

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25th, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the Ohio General Assembly on November 23, 2020.

## **CALL TO ORDER**

The meeting was called to order by President Monin at 6:04 p.m.

Present: Mr. Buttari, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roche, Mrs. Roseum.

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria; WEPL staff and other interested observers.

Absent: no absences

Additions to the agenda: no additions

Citizen's Comment: no comments

President Monin presented the following minutes:

- ◇ December 21, 2020 Special Meeting of the Board of Trustees
- ◇ December 21, 2020 Organizational Meeting of the Board of Trustees
- ◇ January 15, 2021 Special Meeting of the Board of Trustees
- ◇ January 21, 2021 Finance and Planning Committee Meeting

## **MOTION 4-21**

Mrs. Roseum moved and Mrs. Roche seconded that the following minutes be approved as presented:

- ◇ December 21, 2020 Special Meeting of the Board of Trustees
- ◇ December 21, 2020 Organizational Meeting of the Board of Trustees
- ◇ January 15, 2021 Special Meeting of the Board of Trustees
- ◇ January 21, 2021 Finance and Planning Committee Meeting

On roll call the following vote was cast:

Mr. Buttari "Yes", Mrs. El-Khoury "Yes", Mr. Mackey "Yes", Mr. Monin "Yes", Mrs. Petruccio "Yes", Mrs. Roche "Yes", Mrs. Roseum "Yes". Motion carried.

Ms. Lastoria administered the oath of office for Board President to Mr. Monin on January 18<sup>th</sup>, 2021 and the oath of office for Board Member was administered to Mrs. El-Khoury on January 20<sup>th</sup>, 2021.

## **FISCAL OFFICER'S REPORT**

<b>PLF</b>	<b>2020</b>	<b>2021</b>	<b>% Increase</b>
<b>January</b>	\$165,534.94	\$173,361.09	4.73%
<b>YTD</b>	\$165,534.94	\$173,361.09	4.73%

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
 Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the  
 Ohio General Assembly on November 23, 2020.

**MOTION 5-21**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the December 2020 Fiscal Officer’s report:

DECEMBER LIST OF BILLS PAID: **\$569,218.01**

DECEMBER FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
<b>General Fund</b>	\$7,304,270.14	\$6,800,023.75	\$1,170,011.34
<b>Grants</b>	\$3,000.00	\$3,000.00	\$0.00
<b>Coronavirus Relief Fund- Public Library</b>	\$100,019.32	\$88,985.71	\$11,033.61
<b>Capital Projects Fund</b>	\$1,011,469.01	\$126,533.48	\$1,732,347.83
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$40,000.00	\$37,528.68	\$59,679.57
<b>Eastlake Coal Plant</b>	\$0.00	\$0.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$23.01	\$117.60	\$15,237.99
<b>TOTALS</b>	<b>\$8,458,781.48</b>	<b>\$7,056,189.22</b>	<b>\$2,988,310.34</b>

DECEMBER INVESTMENTS: **\$2,736,238.92**

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**MOTION 6-21**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the mileage rate at .56 cents per mile for 2021.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the  
Ohio General Assembly on November 23, 2020.

## **COMMITTEE REPORTS**

**AUDIT (Roseum, Buttari, El-Khoury, Paul Tyler, citizen)** *did not meet*

**BUILDINGS (Petruccio, Buttari, Roche)** *did not meet*

**FINANCE AND PLANNING (Roche, Mackey, Roseum)**

Mr. Mackey stated that the committee met on January 15th and reviewed the 2021 Permanent Budget.

### **MOTION 7-21**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve a new General Fund expense account “PPE Supplies”.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

### **MOTION 8-21**

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the purchase of the KVS Cloud system. The initial cost is \$19,650 and is a year-to-year contract with a 5% increase on the subscription service fees of \$13,650.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

### **MOTION 9-21**

Mrs. Roseum moved and Mrs. Roche seconded that the Board approve the 2021 Permanent Budget as amended.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

### **RESOLUTION 10-21**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the use of 2021 Library funding to pay for staff recognition activities, events, and awards.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the  
Ohio General Assembly on November 23, 2020.

**PERSONNEL (Mackey, El-Khoury, Buttari)** *did not meet*

**MOTION 11-21**

Mrs. Roche moved and Mr. Buttari seconded that the Board approve the Personnel Actions Report as presented.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**MOTION 12-21**

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve the revised Board of Trustees  
Committees for 2021, moving Mrs. Roseum on to the Personnel Committee and removing Mr. Buttari.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**POLICY (Buttari, Petruccio, El-Khoury)** *did not meet*

**MOTION 13-21**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the FFCRA policy.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**MOTION 14-21**

Mrs. Roche moved and Mrs. El-Khoury seconded that the Board approve the Laptop/Hotspot Bundles  
circulation policy.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**ADMINISTRATION REPORT**

**MOTION 15-21**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board accept the list of gifts from July through  
December 2020.

On roll call the following vote was cast:

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”,  
Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the Ohio General Assembly on November 23, 2020.

### **Director's Report/Rick Werner**

#### [Welcome \(officially!\) to Ashley El-Khoury](#)

With her appointment approved by the W-E Board of Education, Ashley El-Khoury took her oath of office from Trish Lastoria on January 20th. We are pleased to have Ashley join the Board and look forward to working with her.

#### [Patron Reopening](#)

All four Libraries reopened to the public on January 18th using the same guidelines that we had in place prior to the purple closing in late November.

In advance of the reopening, we conducted a staff-wide Zoom meeting and took questions and addressed concerns. The feedback that we received indicated that the staff understood the need for WEPL to reopen and the consensus seemed to support the continued use of the guidelines that we previously used.

We held a staff Zoom meeting on Friday, January 22nd to take questions and answer any questions after being open for a few days. My takeaway from the session is that staff are generally comfortable with the steps we have taken to resume in-person service. We continue to appreciate the Board's support of WEPL's measured response to the COVID-19 pandemic.

#### [38115 Euclid Avenue](#)

Working with Dave Hackman and Nina Germano from the Lake County Prosecutor's office, we have submitted to Anchor Cleveland, the real estate broker company representing VEREIT, an offer letter for the former Citizens Bank building. We started the process with an offer of \$800,000.

While the initial response from the Anchor Cleveland brokers was not encouraging, they will be presenting the offer to VEREIT to see if it draws a counteroffer. I did indicate to the Anchor Cleveland folks that we have authority to increase our bid, but we don't want to bargain against ourselves.

Based on the Board's directions, we conditioned the offer on a satisfactory inspection by an asbestos inspection firm. We are awaiting a proposal from a Mentor environmental assessment firm to conduct the inspection.

We have included a real estate purchase item to the notice for the executive session that is part of Monday's January Board meeting.

#### [Eastlake Library Renovation](#)

Tom Johnson and I will dust off the Eastlake Library design professional request for qualifications document that we drafted in 2020 before the pandemic arrived. Given what we have learned during the pandemic, we will review the RFQ with an eye toward ensuring that the Eastlake renovation planning takes into account what could be longer-term implications for the way that we provide in-person service to our patrons.

We will be prepared to brief the Building Committee on the revised RFQ in February and hopefully present the finalized document to the full Board at its February meeting.

On another facilities note, Tom and I have been working on a three-year capital project plan (2021-2023) for the Board's consideration. We should be able to present that draft plan to the Building Committee in February for comment.

#### [Willoughby Hills Community Center](#)

Mayor Gardner has asked to meet with Tom and me to talk about the City's plans to commence the renovations of the City's Community Center. In addition to discussing the proposed renovations, we hope to finalize the placement of the WEPL book locker outside the Community Center.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the  
Ohio General Assembly on November 23, 2020.

### Home Delivery

We suspended our traditional home delivery program at the beginning of the pandemic given the need to protect both patrons and staff.

Michelle Hudson and I have started the process to restart the program. She is contacting the patrons who used the service to determine their interest in participating again. We are purchasing more substantial delivery bags that will withstand the elements (e.g., being left on the front porch) so that we can achieve contactless delivery.

Thanks to the work of the Willoughby Library team, we have started a new COVID-timeframe reference librarian concierge materials-choosing service (W-E Browse) and a new delivery service (Speedy Reader). We see these programs, especially the Speedy Delivery aspect, as time limited.

---

### Deputy Director's Report/Eric Linderman

#### Labor-Management-Safety

The Labor-Management-Safety Committee (LMSC) met early in January and discussed several topics related to working in the new year while the pandemic is still very much a part of our lives.

In the fall, we had many discussions about staff reductions and the possible implementation of the Shared Work Ohio program. Understandably, this is a worry for our staff, and it was raised for discussion at the LMSC meeting.

As Rick and I shared with the group, the library is back open to the public after several weeks with curbside-only service, and that is one reason we are not planning to move forward with Shared Work Ohio at this time. Looking forward, we will need to see how the pandemic continues to affect our ability to provide service to determine if reductions will be necessary in the future.

Our ability to avoid more drastic measures so far has also been influenced by numerous retirements in recent months, since that has resulted in a reduction of staff. Some members of the committee expressed concern about tight scheduling in some departments since we have frozen hiring.

We have addressed some scheduling issues by using temporary transfers of staff from better staffed locations to locations that need more help. I will continue to work with managers to balance staffing through the use of temporary transfers; however, we will also continue to restrict hiring as long as our statistics reflect a substantial decrease in the public's in-person use of our resources.

There was some discussion in the LMSC meeting about the Speedy Readers program that has been launched by staff at the Willoughby Library. During the pandemic, Speedy Readers offers home delivery service to anyone in our service area with a library card in good standing.

Under the circumstances, we have pushed ahead with this program without as much pre-planning that might be done in a normal climate, and some on the committee expressed anxiety about that. From my perspective, the planning and development have been solid and so far, the program has gone well, but we have needed to move fast and fine tune as we progress. The pandemic necessitates expanded service in our community, and this service provides an opportunity for our staff to participate in our response to this demand.

#### Continuing Education

This year we started offering reimbursements to staff for membership in the American Library Association (ALA) and its divisions. We have been paying 50% of OLC membership for a long time, and we are now offering that same benefit for the national organization.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the  
Ohio General Assembly on November 23, 2020.

Last year, we saw a large increase in the number of ALA webinars accessed by staff, as well as a decrease in participation at OLC events. The regional group, NEO-RLS, remains a popular source for relevant continuing education programs.

So far, I have been happy to see many staff taking advantage of this benefit and becoming ALA members for the first time. I have been pleasantly surprised to see staff who are not librarians interested in being members.

ALA has several divisions, in which I am hoping our staff will participate as a way to involve WEPL in important national discussions. Many members choose to participate in the Public Library Association (PLA), which is hosting large virtual conferences this year. Also, we have staff members who are active in the Association for Library Service to Children (ALSC) and the Young Adult Library Services Association (YALSA).

---

#### **Communications & Development Report /Michelle Hudson**

- ◇ Submitted monthly PR to: Lake Community News, Today's Family, County Kids, Northeast Ohio Parent, Northeast Ohio Boomers.
  - ◇ Submitted special press releases promoting Access Video on Demand, New Year, New You, 3-D Printing Service, Speaking of Cleveland Series, WE Browse, Little Free Food Pantries and more.
  - ◇ The United Way of Lake County workplace campaign is still underway.
  - ◇ Sarah Vargo and I have an upcoming meeting with the Lake County Captains General Manager regarding this year's Summer Reading program.
  - ◇ Spirit Media is running PSA's to promote Curbside Pickup as well as the upcoming reopening.
- 

#### **Collections & Digital Managers Report/Carol Tuttle**

##### **Digital Services**

The backordered hotspots and Chromebooks arrived just in time for fiscal 2020. They are being readied for circulating to WEPL patrons as bundles providing a package of internet connectivity plus laptop device. Carol is working with Biaggio to implement software to manage the Chromebooks (removing data between patron checkouts, disabling lost or overdue items) and with Heads of Circ. to define circulation procedures.

In December, unspent eMedia account funds allowed WEPL to purchase a 12-month subscription to Access Video on Demand and the Just for Kids video collection from Infobase. This was launched to our patrons at the very end of December.

Since our Hoopla 2.0 opening day on Dec. 16, twenty WEPL patrons have borrowed 24 unique Flex titles. The Flex collection is one user/one checkout ebooks and eaudiobooks selected by WEPL and purchased individually similar to the WEPL OverDrive Advantage account titles. Unlike the WEPL OverDrive Advantage titles that are shared with Clevnet, our hoopla Flex collection is strictly for WEPL cardholders. Our goal is to have the traditional hoopla instant collection supplemented with this flex collection offering hot new titles and patron requested titles.

Carol has been marketing both the new Access Video on Demand and the WEPL enhanced hoopla collection through social media, blog post and staff communication.

##### **MAP/Collection Services**

MAP finished out the fiscal year closing open POs and communicating with vendors to expedite shipping of open orders. While this is usual operating procedure for the end of each year, this year was especially challenging due to continuously changing publishing dates and lags in delivery experienced in December. After the rocky ordering climate of last March-June, orders got back on track and mostly met the budget goals for 2020. The reduced production of the film industry allowed unspent movies funds at the end of the year to be moved to eMedia for digital content purchases. The availability of both physical and digital lending to our patrons allowed WEPL to pivot during pandemic closures and the budget flexibility helped keep us nimble in meeting our patron needs.

##### **ILL/Clevnet**

In 2020, the total number of physical items sent out for Clevnet holds was 233,538 and WEPL received in 109,875 Clevnet items for our patrons. This was 38% below our 2019 numbers. Our ratio of Sent to Received was 2.13 vs. 1.98 for 2019, meaning we sent out slightly more items (0.15%) to CLEVNET patrons than we brought in from CLEVNET for our own patrons.

---

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees**  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the Ohio General Assembly on November 23, 2020.

**Eastlake Library Branch Report/Amy Winter**

This December Barb Kneeland retired after 30+ years of service. She started her employment with the Library as a Children's Librarian and spent the last few years in Adult Reference. We will miss seeing her smile.

The AARP has contacted us to let us know that they will not be using the libraries as a hosting site. They are planning to move to a more virtual platform with a few scanning sites. They will update us in February.

Cathy made up 20 sets of Dream Catchers for her Teen Art Club using the 3d printer to make the hoops and embroidery thread donated from the Hills library. All the teens were very excited to receive their latest Art bag.

- ◇ The Ghosts of Christmas Past program was present virtually on December 7th to a crowd of 49 patrons. The Western Reserve Historical Society did a great job.
- ◇ The Gnome for the Holiday program in December went really well. All 40 craft bags went home with enthusiastic patrons and 25 of those patrons attended our Zoom Craft Along for the fun of social gnomes.
- ◇ We had a fascinating Virtual visit from a Master Gardener on Dec 5th. She spoke about Poinsettias and Christmas Cacti and how to keep them alive.
- ◇ Tammy had such positive feedback from her Rose Parade Zoom program (where patrons got to show off their own gardens) that she decided to put parts of the presentations on our YouTube Channel. Keep your eyes open for the further Garden Adventures in the Spring.

And while Curbside was wildly popular during December (the highest number served in a single day was 50.) The Patrons were very grateful and excited to come back inside to browse and use the computers January 18th. We are still seeing some via curbside, but most are opting to do their own browsing.

The Children's holiday programs were lots of fun. They explored a variety of holidays celebrated in December. Sam, Athena, and Khin have been gearing up for Story time and a new round of Programming.

---

**Willoughby Library Report/Deb Mullen**

Willoughby Library continued to serve patrons via phone, chat, curbside service and virtual programming during the month of December and early January. In just the last few days since reopening, we have heard over and over from patrons how glad they are we are open and how much they missed us!

In December, we hosted a Polar Express program that saw an attendance of 1300 participants between those who joined us via Zoom and Facebook Live!

Our 2nd annual Signature Program, New Year New You was held virtually on January 16. For being a virtual event, we had a very respectable turnout of 296 participants between Zoom and Facebook Live. Travis Fortney, Assistant Manager, was the MC for the day and did an excellent job getting the programs going and monitoring and facilitating questions. Our programs included Yoga, meditation, dementia, Zumba, CBD, healthy weight and resilience. During the resilience program, one patron commented that she was so grateful to have this program from the library to help during these difficult times.

Travis has also developed two new programs, WE Browse and Speedy Readers, which we launched after the New Year. WE Browse allows patrons fill out a web form for adults, teens or children. Library staff then choose materials based upon the selection criteria provided by the patron.

Speedy Readers is a companion program in which patrons can receive delivery of their items a maximum of one time per week. Currently, Willoughby staff are spearheading the deliveries as we have sufficient staff to do so.

As of this writing we've had 14 users of WE Browse, 9 of which have received delivery!



WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 25, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the  
Ohio General Assembly on November 23, 2020.

**OLD BUSINESS** *no old business*

**NEW BUSINESS**

Mr. Werner reminded the Board that OLC is presenting a Trustee training seminar via Zoom on March 6<sup>th</sup>.

**NEXT MEETING:** Monday, February 15<sup>th</sup>, 2021, 6:00 p.m., via Zoom

**MOTION 16-21**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board adjourn into executive session to conduct the personnel evaluation of the Director and Fiscal Officer and to discuss a potential real estate purchase at 6:42 p.m.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

The Board returned from executive session at 7:37 p.m.

**MOTION 17-21**

Mrs. Roche moved and Mr. Buttari seconded that the Board approve the proposed 3% salary adjustments to the Director’s position effective (retroactive to) the first full pay in January, 2021.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roche “Yes”; Mrs. Roseum “Yes”. Motion carried.

**MOTION 18-21**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the proposed 3% salary adjustments to the Fiscal Officer’s position effective (retroactive to) the first full pay in January, 2021.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roche “Yes”; Mrs. Roseum “Yes”. Motion carried.

**ADJOURNMENT**

**MOTION 19-21**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded that the Board adjourn at \_\_\_\_\_ p.m.

On roll call the following vote was cast: All “Ayes.” Motion carried.

Respectfully submitted,

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary