



**Board of Trustees Meeting**  
Tuesday, November 10, 2009 5:00 p.m.

**MINUTES**

President Burtch called the meeting to order at 5:05 p.m.

**IN ATTENDANCE**

BOARD MEMBERS: John H. 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; John Forgos, John Forgos Associates; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Jackee McKnight, UAPL Foundation; Chris Bournea, UA News; Nirosha Ragendran, UAHS Student; Nancy Roth, Administrative Secretary.

**APPROVAL OF THE MINUTES**

Kurfees made a motion to approve the minutes of the October 13, 2009 Board of Trustees meeting. Perera seconded the motion.

Burtch noted that regarding the library's status as an IRS approved recipient of tax deductible donations, information in the October minutes was accurately reported. Burtch said that however, further research does support the conclusion that the library can receive tax deductible donations from the public as a political subdivision under Section 170C1 of the Ohio Revised Code.

VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

**PUBLIC COMMENTS**

There were no public comments.

**UAPL FOUNDATION**

McKnight reported that the Foundation will be meeting on Thursday. She said that Nationwide Insurance executives would be presenting information regarding annuities and other forms of insurance to the Board members. She said that some members may be willing to sign up for a \$1,000,000 policy with the Foundation as the beneficiary. She said that this is a part of the planned giving approach that the Foundation supports. She said that the members of the Board are aging and such vehicles have become attractive to them.

McKnight said that she and the Foundation President met with another prospective donor this week. She said that they are making an effort to cultivate another billionaire who lives in UA. She said the Foundation continues to work on endowment contributions.

McKnight distributed a form to the Board for them to refer prospective Foundation Board members. She noted that she is working on a year-end direct mailing. She said this would be a targeted mailing with the hope that the Foundation would receive a greater than 10% return. She presented the Board with samples of the proposed mailings.

McKnight said that she had initiated phone calls to Price Finley and Sylvia Gillis from the recent levy committee in order to request their listing of supporters. She reported that she has not received return calls from them. McKnight said that the Foundation's PayPal account has been set up as of this date so that the library website can provide a link to it for prospective donors.

Sharpe asked how many households would be contacted through the mailing. McKnight said she expected about 1,000 mailings to be sent. Kurfees asked if the contact with the local billionaire was for a specific amount or a general donation. McKnight said the solicitation was in support of the endowment campaign. She said the individual likes Rolls Royce automobiles and she was giving thought to some type of car show at the library that might capture his interest.

Burtch said that over the past three weeks he has had conversations with several of the Foundation Board members. He said he wanted to give the library Board members a preview of what he will suggest to the Foundation Board as an *ex officio* member.

Burtch said that the library is the sole Member of the Foundation which in essence means that the library is the sole shareholder of the Foundation. Burtch said that he is convinced that the Foundation wants to exist as an endowment instrument and has no interest in funding operational expenses. He said that in the IRS application originally filed in 1997 the Foundation is designed as an endowment vehicle. He said the endowment fund has not grown as expected over the years.

Burtch said that the library needs to look at raising funds for operations, so the library will proceed to bring that function in-house. The library will proceed with this with library staff specifically for development and fund-raising, including the possibility of creating this type of position within the library. The Foundation can then continue to operate as an endowment institution. He noted that this should help to ease the friction between the library and the Foundation. He said he will present this idea at the Foundation Board meeting and will encourage them to re-affirm their stated purpose.

Burtch said the library will look at creating a Development Director. He noted that clarifying that the library can receive tax deductible donations directly is a step toward being ready for direct fund-raising efforts.

Kurfees asked if a specific project, such as a Lane Road renovation could be funded in this way. Burtch answered in the affirmative, noting that the library may initiate a Development Committee that would include library staff and outside volunteers.

Burtch said that because of this plan, he did not proceed with the appointment of two Board members to meet with representatives from the Foundation Board.

## **ASSISTANT DIRECTOR'S REPORT**

Porter noted that Board members had received an annotated copy of the 2007-2009 Strategic Plan listing the ways in which specific goals had been met. She said that Admin does review the goals of the Strategic Plan through the managers' monthly reports. She said that the library is proud of the progress that has been made and this is thanks to the support of the staff and the Board.

