



Board of Trustees Meeting
Tuesday, February 16, 2010 5:00 p.m.

MINUTES

President Shape called the meeting to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Caroline Diwik, Garrett K. Scanlon, Amy Sharpe, Mark L. Shy and Krista Sisterhen.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; John Forgos, John Forgos Associates; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Nancy Roth, Administrative Secretary and Robert Harmon, UA Resident.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the Minutes of the January 26, 2010 Board of Trustees meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting held on 2/9/10 are included here.

*OPERATIONS COMMITTEE MEETING
Tuesday, February 09, 2010 8:30 a.m.*

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Mark L. Shy, Ann Moore, Kate Hemleben, Kate Porter, John Forgos, Sherman Wallace, and Nancy Roth

The meeting was called to order at 8:30 a.m.

Tremont Lighting Project – Item 1

Moore said the draft of the contract for Roberts Electric had been emailed from Sylvia Gillis yesterday afternoon.

Forgos reported that since the preparation of the bid by Roberts, a new issue has become evident. He noted that by code, the library is required to have emergency lighting and the library is wired for emergency lighting. However, when Miller-Watson was in on Friday to run the power test, it was discovered that the library does not have any working emergency lighting. He said that this was because the emergency generator is not-functional.

Forgos said since the generator is out of commission, the library will need to consider installation of battery powered exit lights. He said that the current proposal from Roberts includes the switch of exit and emergency lights from incandescent to compact fluorescent bulbs, but not battery powered lighting. He said that the inclusion of battery back-up specifications to the emergency fixtures would add a cost of about \$100 per fixture.

Moore noted that the deficiency was not discovered until Friday morning, so there has not been time to fully consider alternatives and implications. She noted the root cause of the problem is the lack of an emergency generator which has been inoperable for about the past two years.

Shy said this was an opportunity to correct a problem. Shy said he would recommend a review of the scope of the project and of the Roberts proposal. There was discussion about the steps to take to meet life/safety issues for patrons and staff. Shy said he would like Forgos to review the project with Roberts with an eye to installing battery powered emergency lights for the present time.

Forgos said that this might be the time to look at replacement of the generator. Forgos said the current generator is a 40-year old Volvo engine. He said the estimated cost for a new generator would be in the \$70,000 to \$80,000 range. Wallace said that Buckeye Power was called initially to repair the generator and said the engine had a blown head gasket and was not worth repairing.

Shy noted that he is an automotive enthusiast and is able to track hard-to-find parts for his automotive projects via the Internet. He said he would expect Volvo parts would also be readily available via the internet if not directly from Buckeye Power. He said he would recommend tabling the generator conversation until the library could do more research.

Wallace noted that there were six sump pumps installed at the main library. Forgos said that currently all of the sump pumps are on a battery backup that would last for about two hours.

Hemleben noted that when the power is out, the main library has no internet access. She also noted that other vital functions are affected, giving an example that if the power were to go out today, her office would not be able to process payroll in time to issue paychecks to employees on Friday.

Shy asked if the Roberts proposal requires any permits from the city. Forgos said that he had checked with Roger Eastep at the city who indicated the project would be considered a maintenance project and would not need a permit. Shy suggested that the library get something in writing from Eastep to assure that problems did not develop later. He offered to contact the city about this as well.

Hemleben distributed the maintenance priority planning spreadsheet that Operations had developed in 2009 after bond issue vote. The committee agreed that it would be prudent to review and revise this priority listing with current information.

Wallace said the generator has been out of order for about two years. Shy said he would recommend getting a second opinion about the feasibility of repairing the generator.

Moore noted that the generator was installed in the 1970's to support the electrical needs of a 1970's library. She noted that even if repaired, the library needs a bigger generator in order to power the critical systems now in place. She said she would like to see what systems can be attached to the generator. Shy advised that the library should see what the maximum capacity of the current generator might be if repaired. Moore also noted the need for the generator to be outside the building due to noise issues.

Moore said that Forgos should clarify the project with Roberts since the information came to light after their proposal was written. She asked Wallace to have a couple of companies come out and give an estimate on the repair of the generator. Shy said he would be happy to meet with Wallace and the firms contacted for estimates. Sharpe asked if these steps could be accomplished before the next Board meeting. It was agreed to meet prior to the Board meeting on the 16th in order to check progress and confirm any recommendations for action by the Board.

Shy asked if he had an electrical engineering friend who would be willing to donate his services for this project, would the library be able to accept this as a donation in kind. Moore said that she would want to check with legal counsel before any such agreement would be made due to the laws governing public contracts. She agreed to have this conversation with legal counsel and report back.

Tremont Lighting Project – Item 2

Forgos said that after the initial contact to negotiate a price with Miller-Watson, he asked them to look at the possibility of putting a ceiling over the Circulation work room in order to cut down on the noise in the Atrium. He said that because the area has two skylights and three air diffusers for heating and cooling, there could be a problem with air circulation. He said that Kevin Miller of Miller-Watson suggested conducting an air supply and balance test at a cost of about \$500 in order to gauge the impact of a dropped ceiling or taking the walls up to the current ceiling. He noted that Bruner may have already conducted such a test. The committee asked Wallace to contact Bruner to see if this information was available from them.

Moore said that in view of the cost and problems involved, she was inclined to forget the ceiling and continue with the current configuration. Shy said that he would like to look at the options and that it could be an easy fix. Forgos said that the projected cost for a ceiling over the workroom was about \$3,000. Moore indicated that there may be better ways for the library to spend those funds. The committee renewed a discussion for the need to review the priority listing prepared last year.

It was agreed that Moore would contact Sylvia Gillis for clarification about donations in kind for electrical engineering work. Forgos said he would get the necessary information to Sylvia Gillis to finalize the contract with Roberts Electric. He will also provide her with the needed information for the contract with Miller Watson. He noted that Gillis had informed him that if she had that information by Thursday, she could have the necessary paperwork ready by the Board meeting.

Shy asked about the liquidated damages (\$100/day penalty for work extending past the contract deadline) portion of the contract language. He asked if the library should also offer an incentive for early completion, viewing that as a complementary part of liquidated damages. Moore and Forgos indicated that this was a standard part of all contracts that Gillis has prepared for the library. Moore said that she would discuss this with Gillis when she contacted her.

Shy asked about the use of the AIA contract format when no architect was involved, as in the Roberts contract. Forgos and Moore noted that the contract makes specific mention that there is no architect involved. Shy said that the reading of the contract was rather clunky with the boilerplate language.

Hemleben said that she is in the process of working with Gillis to develop a standard boilerplate contract template that the library can use for smaller projects. She said that this would save on legal fees, as well. Shy agreed that it would be useful to pursue this.

Forgos said he would provide the information to Gillis today for the Miller-Watson contract. He said that he would get the cut sheet for the emergency lighting fixture from Roberts and request a re-written proposal from them to include the battery-operated emergency lights. He will then get that information to Gillis for the revised contract with Roberts Electric.

The committee confirmed that they would meet at 4:00 p.m. on February 16th, prior to the Board meeting.

Meeting was adjourned at 9:30 a.m.

The notes from the Operations Committee meeting held on 2/16/10 are included here.

OPERATIONS COMMITTEE
Tuesday, February 2/16/10 4:00 p.m.

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Mark L. Shy, Ann Moore, Kate Hemleben, Kate Porter, John Forgos, Sherman Wallace, Nancy Roth, Mr. Robert Harmon.

The meeting was called to order at 4:02 p.m.

Back-up Generator

Wallace reported that he had obtained three quotes for the repair of the emergency generator. Quotes were submitted by Buckeye Power, Mid-state Generator and Cummins. Wallace said that Buckeye offered a bid of \$1,800 to replace the head gasket. They also offered a quote of \$2,050 to replace the head gasket, replace the battery and change the oil.

Wallace said that Mid-State Generator submitted a quote of \$1280.00 to replace the head gasket. He said that the technician from Mid-State said he had worked on the Volvo generators for many years and felt it would be no problem to get it repaired. He noted that prior to the generator failing, it had recently been serviced with an oil change and battery check. He said that the unit might not need these two items and he would prefer to wait to see if they were actually necessary rather than including them in the present package.

Moore asked what systems the generator would back-up once it was repaired. Wallace said that it was currently wired to backup only the exit lights and the emergency lights. Shy asked what the capacity of the generator would be. Wallace said that it would have a 15kw capacity. Forgos and Shy noted that this was adequate capacity to allow for additional systems to be wired into it for backup.

Shy said that following the last meeting, he did take a building tour with Wallace and would agree with Moore's previously stated concerns about having the sump pumps wired for generator backup instead of their current battery backup. Forgos agreed that the repaired generator should be able to carry that load. In further discussion, the committee agreed that this plan should be pursued.

Forgos said that inverter technology was now available and could provide a two hour back up at a cost of \$26,000. He noted this in jest, saying that the repair of the generator is warranted for the price quoted. Moore asked Wallace which quote he would recommend. Wallace said that he would like to pursue the Mid-State proposal. He noted that the technician was very familiar with the unit and he felt confident in their ability to offer continuing service as well.

Moore noted that the threshold of the bid amount did not require Board approval in order to proceed, but that this information would be given to the Board at tonight's meeting. Shy commended Wallace on his quick work in getting the information pulled together. He said that this is a winning situation for the library and would resolve life-safety issues that have been of concern. Hemleben recommended that the library also purchase a preventive maintenance agreement once the generator is successfully repaired.

Robert Electric Contract

Forgos said that the library had received a revised proposal from Roberts Electric to include the battery back-up emergency light fixtures in all the library areas other than the Adult Services/Atrium area. Emergency lights in that area will be covered through the work done by Miller-Watson. He noted that the additional of these fixtures brings the Roberts proposal to \$15,020.20.

The question was raised that if the back-up generator was repaired and would have the emergency lights on it, why there was a need for the battery back-up. Forgos said that the re-circuiting work that would be done by Miller-Watson will affect how much excess capacity will be available and what needs should be considered for generator back-up. The committee agreed that the battery-backup lights allowed assurance that the sump pumps could be added to the generator wiring.

Shy asked if the work in the Atrium/Adult area would have the same battery back-up emergency lights. Forgos noted that it could be specified in the bid package that the electrical contractor must use fixtures based on a specific model or a proven equal. It was noted by Shy and Forgos that continuing maintenance is made much simpler and efficient if the fixtures are all the same.

Moore noted that she had talked with Sylvia Gillis about the change in the Roberts proposal. Moore said that since Roberts was the only bidder for the project, it was okay to make the changes without re-bidding. Forgos noted that the original invitation to submit a bid included a request for any voluntary alts as

well, so the other companies did have an opportunity. Moore noted that the project remains under the threshold for a public bid and for prevailing wage. Forgos said that the original bid estimate for the work was \$19,000, so the new proposal remains under the bid estimate as well.

The committee agreed to recommend the Roberts proposal at the Board meeting. They also agreed that the decision of what and when to connect systems to the emergency generator could wait until after it is actually repaired and in working order.

Forgos said he got a written response from Roger Estep regarding the work planned by Roberts electric. He noted that Roberts has obtained the necessary permits, but that engineering work was not needed. He said that the work will be inspected by the city. Hemleben requested a copy of the permit for Admin records.

Moore said that no work will be conducted until the contract is signed and necessary documents are submitted to Hemleben. It was agreed that once all the paperwork was in place, Hemleben would give Wallace the go ahead for the project. Wallace will take responsibility for informing staff members of the actual work schedule.

Miller Watson Contract

Forgos noted that he had just received the revised contract for Miller-Watson and had not thoroughly reviewed it yet. He said there are some additions that may cause some questions from Miller Watson. He noted that the paperwork may change, but the cost will not. Shy asked what Moore would like to do.

