the library staff knows the building as well as any consultant and that he would like to get staff members' input on priorities to be set. He encouraged the Board and staff members to think outside the box and to look at radical ideas to help solve the over-crowding problem, including reduction in the size of the collection, combining Reference and Adult Services into one space; using Meeting Room B for teen space, off-site storage, etc. He noted that there are serious downsides to many of these ideas, but that all ideas should be on the table for discussion. He said that the library will not get any bigger for at least the next five years. He said that future Boards may choose not to put an expansion project on the ballot again.

Magill said the Board should review past reports and use them as points of reference and information. He urged Board members to take time to walk all around the facility. He agreed that it would be desirable to have priorities from the staff.

Kurfees said that the Board will also have to look at the pool of funds available for remediation/maintenance projects. He said that perhaps consideration should be given to a merger with another library system, such as Columbus Metropolitan. Moore pointed out that there would be costs involved in such a merger, noting that CML would not operate three libraries in such close proximity to one another and would probably close Miller Park and Lane Road. Magill said that the library is chartered as a city library system under the ORC and that the city would have to be a part of any merger discussion. Burtch said that there are other ways to merge, such as sharing services that could be explored.

Moore agreed to collect information from Worthington and Southwest libraries about their merger experiences.

Burtch said that he would envision the planning process to proceed as follows:

- Finance Committee meets separately once or twice.
- Operations Committee meets separately once or twice.
- Staff input is gathered.
- Finance and Operations meet once jointly.
- Full Board meets in an extended "retreat" session for in-depth discussion.

PERSONNEL COMMITTEE

Burtch noted that the Personnel Committee did not meet. The Fiscal Officer's Personnel report is included here.

FISCAL OFFICER'S PERSONNEL REPORT

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
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Terminations

NONE

New hire

4/8/09	Sara Coles	\$7.30 RA 101		Page Tremont Circulation	T PT
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Change in Status

NONE

Leave of Absence

4/1/09	Shahin Shoar			Media Svs Manager T FT
To 5/3/09(returned to work 5/4/09)				

Magill made a motion to approve the Personnel Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PRESIDENT'S REPORT

Burtch said that he wanted to offer special thanks to Ellen Tressel for her work on the bond campaign. He said he had not expected the level of involvement from her since she has a very busy schedule. However, he noted that she made several appearances in behalf of the issue, helped to distribute literature and had many helpful and creative suggestions, in addition to adding her name-recognition as an endorsement of the project. He said that he intends to write her a personal thank you and suggested that other Board member do the same. Burtch noted that Mrs. Tressel is also involved in a charity, Kids 'n' Kamp. He said she is involved in a fund-raising dinner for that charity at Eddie Merlot's later in the month. He said that he intends to attend as a way of thanking Tressel for her work and encouraged other Board members to consider doing the same. He noted that the cost of the tickets is \$75.00.

Burtch offered further thanks to the full campaign committee, noting that they met weekly. He encouraged all Board members to thank the committee as they had contact with them. Burtch noted that Moore and McNeil were tireless in their efforts for the campaign - attending weekly meetings, distributing literature, handling speaking engagements and being on call for many tasks. He noted that Porter was also very involved in the efforts. Burtch said that he had a great deal of respect for Moore, McNeil and Porter for how they handled themselves throughout the campaign and following the election results.

Burtch also acknowledged the creative work of Jeff Stemen and the web-site work done by Spencer Hawkins. He noted that Amy Sharpe worked harder than any other Board member in behalf of the campaign; offering her home for weekly meetings and taking charge of the door-to-door material distribution.

Kurfees said that competition in an election was a good and healthy process, noting that this was the beauty of America.

ADJOURNMENT

Magill made a motion to adjourn the meeting. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

The meeting was adjourned at 6:03 p.m.

John H. Burtch, President

Brian Perera, Secretary