Porter said that the library is entering the next planning cycle and will probably look at a two year plan for 2010 and 2011 rather than a three year plan. She said that the current financial environment makes this a more sensible approach. She noted that the previous Strategic Plan process was an exhaustive and thorough analysis of the library's position done with the help of OLC consultant, Wayne Piper. Porter said the development of the next Strategic Plan will be simpler.

Burtch agreed that the library had accomplished many of the goals outlined in the strategic plan. He asked what would be done with the information. McNeil said it would be a part of the Annual Report. Kurfees suggested that the information should not be buried in the Annual Report but urged that some other mechanism also be utilized.

Magill asked about highlighting the cost effectiveness of some library procedures. He asked about the popular titles ordering ratio. Porter said that the library had been operating with on a 3:1 ratio for ordering popular titles but that was changed earlier in the year to 5:1. Magill said the library should highlight the good stewardship of funds that has been evident.

Magill asked about the Youth Collections Development specialist position. Porter noted that this position was created about a year and a half ago. She said that it grew out of problems with the order of youth materials that often led to confusion, duplication of orders and other problems. She said that meeting with the Youth librarians resulted in consolidating the ordering process to be done by one person. She said that it has been very successful. Moore noted that the library may apply the same philosophy of centralized ordering of library to the Adult department in the future.

Porter pointed out that self-checkouts now account for 30% of the circulation. Sharpe asked how this has affected staffing levels. Porter said that Circulation has had resignations of positions that have not been filled, so that this has helped the department to be able to maintain service levels with a smaller staff. She said that it

has also allowed some staff members to substitute in other departments when coverage is needed due to vacant positions in those departments.

## **DIRECTOR'S REPORT**

Moore's written report is included as an exhibit to these Minutes.

Moore reminded the Board that the December meeting date had been changed to December 15, 2009.

Moore said that the Deputy Fiscal Officer Sherry Peterson has tendered her resignation. She said that Admin will be filing the position on a part-time through a temporary agency. She said that with the various technology changes that have been instituted, Admin will be re-evaluating the position to see if it needs to be a full-time position or if a part-time position would offer the support to Hemleben that she needs. Board members indicated that this was a sensible approach.

Moore said that WUAR Internet Radio air the first UAPL broadcast on Friday, November 13 at 10:05 a.m. She said that many people participated in the taping of the program, including Moore, Christine Minx, Liane Fenimore and Lou Fabro from the Friends of UAPL. She said there would be a link to the podcast on the library's website.

Moore said that she, Hemleben and McNeil will be attending a training conference about fund-raising and development in Cincinnati next week. She said that program is offered by the Center for Non-Profit Success.

Moore said that Holiday Happiness is scheduled for Saturday, December 5, 2009. She said an additional feature this year will be graphic artist, Jeff Stemen doing caricatures in the Atrium from 2:30 – 4:30. She said that donations for the caricatures will be accepted and 100% of the donations will be given to the Friends of the Library by Stemen.

Moore said that this is just one way that staff members have continued to try to help the financial status of the library. She said another example was that Nancy Roth, Administrative Secretary, had taken on the responsibility for the E-Rate program several years ago. She said this program results in the library receiving about \$7,000 each year in reimbursements on library telephone bills. Moore said that this year, in the annual training that Roth attends, she determined that the library now qualifies for reimbursement of internet connection fees as well. Moore said that this could result in a total of \$14,000 in E-Rate funds for the library.

Moore said that managers attended an exciting challenging program today given through OLC. She noted that UAPL hosted the event and 60 – 70 librarians from across the state were in attendance. The program was entitled "Strategic Development" and focused on leadership development in the library setting.

Moore said that at Wednesday's Managers Meeting, the managers will be participating in a "World Café" discussion. She said that four of the managers are going to lead the discussion. She said that this grew out of discussion from last month's managers meeting when some managers indicated that they thought library staff was not doing enough to interact with other community organizations. She said this type of guided discussion will help develop leaders for the library and will also help set some goals for the new Strategic Plan.

Kurfees noted that this type of program was originated by a Danish couple who had presented it in UA last spring. Kurfees noted that he, Moore and McNeil had been involved in that training session.

Kurfees said that the caricature event at Holiday Happiness would be a natural magnet for parents with children. He suggested that the library think about how to tie the donation for the caricature to the purchase of children's books.

## OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

### OPERATIONS COMMITTEE MEETING

Monday, November 9, 2009 5:00 p.m.

#### **Meeting Notes**

*IN ATTENDANCE: John Magill, Amy Sharpe, Ann Moore, Kate Hemleben, Kate Porter, John Forgos, Sherman Wallace, and Nancy Roth*

*The meeting was called to order at 5:00 p.m.*

#### **Project Review**

*Moore said that the lighting project in the oldest portion of the building has been completed. She said that Admin will be submitting the necessary paperwork to AEP for the final application for \$5684.00 in their Energy Savings Program. Magill noted that the library should take note of this at the Board meeting so that the public will know that the library followed through and completed this plan.*

*Moore said that the work on the Computer Room fire suppression system has been completed. She said that the testing has not yet been done. This will be coordinated and done through the UA Fire Department.*

*Magill asked if working with Koorsen was a positive experience. Forgos said that the company does good work, but have an unpredictable work schedule. Moore said that a part of the scheduling difficulties were due to the system manufacturer sending an incorrect part and time was lost in waiting for the correct part to be shipped.*

*Magill asked about working with Purdy Electric. Moore said that there was a small issue early in the project when the workers did not clean up well after themselves, but that it was resolved. She noted the need to establish better communications with contractors during these types of projects from the outset. Magill said that pre-construction meetings could include stressing the need for workers to clean up and also establish communication lines. Forgos said that the work Purdy did was done well and that communication issues are a part of developing a relationship with a vendor/contractor.*

### **Adult Lighting Project**

*Moore said the primary purpose of the meeting was to get an understanding about the plans to improve the lighting in the Adult Services Department. She said that if the Board had the intent to do this project in 2010, preparation needs to start now. She said the Board needs to decide on the scope of the project, if undertaken. She said that the current building is here to stay and the lighting situation will only continue to deteriorate. She said the library had invested in previous band-aid solutions to the lighting problem. She noted that because of the nature of the current fixtures, those solutions don't last. Magill said the choice is whether to merely satisfy or to optimize. Forgos said that neither approach is feasible without removing the ceiling system. He said that the current junction boxes are twenty feet apart where the light fixtures are and are between the ceiling and the rafters. He said the library could replace the fixtures with T-8 tubes, but there would still be shadowing problems and the fixtures would be too far apart.*

*Forgos said that the ceiling needs to be removed and rewired for additional junction boxes. He said having junction boxes at 5 foot intervals would be the optimal configuration. He noted that the T-8 technology is currently the most energy efficient and cost-effective available. He said that new fixtures should be suspended to a 10 foot height rather than the current 14 foot height. Forgos said that the lights should run perpendicular to the stacks rather than the current parallel configuration. He noted that this would allow for good lighting for any future use of the space and would allow for possible future widening of the stack aisles to meet ADA standards without running into shadow issues.*

*Magill said there are two options – replacing the existing fixtures only or rewiring and installing additional fixtures. He said he would like to see an Operational Maintenance analysis of the two options. He said that this should include the energy savings, the lumens gained, cost of replacement bulbs in the old system. He said that this should also include the information about the current system being old technology. He said that such information should already be available through the Larsen Audit and the Planning study and should be pulled together so that the public will be aware that the library is taking a prudent, long-term planning approach to the lighting problem.*

*Sharpe asked how the process of writing specs would be handled; whether specs would be written for T-8 fixtures or an ending lumens target. Forgos said that the library would have to issue an RFQ for engineering work and the engineer would actually determine the basis of the specs, but that it would likely be the T-8 technology.*

*Magill asked if the work could be done in sections. Forgos said that in previous discussions he has had with contractors, one indicated to him that the ceiling work could be done one bay at a time overnight and then electricians could work on that bay during the day. When that section was re-wired, the ceiling work would move on to the next bay. He said he was surprised by this information, but that it would make it simpler for the library to maintain operations during the project with minimal disruption in the department.*

*Moore said that the cost of the project would include engineering fees, preparation of bid documents, attorney review, prevailing wage and permit and inspection fees.*

*Magill asked if Forgos had hours left on his current consulting contract to do the preliminary analysis work. Forgos said he had some time left, but not enough to accomplish this work. He said that he could have information ready for the December Board meeting to move ahead with an RFQ for engineering work. Moore said that she wanted to be certain to get an accurate count of the lights for the project. She said that this project should also include the lower level office for Community Relations and Technical Services. She said that these areas would not require the ceiling work and would be a replacement only such as was just completed in Youth, Reference and Media. It was suggested that this could be requested as an Alt in the bid documents so that the library could view the cost separately.*

*Forgos said that it should not add a significant amount to the overall project. He did note that the AEP formulation for the Energy Savings program would be different for this project than for the previous work. He said the real savings would be in energy bills. He said the current fixtures burn 650 watts of energy but only put out 90 watts of light. Magill and Sharpe indicated that it would be important to explain the various types of savings to the public in a forthright manner. Forgos said that in addition, the bidding climate remains good. He said a recent Children's Hospital project that was estimated at \$200,000 was actually bid for about \$50,000 less. He said that construction was expected to go up by 3% by the end of the year.*

*It was agreed that Forgos would prepare a proposal for additional consulting hours in time for the next day's Board meeting. The plan would then be for Forgos to bring together the necessary information for the RFQ for Architect/Engineering services in time for the December Board meeting.*

*Magill asked if the current electrical capacity was adequate for the project. Forgos said that it was. He noted that the breaker box was overcrowded, but that pulling the lighting off onto a different box would help that. He suggested that the library might want to consider including the replacement the circuits in the breaker box as part of this project due to the general wear and tear they have experienced in having been used as the on/off switch for the Adult and Atrium lighting.*

*There was brief discussion about a possible timetable for the project. The expectation would be for a completion date sometime in June if the library decides to go forward with the project.*

*The committee agreed to meet again on Monday, December 14, 2009 at 5:00 p.m. in order to prepare for the December Board meeting.*

*The meeting adjourned at 5:45 p.m.*

Magill said that Forgos had looked at the Adult Services lighting several times in the past few years. He said that possibilities discussed at yesterday's Operations meeting were very encouraging. He noted that the current system is neither efficient nor effective.

Magill said the Committee recommends that the library move forward with having Forgos provide the necessary preliminary information needed to prepare an RFQ for engineering/architectural services. He said this would include a life-cost analysis and an estimate of a payback period. Magill said the project should qualify for some AEP energy savings credit.

Magill said that Forgos could have the summary documents ready for the December Board meeting. He said the board should consider going forward with this project. Magill noted that Forgos had indicated that the lighting improvement project could be done with minimal disruption to patrons in Adult Services.

Sharpe pointed out that there is currently a very favorable bidding environment and it is likely to remain favorable for the next several months. She also noted that the improvements would carry-over if the library should decide to attempt a major renovation at some point in the future.

Magill noted that Forgos had prepared a proposal for the Board for additional consulting time for this project. Moore noted that Forgos continues to bill the library at \$75 per hour rather than his normal rate of \$125 per hour. In answer to a question from Burtch, Hemleben indicated that funds for the project if the library proceeds would come from the Building Improvement fund.

**Magill made a motion to approve the proposal for consulting services submitted by John Forgos Associates (Exhibit attached to Minutes). Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.**

## **FINANCE COMMITTEE**

The notes from the Finance Committee meeting are included the Minutes.

*FINANCE COMMITTEE MEETING*



Friday, November 6, 2009  
**Meeting Notes**

*IN ATTENDANCE: Brian Perera, Caroline Diwik, Ann Moore, Kate Porter, Kate Hemleben, Nancy Roth*

*The meeting was called to order at 5:05 p.m.*

**2009 Budget Review**

*Hemleben distributed the summary sheet. She noted that current projections indicated a positive cash flow of \$153,000 at the end of the year. The projection for 2010 is currently for a negative cash flow of \$249,000. She noted that the numbers have not been adjusted for the 10% reduction in scheduled staff time. She said there are currently 11 vacant positions.*

*Moore noted that Sherry Peterson, Deputy Fiscal Officer, has tendered her resignation effective on 11/13/09. She said that earlier in the year, the Admin team had defined some key positions that would or could be filled in spite of a hiring freeze. She noted that this was one of those positions. She said that due to the improvements in technology, the duties of the Deputy Fiscal Officer have changed. She said that Admin will be evaluating whether the position needs to be a full-time position or if a part-time employee could handle the responsibilities. She noted that a temporary staffing agency that specializes in part-time workers would be contacted while this evaluation is being done.*

*Hemleben said that consideration is being given to out-sourcing the payroll which would impact on the hours of work needed from an assistant. She said that she is concerned about the impact on other staff members if Admin replaces a staff position while others are not able to do so. Moore said that more time is needed to fully assess the needs of the Fiscal Office. Perera said that he supported their prudent approach, but that if a full time position is needed, it should be filled.*

*Hemleben distributed the Revenue and Expense report for October. She noted that the largest variance is in the PLF. Perera said that he recently requested a history of the LLGSF and the PLF be combined in one place on the state website. He said that this is more helpful in giving people a real picture of library funding over the years. He noted that the PLF estimates for 2010 - 2012 are less than the LLGSF was in 2000. He said he would distribute this to the Board members. Moore said that she would like to post the link to the state website on the library's homepage.*

*Hemleben noted that the figures of the ending cash balance do not include the Building Improvement Fund.*

*Hemleben distributed the Investment Report and a Review of current rates. Perera noted that the best rate of return was for the Money Market account. He suggested that Hemleben talk with Fifth Third about the assurances for the account so that the library*

could consider putting more funds in that account. Hemleben noted that all the banks listed had been contacted but that some had not yet responded. Perera asked if she was waiting for additional return calls. Hemleben said that the banks had had ample time to respond and that she would like the committee to act on the proposed investments she had outlined.

Hemleben said that she would like to keep the account at Arlington Bank active due to the cheaper rate they were charging for the credit card. She said that Fifth Third Securities was the investment arm of Fifth Third Bank. She said that investing there would spread the risk as their investments were in out-of-state banks that were subject to different local economic forces than having all the investments held within the state.

Perera said that the rate for the money market was nearly double that of the securities arm and that he would recommend moving the funds proposed for securities to that money market fund. Diwik agreed. Hemleben said that she would make that change and proceed on that basis as investments matured.

### **2010 Temporary Budget**

Hemleben distributed a proposed temporary budget for the General Fund, show two options for categories. The committee agreed that Option Two with three major divisions – Salaries and Benefits, Library Materials and Other – was the format they would like to utilize. Hemleben said she would proceed with that as the basis.

### **2010 Permanent Budget**

Hemleben said that the Permanent Budget should be ready for the committee to review at the end of January or the beginning of February. She said that this will give her time to work with staff to refine their budget needs.

### **Next Meeting**

It was agreed that the next meeting would be scheduled for Friday, January 22, 2010 at 5:00 p.m.

Moore noted that that it would be helpful if the December Board meeting could be moved to December 15<sup>th</sup>. Hemleben said staff will be asked to submit all PO's for the remainder of the year by December 11<sup>th</sup>. She said that meeting on the 15<sup>th</sup> would facilitate Board action if approval to move funds is needed to meet year-end needs. She said that otherwise, a Special Board meeting might be needed at the last minute.

### **Adjournment**

The meeting was adjourned at 5:30 p.m.

The Fiscal Officer's written report is included in these Minutes.

**Notes from the Fiscal Officer  
November 2009**

*Our October PLF 2009 Distribution was \$61,450 less than October 2008. The November 2009 PLF has NOT been announced.*

*Sherry Peterson, our Deputy Fiscal Officer has unfortunately decided to resign. Her last day is Friday November 13. Over the last six years, Sherry has been a huge asset to the library. She was always willing to pitch in to help a co-worker. As you know, when Terri resigned last year, she performed many duties outside of her normal responsibilities. With the assistance of Ron Pratt, she was able to meet the year end deadlines and keep the organization moving forward without a Fiscal Officer. When I came on board, she helped me get acclimated and helped to automate several processes. She has been an invaluable asset and will be greatly missed!!!!*

*At our last Finance Committee meeting (Friday November 6), it was decided to present the temporary budget for approval at the December meeting. This temporary budget will have only 3 categories. They are Salaries & Benefits, Library Materials and Other. This will allow me to move the budget dollars more easily between our accounts. I will need Board approval if any budget moves from one category to another. For example, if we need to add \$100,000 to Library Materials from Other, a resolution must be approved. If we need to move \$1,000 from Periodicals to Books this can be done without a resolution.*

*This year's temporary budget is based on the 2010 projections in your October financials. The only exception is the encumbrances which is an estimate based on prior year's ending encumbrances.*

*Audit Committee Update: Our Auditors met with us at the conclusion of the Finance Committee meeting on November 6 to discuss the 2007-2008 audit. As you know we were told that we had three written findings for this audit period. However, after their final review they have determined that only one finding will be included in our audit. The only finding included is the one related to the \$1.5 million transfer at the end of 2008. We did have four verbal warnings. Verbal warnings are very minor items and will be corrected quickly.*

*Next Finance Committee Meeting has been scheduled for January 22, 2010 at 5pm.*

*Hemleben noted that Board members will be receiving a copy of the library audit at their home address directly from the State Auditor's Office.*

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

RESOLUTION 33-09  
**General Fund Donations**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donations:

\$25.00          Cathy Erickson

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Kurfees made a motion to approve Resolution 33-09. Magill seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

**PERSONNEL COMMITTEE**

The Fiscal Officer's Personnel report is included here.

Date: November 10, 2009

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
<b><u>Terminations</u></b>					
8/15/09 (Last day worked)	Kathryn Greenhill	\$11.47 Range 103		Library Assist I/Oncall Circulation	PT/T
10/13/09	Kevin Humphries	\$9.78 Range 103		Library Assistant I Circulation	PT/T
10/21/09	Jennifer Weitzel	\$10.34 Range 103		Library Assistant I Circulation	PT/T
11/13/09	Sherry Peterson	\$15.53 Range 106		Deputy-Fiscal Officer Administration	FT/T
<b><u>Change in Status</u></b>					
11/2/09	Julie Zaveloff	\$9.78		Library Assistant I Reduction of hours from 32 per pay to 12 per pay Tech Svcs	PT/T
<b><u>Leave of Absence</u></b>					
	Pam Buesing Cole			Lib Associate II	FT/L
	FMLA 9/14/09-10/06/09(Returned to work on 10/7/09)				

Kurfees 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 noted that libraries state-wide did well in the recent elections. He said that many had operating levies on the ballot for the first time. He said 81% of the levies passed and most passed with by a comfortable margin. He said that the public is stepping up to support libraries which is evident of how essential libraries are to their communities.

Burtch said that the Friends of the Library have begun their annual membership campaign. He encouraged Board members to re-new their memberships.

Kurfees asked about the modification of the by-laws. He noted his previous request to add a provision for the evaluation of the Director. He said that two options had been circulated, but that he felt the Director's position was a crucial leadership position that required a more in-depth evaluation than that of the Fiscal Officer.

Burtch said that some other issues regarding the by-laws had been raised, such as the number of votes needed to pass resolutions or other items of business when not all Board members were present. Burtch referred the by-laws to the Operations Committee for consideration and study at their next meeting.

## **ADJOURNMENT**

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

The meeting was adjourned at 6:22 p.m.

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John H. Burtch, President

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Brian Perera, Secretary