Moore said that she would like the Board to authorize proceeding with the work once the contract is finalized and signed. Hemleben noted that all paperwork will be in hand before any work is done. Shy agreed to make this type of motion at the Board meeting.

In-kind Donations

Moore said she had consulted with legal counsel; Sylvia Gillis about in-kind contributions after Shy raised the possibility at the last meeting. According to Gillis, the library must take care to have a fair and open process. She said that the Board should request proposals and include the possibility of a donation. If a company wishes to make such a donation, the Board of Trustees has to formally accept the donation through a Resolution before it can be given.

Moore said that Gillis also suggested that the library consider developing a Permanent Improvement Policy. Gillis said that Becky Princehorn has helped several libraries develop this type of policy and process.

Forgos said that the library would need to be careful about liability issues as well. Shy said the development of a policy should be explored in the future. Hemleben agreed. She said that she liked the idea of developing a policy that could guide future decisions.

Circulation Department Ceiling

Moore said that, as with many other repair/improvement issues at the library, the idea of adding a ceiling over the work room at Circulation has proven to be much more involved and costly than she initially thought. She said that there are more pressing needs for the library's resources at the present time. She noted that in reviewing the priority listing developed last spring, this issue is not on the list. She said the library may want to make this improvement someday but that it does not need to be done now. Moore noted that the antiquated alarm system is of more concern to her.

Priority Listing

Sharpe said that the committee really needs to take some time and review and reconsider the priority listing. She said it was important not to get pulled off course into tangents. She said the library is struggling with the need to implement staff reductions in Circulation and an antiquated phone system. The committee agreed to spend time going over the priority listing at the next meeting.

The committee agreed that Admin, Wallace and Forgos should revise the list prior to the next Committee meeting. Shy said that he would like to talk with Wallace about the alarm system outside of the meeting to discuss possible short term options.

Moore noted that the original priority listing did not include items needed at Lane Road and that those things should be added and considered at the next meeting as well. There was brief discussion about the alarm and sprinkler systems in place at all three locations. Hemleben noted that sprinkler installation could affect the library's insurance rates.

The meeting was adjourned at 4:55 p.m.

Wallace provided a summary of the information regarding the repair of the back-up generator to the Board. Moore noted that the current battery back-up of the sump pumps is not an adequate safeguard.

Burtch inquired about the need for the emergency lighting battery back-ups if the generator was repaired. Forgos noted that the battery back-up fixtures provided an additional safety factor. Shy said the battery backup fixtures will allow the library to use generator power for other back-up needs. He noted that Roberts proposal was still under the \$19,000 bid estimate.

Shy said he was interested in looking at the possibility of writing a grant for a solar powered project. Burtch asked how long the generator is likely to last. Shy said that is unknown. He pointed out that although the unit is forty years old it has not been used very often and has been well cared for over the years.

Shy made a motion that the Upper Arlington Public Library enter into a contract with Roberts Electric in the amount of \$15,020.20 according to the contract prepared by legal counsel. He further moved that the Director be authorized to agree to changes not affecting cost to the contract as needed prior to signature by Roberts Electric. Burtch seconded the motion.

VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Shy made a motion that the Upper Arlington Public Library enter into a contract with Miller Watson for design services in the amount of \$11,620 according to the contract prepared by legal counsel. He further moved that the Director be authorized to agree to changes in the contract not affecting cost as needed to complete the contract prior to signature. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Shy commended Wallace for his timely work in getting the generator information.

ASSISTANT DIRECTOR'S REPORT

Porter provided the Board with an update on the strategic planning process. She noted that the staff members who were assisting in the process were Liane Fenimore, Adult Services; Jason Brunswick, IT; Pam Cole, Lane Road; Alina Butler, Miller Park; Adam Cassell, Circulation; Kate Hastings, Youth Services; Jennifer Day, Media Services; Ruth McNeil, Community Relations; Patty Landis, Technical Services; Erin Hendricks, Reference; Ann Moore, Director and Kate Hemleben, Fiscal Officer.

