

CALL TO ORDER

The meeting was called to order by Vice-President Mrs. El-Khoury at 6:00 p.m.

Roll Call:

Present: Ms. Clampitt, Mrs. El-Khoury, Mr. Monin, Mrs. Petruccio

Absent: Mr. Buttari, Mr. Mackey, Mrs. Roseum

Also present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, and Library staff: Brian Campbell.

Citizen's Comment: *no citizen comments*

MOTION 05-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the proposed Collective Bargaining Agreement at: 6:01 p.m.

On roll call the following vote was cast: Mr. Buttari, "Absent", Ms. Clampitt "Yes", Mrs. El-Khoury "Yes", Mr. Mackey, "Absent", Mr. Monin, "Yes", Mrs. Petruccio, "Yes", Mrs. Roseum "Absent". Motion carried.

The Board returned to the open meeting at 6:43 p.m.

Additions to the agenda: Mr. Werner stated that resolutions were added to the agenda under the Personnel Committee to approve the Collective Bargaining Unit Agreement, setting the Non-Bargaining Personnel Salaries and the Fiscal Officer and Director's salary adjustments.

Vice-President Mrs. El-Khoury presented the following minutes:

- ◇ December 16, 2024, Finance and Planning Committee Meeting
- ◇ December 16, 2024, Organizational Meeting of the Board of Trustees
- ◇ January 6, 2025, Building Committee Meeting
- ◇ January 6, 2025, Special Meeting of the Board of Trustees

MOTION 06-25

Mr. Monin moved and Mrs. Petruccio seconded that the following minutes:

- ◇ December 16, 2024, Finance and Planning Committee Meeting

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

- ◇ December 16, 2024, Organizational Meeting of the Board of Trustees
- ◇ January 6, 2025, Building Committee Meeting
- ◇ January 6, 2025, Special Meeting of the Board of Trustees

be approved as presented.

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

FISCAL OFFICER’S REPORT

PLF	2024	2025	% Increase
January	\$175,284.72	\$205,146.38	17.04 %
YTD	\$175,284.72	\$205,146.38	17.04 %

MOTION 07-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the December 2024 Fiscal Officer’s report:

DECEMBER LIST OF BILLS PAID:	\$652,386.05
DECEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$8,020,072.32	\$8,069,053.32	\$1,471,281.05
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,345,519.35	\$826,078.31	\$3,550,860.90
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$42,200.00	\$43,080.48	\$60,400.76
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.65	\$148.65	\$12,965.47
TOTALS	\$9,407,792.32	\$8,939,360.76	\$5,095,508.18
DECEMBER INVESTMENTS	\$4,533,432.24		

On roll call the following vote was cast:

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

COMMITTEE REPORTS

AUDIT (Roseum, Buttari, El-Khoury, Paul Tyler, citizen) *did not meet*
Ms. Simmons stated that a bi-annual audit will be held this year.

BUILDINGS (Monin, Buttari, Clampitt) *did not meet*

FINANCE AND PLANNING (Roseum, Clampitt, Mackey)
Mr. Werner stated that the Committee met prior to this meeting to discuss the 2025 Permanent Budget.

MOTION 08-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the 2025 Permanent Budget as presented.

On roll call the following vote was cast:

On roll call the following vote was cast: Mr. Buttari, "Absent", Ms. Clampitt "Yes", Mrs. El-Khoury "Yes", Mr. Mackey, "Absent", Mr. Monin, "Yes", Mrs. Petruccio, "Yes", Mrs. Roseum "Absent". Motion carried.

RESOLUTION 09-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the use of 2025 Library funding to pay for staff recognition activities, events, and awards.

On roll call the following vote was cast:

On roll call the following vote was cast: Mr. Buttari, "Absent", Ms. Clampitt "Yes", Mrs. El-Khoury "Yes", Mr. Mackey, "Absent", Mr. Monin, "Yes", Mrs. Petruccio, "Yes", Mrs. Roseum "Absent". Motion carried.

PERSONNEL (El-Khoury, Mackey, Roseum)

MOTION 10-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the Personnel Actions Report as presented.

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

RESOLUTION 11-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the Collective Bargaining Agreement effective January 1, 2025 and expiring December 31, 2027 as presented.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

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

RESOLUTION 12-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the 2025 Non-Bargaining Personnel salaries and applicable longevity increases effective the first full pay period of January 2025 as presented.

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

MOTION 13-25

Mrs. Petruccio moved and Ms. Clampitt seconded that the Board approve the proposed 4% salary adjustment to the Director’s position and applicable longevity increases effective the first full pay period of January 2025 as presented.

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

MOTION 14-25

Mrs. Petruccio moved and Ms. Clampitt seconded that the Board approve the proposed 4% salary adjustment to the Fiscal Officer’s position and applicable longevity increases effective the first full pay period of January 2025 as presented.

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

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

ADMINISTRATION REPORT

MOTION 15-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board accept the list of gifts from July through December 2024.

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

MOTION 16-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board accept the January 2025 surplus list.

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

Director’s Report/Rick Werner

Administration Building Update

With thanks to the Board for approving the arrangements with Lakeland Management Systems and Trane for the renovation of the future WEPL Administration Building at the special board meeting on January 6, 2025, we are moving forward on starting the project.

We have signed the agreement with Trane and are finishing the contract with GPD and Lakeland Management Systems. We should have both agreements in place by the end of the month. I would expect that we give both contractors the official Notice to Proceed by the first week of February.

I have reached out to Willoughby Mayor Bob Fiala to see if we can set up a meeting with him and members of his administration to brief them on the renovations and the timeline. After that meeting, I am hoping that we can briefly brief the Willoughby City Council at one of its meetings in February or March.

As we did ahead of the roofing project, we will flyer adjacent properties/homes and cars in the administration building parking lot to let them know that construction will be starting. Given the largely interior work, the impact on parkers and neighbors should be minimal.

After three years of ownership and planning, it is satisfying to get the project underway.

Willoughby Hills Public Library

As we briefed the Board at the December meeting, we have started discussions with the City of Willoughby Hills about the possibility of leasing one of the meeting rooms on the lower level of the Willoughby Hills Community Center for use as supplemental space for the operation of the Library.

We are looking at the Schaefer Room which is 1,088 square feet and could seat 60+ people for programs and other events. A small working group (Holly Ferkol, Chris Gumal, Sarah Vargo, Amanda Schoen, Eric Linderman, and me) are working on the logistics of such a lease. We have asked the GPD Group for a proposal to do space planning and interior design in both the Schaefer Room and in the Library itself.

Our initial thoughts are to design the Schaefer Room space to serve as a “permanent” meeting room for the Library allowing almost all the Library programs and meetings to be held there. Based on our planning, we

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

believe that the space could accommodate all but a handful of programs that the Library puts on every year. (Under our current lease with the City, we would still have access to reserve the large O’Ryan Room on the main level for very large programs.) As well, we would furnish the room with a workstation so that Library staff would have a place on work on “off-the-floor” projects.

Gaining the flexible space in the Schaefer Room would allow us to reengineer and redesign the space in the Library itself, opening up more room for the collection and display equipment. In order to test out hypothesis about the utility of the additional space, we are thinking that it should be a five-year lease (with a WEPL option to renew). We would propose to make it a separate lease so that it does not change any terms in the 99-year lease that we have for the Library space on the main level.

The City is eager to conclude an agreement; we have let them know that we have to complete a thorough due diligence process, identify an affordable budget that includes one-time and ongoing expenses, and make our case to the Library Board for approval. Based on our current internal discussions, we would see starting the lease in the summer with the hopes of having the new space available and usable for fall programming.

I am hoping that we can have a complete proposal for consideration by the Board at the February meeting.

[WEPL Boosters](#)

The WEPL Boosters are holding their annual meeting on Saturday, February 8, at the Willowick Library. Michelle Hudson, Eric Linderman, and I are planning to attend. We will update the Boosters on WEPL’s 2024 accomplishments and the plans for 2025. I am certain that they will be eager for the completion of the administration building project so that they can resume book sales in the public space in the fall of 2025.

Deputy Director’s Report/Eric Linderman

[Human Resources Update](#)

Willoughby Library Assistant Manager

Chris Gumal, currently the assistant manager at the Willoughby Hills Library, has accepted the assistant manager position at the Willoughby Library, and will start there in late January.

Chris’s strengths include management of programming and outreach services, so I am excited about seeing her move to Willoughby, which offers unique opportunities for her to apply her skills in these areas.

[Children’s Services](#)

Rachael Chicone, who worked previously as the children’s librarian at the Willowick library, accepted an associate position there several years ago to reduce her hours. Our recently-posted children’s librarian position at Willoughby Hills provided an opportunity for her to move back to a librarian position and continue her 32-hour per week schedule.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

With our efforts to grow collections and programming at Willoughby Hills, along with a likely upcoming expansion of the programming space at that location, the addition of a children's librarian position there is a logical move. Having Rachael's expertise involved in those changes will be of great benefit.

[Collective Bargaining Agreement](#)

I am pleased to report that we have reached a settlement for the upcoming three-year collective bargaining agreement, which will be on the agenda for approval at the January 26 Board meeting. I want to thank both the management and bargaining unit teams for a professional and productive process.

Marketing & Public Relations Report/Patrick Culliton

[Winter Program Catalog](#)

The Winter Program Catalog went out the week of Dec. 23rd. The new format looks great, and it is the longest catalog we've made to date at 28 pages! In addition to the print version, we unveiled our first interactive program catalog, completely "live" and linked so that patrons can register for programs right from the catalog, should they access it online via the website.

[2024 Digital Marketing Statistics](#)

We are attaching the stats for our digital marketing campaigns, including our E-newsletters, Facebook, Instagram, Google Ad Grant/Koios (incomplete, began in Sept. 2024), and Best Version Media/Willoughby Neighbors Magazine.

[News-Herald](#)

Willowick Public Library to host year-long series focusing on area organizations, 12.23.24

[Paid Promotions](#)

We ran three paid ads and two sponsorships:

Holiday Gift Guide (NEOP-Boomers)

Holiday Ad (Special Edition-NH)

Cleveland Magazine (Western Lake Cty Edition)

Miracle on Erie Street Sponsorship

Lake Metroparks Christmas Sponsorship

Professional Development

Random House/Library Journal Winter Book Festival, 12.10.24, Michelle

2024 Digital Marketing Statistics

E-newsletters (bi-weekly, plus "alert" emails)

Platform: LibraryAware

We sent 49 emails in 2024 to a subscriber list of approximately 12,235 community members.

Open Rate: 41.84%

Total Clicks: 19,004

We also send out monthly book and movie recommendation newsletters. These are overseen by Mitz.

In 2024, there were 317 of these sent to lists (ie, genres) of varying sizes.

Open Rate: 48.38%

Total Clicks: 5,016

From Ebsco: “The average email open rate for nonprofits is about 20 percent. Anything higher than that means your audience is eager to receive your library’s emails.”

Email Overview

Emails Sent	Unique Opens	Unique Views	Total Clicks
642,949	41.84%	0.16%	19,008
Mobile 1.78%	Desktop 98.22%		

Emails - sort by date	Unique Opens	Unique Views	Total Clicks	Unique Clicks	Individual Link Clicks	Bounces	Unsubscribes
12.30.24 (★ item) Folder: WEPL E-Newsletters Subject: New Program Catalog, New Year's Hours, New Chapter! to 12,275 people on 12/30/24	5,070 41.76%	19 0.16%	703	262 2.13%	387	134	1
hills closing 12.16.24 (★ item) Folder: WEPL E-Newsletters Subject: Willoughby Hills Library Closing at Noon to 12,088 people on 12/16/24	5,650 46.86%	11 0.09%	130	37 0.31%	113	10	0
hills closing 12.15.24 (★ item) Folder: WEPL E-Newsletters Subject: Willoughby Hills Library Closing at 2 pm to 12,110 people on 12/15/24	5,800 47.93%	11 0.09%	128	31 0.26%	107	10	0
hills closing 12.14.24 (★ item) Folder: WEPL E-Newsletters Subject: Willoughby Hills Library Closing at 2 pm to 12,126 people on 12/14/24	6,007 49.59%	11 0.09%	182	42 0.35%	123	13	0
Copy of WBY open no elevator 11.22.24 (★ item) Folder: WEPL E-Newsletters Subject: Delayed Opening, 11 am, Dec. 5 to 12,173 people on 12/5/24	5,968 49.08%	13 0.11%	157	36 0.3%	105	13	0

Facebook

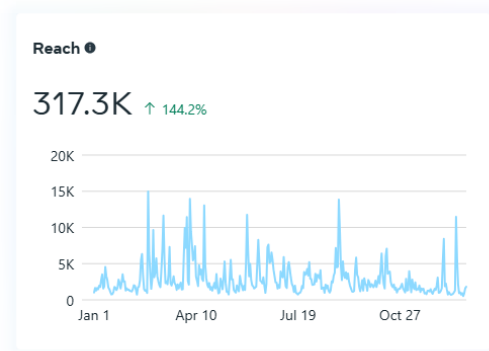
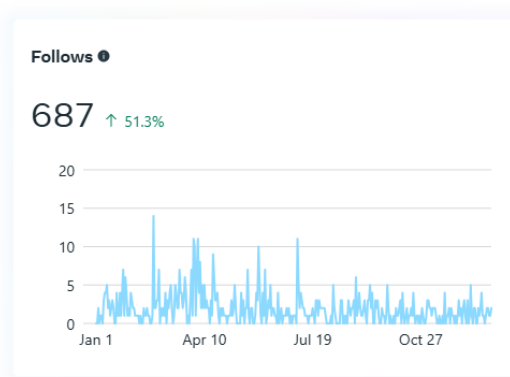
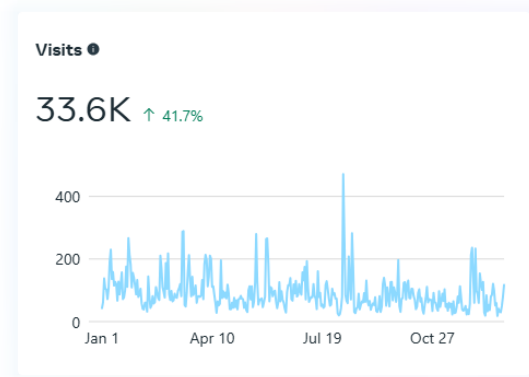
We gained 687 Followers in 2024 **(51% increase)**

All of our Facebook content for 2024 gained approximately 474.4k views which reached approximately 317.3k users **(144% increase)** and garnered approximately 25k interactions **(54.3% increase)**

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

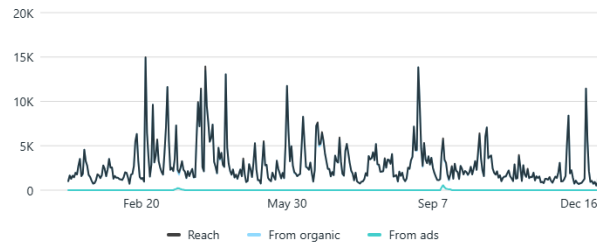
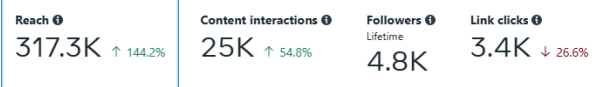
Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office



Performance

Summarize with AI Daily Cumulative



Reach breakdown

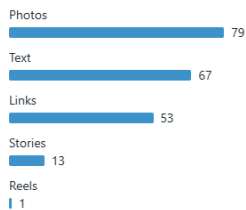
Total	317,345	↑ 144.2%
From organic	317,345	↑ 217.4%
From ads	2,497	↓ 80.8%

Top content formats

Published content

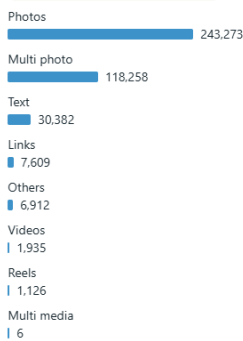
Based on up to 200 pieces of content

+2.6% vs. Dec 31, 2022 - Dec 31, 2023



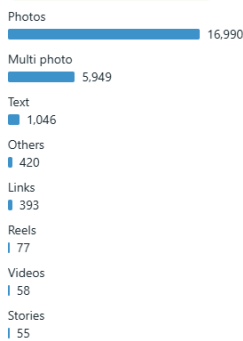
Facebook reach

+144.2% vs. Dec 31, 2022 - Dec 31, 2023



Content interactions

+55.0% vs. Dec 31, 2022 - Dec 31, 2023



Instagram

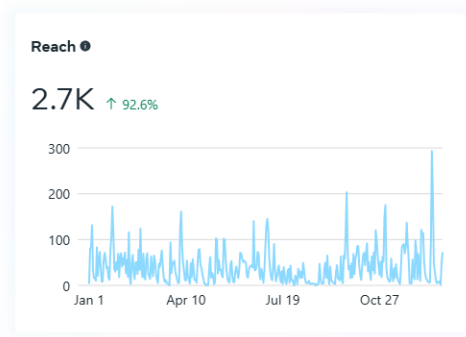
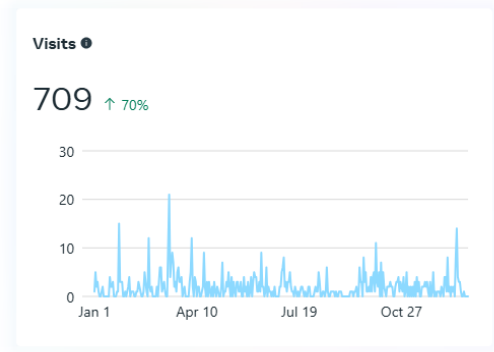
We gained 105 new Followers in 2024 (I am not sure why they don't show the increase)

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

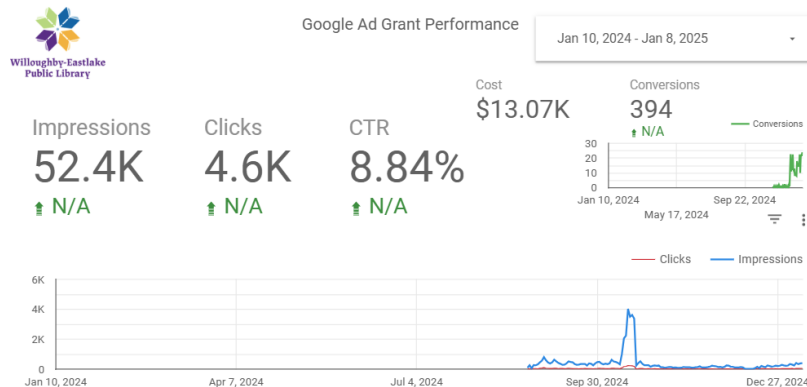
Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

All of our Instagram content for 2024 gained approximately 10k views which reached approximately 2.7k users (**92.3% increase**) and garnered approximately 840 interactions (**100% increase**)



Koios – Google Ad Grant

We don't have a full year of data from this, as it started in late Fall, but the grant is active and working well.



Best Version Media / Willoughby Neighbors Magazine

Our Google ads received 306,170 impressions in 2024 with an average of 25,514/month.

Collections & Digital Services Manager Report/Cassie Thayer-Styes

Digital Services

WEPL was one of the top 10 CLEVNET member libraries for Libby circulation in 2024.

Total WEPL OverDrive circulation was 291,380 and total for CLEVNET was 6,117,394. This is a 13% increase over last year.

WEPL Hoopla checkouts increased by 24% over 2023 for a total of 29,727.

2024 Kanopy usage also increased over 2023 by 32% for a total of 4,825.

MAP/Collection Services

The All-Ages Warm-Up Challenge has opened for registration. Patrons of all ages are invited to read 5 art themed books. The challenge will run from February 3- March 31.

We continue to receive Movies and Music from Midwest Tape. This is going very well for us, and we have seen a decrease in the amount of broken cases that need replaced.

We are experiencing some issues with our primary book vendor, Baker & Taylor, receiving bestsellers, specifically James Patterson books. We are able to get these books through Amazon and are monitoring the situation. Patrons are still gaining access to these requested books as they release.

ILL/Clevnet

The last three months of 2024 saw a 7% increase in materials sent and received through interlibrary loans. The largest increase was for items being sent out of our library to other CLEVNET libraries.

Eastlake Library Branch Report/Amy Winter

Polar Express story time was a giant success. Children listened to Santa read the story, had hot chocolate, took pictures with Santa, and did all sorts of crafts. Jennifer Yandle led the program with help from other “elves”

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office



Here's what our patrons had to say about it:

We had a great time; you did a great job! We look forward to more of your events! - Grace

It was a great event! Very well organized! The attention to detail did not go unnoticed! Thanks for hosting this event. - Jill

My daughter, Greta and my niece, Marybelle both had such a wonderful time at the event! My sister and I did too, and we really can't thank you all enough for putting on such a great program. It was honestly better than many paid events that we've been to, the time and effort you all put into the event made it very special. Santa was awesome too, btw...one of the best I've seen. - Katie

Thank you for such a wonderful time at your polar express event. Here is the only picture we took. My kids enjoyed the hot chocolate station and being able to meet Santa and watch some of the Polar Express movie as well as writing their letters to Santa. - Kalle

I cannot thank you enough for your hard work and dedication to make this event truly magical!!! I'm blown away! Mirabella is still talking about it! Everything was perfect! Thank you! - Gina

June, Wesley, and Reid had a great time. Unfortunately, we are still afraid of Santa so no good photos. Thanks for all you do! - Jacqui

Thank you so much for a wonderful event! My little lady had a blast! Thanks for everything! - Megan

This was our first time at this library branch and it definitely did not disappoint! Our family had a blast. And that Santa was phenomenal! So good with the kids and overall, just wonderful. Thank you so much for the fun morning! - Kylynn

In December Kids also had two very fun sessions of Cookie decorating.



WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

Unfortunately, the weather took a turn for the worse for both our December programs and our roof.

A small but dedicated teen crowd braved the weather for Teen art club and also a re-scheduled Teen Paint and Partake. Cathy brought in a teacher from My World Better in Fair Port Harbor to teach teens to paint a winter tree wonderland while they sipped on Hot chocolate and nibbled on cookies.

The roof above the meeting room door did not like the weather either and we are awaiting decent weather for some repairs. Luckily the cold is keeping all the snow from melting through.

30 Participants were able to make it to the re-scheduled talk about the battle of Leyte Gulf. A continuation of Tammy's very successful hybrid history programs. Tammy also hosted the Fireside Chat book club where they discussed the Wishing bridge by Viola Shipman.

Willoughby Library Branch Report/Brian Campbell

Willoughby Library has had a busy couple of months! On the staffing front we are bidding a warm farewell to Sarah Bolton, one of our wonderful Circulation clerks. We are also excited to welcome Chris Gumal to the building as our new Assistant Manager. Chris has spent the last few years as Circulation Manager and Assistant Manager at WEPL's Willoughby Hills location. Chris brings with her a wealth of experience and programming knowledge which will not only help enhance the things Willoughby is already doing but also help us to grow as a building.

In December we held our annual Miracle on Erie Street program. During the event 280 patrons enjoyed crafts, games, and pictures with Santa Claus. Everyone who worked that day did a tremendous job connecting with patrons and making sure the day was special for the children who visited. Special shout out to the Willoughby Children's department who put a tone of effort into planning for days like this. Cara, Jackie and Micki really knocked this out of the park!

The building as a whole is working on a reconfigured signature event this January. Instead of packing all of our New Year, New You programs into one day we are spreading them out throughout the month of January. So far this year we have had several programs in this series and are looking forward to our upcoming offerings including the start of our bicycling series aimed at teens.

Our Children's staff have some exciting new programs in the next few months as well. Staff are presenting ongoing series throughout the programming period including School Skills for Preschoolers and Weaving Wednesdays. We are excited for our upcoming Pete the Cat Leprechaun party on March 12th and our T-Rex Tea Party on April 25th.

Under the guidance of our Circulation Manager Sheehan Clarkson our Circulation department completed the process to be recertified as a passport acceptance facility, and all of our agents completed their training.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 27th, 2025, 6:00 p.m., WEPL Administrative Office

OLD BUSINESS

Mrs. Petruccio suggested to Mrs. El-Khoury to message Mrs. Roseum to set up the 2025 Committee list.

NEW BUSINESS

Mrs. Petruccio is working with Amy Winter on selecting items for the Eastlake Library for her term as Board President.

NEXT MEETING: Monday, February 17th, 2025, 6:00 p.m., at the WEPL Administrative Offices

MOTION 17-25

Mr. Monin moved and Ms. Clampitt seconded that the Board adjourn into executive session to discuss the employment status of a public employee at 7:12 p.m.

On roll call the following vote was cast: Mr. Buttari, "Absent", Ms. Clampitt "Yes", Mrs. El-Khoury "Yes"; Mr. Mackey, "Absent"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Absent". Motion carried.

The Board returned from executive session at 7:31 p.m.

ADJOURNMENT

MOTION 18-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 7:37 p.m.

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

Respectfully submitted,

Board President

Board Secretary