Porter said that four groups have been delegated with specific tasks. Group #1 has been assigned to research the community of Upper Arlington. Group #2 is to conduct an internal assessment of programs and services within the library. Group #3 has been tasked with looking at current trends in society at large and within the library community. Group #4 is to pull to together and assess all the past survey data. This group will also help to determine the best method of gathering current data from the community and staff.

Porter said that the planning process was still in its early stages. Scanlon asked if the previous surveys were available on the website. Porter said that she would see that new Board members were supplied with this information.

UPPER ARLINGTON PUBLIC LIBRARY FOUNDATION

Jackee McKnight was not in attendance and no report was submitted. Sharpe noted that her last understanding was that the Foundation was going to meet soon. She asked if they had scheduled a meeting. Moore said that to her knowledge there was no meeting scheduled and McKnight was now out of town for a period of time. Sharpe asked if the Foundation had to wait for McKnight to call a meeting. Burtch said the Foundation could call a meeting without waiting for McKnight to arrange it. He indicated he would contact Dan Boda, Foundation Board member, to talk about getting a meeting scheduled.

DIRECTOR'S REPORT

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

Moore said that she was deeply concerned about the reduction in funding of the PLF. She said that the PLF revenue for February was 23% less than for February of 2009. She said the overall reduction is now running about 19% below 2009. She said that the library planned for about a 15% reduction. She said the Administration team is reviewing projections and future impact of continued reductions on personnel costs, etc.

Moore informed the Board the library closed early yesterday at 5:00 p.m. due to the inclement weather. She reviewed the process taken for closing the library, noting that she looks at what other libraries in the area are doing, confers with Porter and the managers. She said that notices are posted on the website as soon as possible and the local media is also notified. Moore noted that on normal days, there are staff members in the building at Tremont from 5:00 a.m. to 11:45 p.m. during the week. She said that in order to head off staff members coming in early, the word has to get out early. She said that most staff members do not live in UA. She noted the need to balance the library's duty to patrons with staff safety issues.

Moore said that a Finance meeting is needed before the March Board meeting. She asked Finance members to coordinate with Hemleben after tonight's meeting.

Moore commended Sara Klein, Reference Librarian for applying for inclusion in a flickr digital history project. She said that the UA Archives apparently give a good picture of Middle America in the 1900's and were selected to be part of the project. Moore said that many prestigious organizations are a part of this effort, including the Smithsonian. Moore said that once the website for the project is up and running, Klein will attend a Board meeting and give a demonstration.

FINANCE COMMITTEE

Hemleben said the committee has not met since the last Board meeting.

The Treasurer's written report is included here.

Notes from the Fiscal Officer February 2010

Our PLF (Public Library Fund) for January was down \$39,291, which is approximately down 16% from last January. PLF for February has been announced and is down 23% or \$68,327 from last February. Unfortunately, this is much lower than the State anticipated. Currently, we have reduced our State estimates by an extra 15% to account for a larger economic impact this year. Based on our new February numbers, I am considering lowering our conservative estimate even further. This is something we will be discussing in our next Finance Committee Meeting.

You will notice that our monthly Property Tax revenue is down from last year. This is due to missing the last weekly request deadline. I have been authorized to request our property taxes early. Our first request only deposited \$130,000 into our bank account. By missing the last request, our property tax won't settle until March. In the meantime, some of the money invested at JPMorgan Chase will be moved over to our Huntington Checking Account to cover our monthly expenses. Once we get the settlement from the County we will discuss our next investment plan.

Last year we spend quite a bit of time developing policies and making adjustments to them in order to have a more effective process. One of these changes allowed me to make adjustments to the petty cash on hand without having Board Approval before doing so. However, we made it so that I would report back to the Finance Committee when and how much it was increased. A large share of the cash on hand is related to the cash registers at each location. However, there is a small amount, \$60 that is held within our Admin Office. Recently, we have been having some issues related to the newspaper subscriptions. I found it necessary to increase these monies by \$60. Since we haven't had a Finance Committee meeting this year, I felt it appropriate to report via my monthly notes that this increase happened. Besides, I didn't want to forget mentioning this.

One of the reports I failed to discuss last month in my notes was the monthly check register. I did quickly summarize this at our last meeting but I thought I'd

still mention it in my notes so you could have a reference. Simply put the check register is the list of physical checks written during the month. We do a few ACHs during the month related to our payroll. These are not currently included in the monthly report. However, we are researching this and hope that all outgoing monies will be provided to you in the near future.

Financial Reports: I have not included these reports with the board packet. I am working on revamping reports and need another day or so before they are complete. These will be emailed to you when completed and a hard copy will be provided to you on Tuesday.

Personnel Report: This month is extremely rare. We have had no personnel changes in this month. The report has been provided but contains no information.

Next Finance Committee Meeting has not yet been scheduled for 2010.

Upper Arlington Public Library
Fiscal Officer's Additional Notes
February 16, 2010

Brief Explanation regarding the John Forgos & Associates Analysis:

Please find attached the summary by project hours for John Forgos for Calendar Years 2009 and 2010. Starting with the August 2009 invoice, Administration was asked to provide a summary of hours worked by project for John Forgos. These hours represents the time John spends as our Owner's Rep. Calendar 2009 has been provided as a recap and will not be provided again. Calendar 2010 will be provided monthly with my section of the Board packets. Because the Adult Lighting Project started in 2009, hours are found on both years. Calendar 2010 will provide a reference to the prior year but will not add up in the year to date columns. These hours will, however, reduce the balance of the purchase order.

Please note that the month on the summary corresponds to the hours worked not the month paid.

Sharpe asked if there was a reason for the 23% decline in the February PLF. Hemleben said there was no obvious reason other than the current economic climate in general. She said that the hope is that when people start receiving their tax refunds, they will start spending them so that general revenues will pick up. Burtch noted that the change in the funding base of the PLF has made it very difficult to predict since there is little history to review to predict trends or cycles under this funding system. He suggested that Hemleben contact former

Board member Brian Perera prior to the next Board meeting to see if he had any insights.

Burtch made a motion to approve the January 2010 Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 07-10
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:

\$50.00 Mrs. G. H. Boyd for Lane Road Materials

Burtch made a motion to approve Resolution 07-10. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PERSONNEL COMMITTEE

There was no meeting and no report. Burtch noted that he did not recall any other month in his service on the Board where there were no Personnel changes reported by the Fiscal Officer.

PRESIDENT'S REPORT

Sharpe said that planning for the Board Retreat continues. She said that she, Moore and McNeil had met with Brad Mitchell from Battelle. She noted that Hemleben and McNeil have been part of Leadership UA groups at which Mitchell has served as a facilitator and they have both been very favorably impressed with his abilities. Sharpe said there was discussion about some preliminary work for the Board since there are three new members and two members with two years of less experience. She said that there may be a white paper developed and/or a panel discussion with outside experts in the area of public organizations and their finances in hard times.

Moore noted that many Board members have already indicated that the first dates proposed for the retreat were not feasible. She asked Board members to consider either April 9th and 10th or April 16th and 17th. She noted that the panel discussion could be attached to a Board meeting in advance of the retreat. McNeil said that the panel discussion would be a good opportunity for Board

members to ask questions. Sharpe said the April meeting will also coincide with the work being done on the strategic plan, allowing Board members to have input in that process via the retreat.

Administration will confirm the proposed dates with the Board members tomorrow. Moore noted that this is the first time in a very long time that the Board is operating with three brand new members. Burtch noted that it would be very helpful to have the agenda prior to the retreat. He said that there needs to be substantive discussion on very tough issues.

Burtch noted that he had listened to the WUAR podcast of the Library Link broadcast from last Friday. He commended Scanlon and Shy for their participation. He said that it was a very informative and interesting program and urged other Board members to go to the website and listen to the archived program.

ADJOURNMENT

Burtch made a motion to adjourn the meeting of the UAPL Board of Trustees. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy, and Sisterhen. VOTING NAY: None. The meeting adjourned at 5:50 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary