



St. Charles Public Library
 Temporary Location:
 March 2020-Summer 2021
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 scpld.org

**MINUTES
 ANNUAL MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 SEPTEMBER 9, 2020**

The Annual Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, September 9, 2020 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (attending electronically at 7:06 pm), Trustees Michael J. Hill, Shane Hampton, Mary Louise Gobel (attending electronically), and Claudia Frost (attending electronically), Director Edith G. Craig, and Administrative Assistant Virginia Tsipas. Library Staff present: Mary Merritt, John Loubsky and Pam Salomone. Guests: Cynthia Petschke and Luke Miller of Tighe, Kress & Orr (attending electronically), John Shales and Chris Damsche of Shales McNutt (attending electronically), and Eric Penney of Sheehan Nagle Hartray (attending electronically).

I. CALL TO ORDER

Trustee Gephart called the Annual Meeting to order at 7:00 pm.

II. WELCOME OF GUESTS

Trustee Gephart read the Library's Mission Statement and welcomed guests.

AGENDA TAKEN OUT OF ORDER

Motion by Trustee Kaluzsa, second by Trustee Hill, to move Agenda Item 17, Annual Audit Presentation by Tighe, Kress & Orr, before Unfinished Business in the Agenda. Carried unanimously. Trustee Steimle absent.

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, July 8, 2020

Minutes of Special Board Walk-Through Meeting, July 22, 2020

Minutes of Policy Committee Meeting, August 11, 2020

Minutes of Audit Committee Meeting, August 26, 2020

Investment Reports for IIIT: July and August 2020

Lauterbach & Amen, Monthly Financial Reports: June, July and August 2020

Check Registers, Payroll: July and August 2020

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Consent Agenda. Carried unanimously. Trustee Steimle absent.

IV. Approve the Form and Content of Minutes

Closed Session Meeting of Audit Committee, August 26, 2020

Motion by Trustee Hill, second by Trustee Hampton, to approve the form and content of the Minutes of Closed Session Meeting of Audit Committee, August 26, 2020. Carried unanimously. Trustee Steimle absent.

V. INVOICES FOR BOARD APPROVAL TO PAY: JULY AND AUGUST 2020

The information for contingencies used to date, all within budget, are included in the Board packet. The work orders indicate what work was performed. Trustee Gephart asked if approximately \$400,000 remained in the contingency. Ms. Craig stated yes at this time.

VI. TRUSTEE RECOGNITION

Trustee Gephart recognized Pam Salomone for receiving the 2020 ILA, Deborah Dowley Preiser Marketing Award. She was nominated by Outreach Librarian David Kelsey. Representatives of The Salvation Army Tri-City Corps came to the Library to present the April 8, 2020 *Hope Strong Community Partner Award* to the Library in recognition of over 35 years of partnership. Last fiscal year, the staff of Youth Services started story times and a community book swap with children's materials at the Salvation Army.

Trustee Steimle arrived electronically at 7:06 pm.

In April, Trustee Steimle's son was featured in the Kane County Chronicle for creating face mask shields. Kudos to him! Trustee Steimle thanked Ms. Craig.

VII. DIRECTOR'S REPORTS, JULY AND AUGUST 2020

Ms. Craig stated Junior Renteria, the new Facilities and Security Manager, started working at the Library on September 8, 2020, and the Board will meet him at the October Board meeting. He worked for JLL Digital Solutions and has a varied background in facilities. Staff are excited to have him at the Library, have welcomed him and already made requests of him.

The library has been open almost two months for patrons and there have not been any major issues with patrons wearing masks. Patrons are very happy to be back at the Library to pick up holds, browse and to use our computers. Vestibule pick up is the most popular service at this time. Ms. Craig thanked the Board for approving the Return to Work Plan with solid safety measures and cleaning.

Ms. Craig is preparing the annual patron survey which will focus on technology. A report of this survey will be provided at the October Board meeting. She submitted the IPLAR Report, annual report for the Library to the Illinois State Library. Ms. Craig has been invited to serve on the Charlemagne 100th Anniversary Dinner Committee. The Daily Bean re-opened at the Library on September 8, 2020 and will serve drinks from 9:00 am to 12:00 pm. Because of COVID, the transition students cannot participate in on-the-job training in the community this year. The Library is very fortunate that the transition students are housed at the Haines building, which allows them to continue on-the-job training for the Library. Staff are very happy for their return.

In July, the Board discussed the Library's HVAC system and had questions regarding installing UV lights to kill mold, viruses and bacteria. The new HVAC system will increase fresh air intake by 35%. With more fresh air there is more humidity. Ms. Craig talked with architects about a filtration system and UV lights and it does not make sense at this time to incorporate those features into the new system. It is too costly and since it is new technology, there are no studies to

determine how advantageous it would be. Trustee Gephart stated he is glad these features were considered and said the Board will keep it in the back of their minds and will go forward with the recommendation of the architect. Eric Penney said Sheehan Nagle Hartray also will continue to monitor this situation and changes can be made later if needed.

Ms. Craig said the auditors from Tighe, Kress & Orr have joined the meeting electronically and would speak of the great audit experience they had working with the Library. The Library has had the lowest surplus in the last ten years and Ms. Craig thanked staff for working well within their budgets. Next year there will be a different situation in regards to the Special Reserve Fund because of the Library building project completion.

Motion by Trustee Kaluzsa, second by Trustee Hampton, to accept the July and August 2020 Director's Reports. Carried unanimously.

VIII. COMMITTEE REPORTS

Intergovernmental (Trustee Hill)

The July and August reports were included in the Board packet. The Library will host the virtual meeting tomorrow.

Foundation (Trustee Kaluzsa)

The July report is included in the Board packet. The Foundation did not meet in August, but will meet virtually tomorrow.

Motion by Trustee Hill, second by Trustee Kaluzsa, to accept the Committee Reports. Carried unanimously.

IX. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

No comments.

AGENDA TAKEN OUT OF ORDER

XII. NEW BUSINESS

17. ANNUAL AUDIT PRESENTATION BY TIGHE, KRESS & ORR

Ms. Craig introduced Cynthia Petschke and Luke Miller of Tighe, Kress & Orr, as the new auditors for the Library. With the new bidding process, the five-year contract with Sikich ended. Mary Merritt, Business Office Manager, has been managing the audit with the auditors and it has been a smooth process. Ms. Craig thanked Ms. Merritt for handling the audit and working with Lauterbach & Amen. She thanked the auditors for the new system.

Ms. Petschke stated the audit went well and it has been a unique year for everyone. She stated Ms. Merritt's communication with the auditors was very good and both sides adhered to the timeline. The financial statements were a collective effort and went very smoothly with Kelly Brainerd of Lauterbach & Amen.

The process for the auditors began with learning internal controls, process procedures, reviewing minutes and analytic review of the balance sheet.

Ms. Petschke stated the Library received an unmodified opinion for the Annual Audit. The major change this year for the Library was the building project and beginning repayment of the debt certificates. She further discussed the Library's fund balance sheet, pension accruals and requirements for budget.

There was not much change in GASB financial standards or any new pronouncements. There were no findings, journal entries or recommendations. Ms. Petschke mentioned COVID and the uncertainties it presents to financial statements. She stated Ms. Merritt did an excellent job.

Ms. Craig mentioned that the audit will be available on our website as usual.

Motion by Trustee Hill, second by Trustee Kaluzsa, to accept the Annual Audit. **AYES:** Hill, Steimle, Hampton, Gobel, Gephart, Kaluzsa, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Trustee Gephart and Ms. Craig thanked Ms. Petschke and Mr. Miller.

XI. UNFINISHED BUSINESS

13. BUILDING PROJECT UPDATE

Ms. Craig stated Eric Penney and John Shales were in attendance, electronically, to address any questions. The construction work in the parking lot was phased to assist St. Mark's with parking this fall and winter, and phase one across from Walnut was scheduled to be completed in the next couple of weeks. The final asphalt will not be installed now because of construction activity during the project.

Foundation work is in progress for the north addition to ensure closure for this winter. Steel was delivered for interior work. There is a lot of exterior work to be completed before cold weather. The project is still on budget, they are working through contingencies and taking the most conservative approach. Furniture bids will be released in the next couple of months which will come before the Board for awarding and approval.

With regard to community engagement with Trustees, Ms. Craig stated the Library construction and renovation webpages are consistently updated and the time-lapse construction camera continues to receive the highest web hits. The Annual Report highlights the building project and the Library's progress through COVID.

Ms. Craig continues to work with the project team for critical points in the timeline to review the schedule holistically. Before construction broke ground, because of COVID there were issues with obtaining signatures for permits. Recently, there was an issue with a storm sewer pipe that was expected to empty onto Route 25, but it actually empties onto Route 64. The construction team discussed options with the City, and that has caused an unexpected delay. The issue has been resolved, but it impacted the schedule. Shales put together a summary to concisely define the issues and what they have done to work out the schedule.

Mr. Shales stated he and the construction manager are working through the options to condense the unexpected delays. The problem is that they lost good time in August for masonry work and are coming into fall weather, which is unpredictable. It is less stable weather for masonry and roofing work. They plan to reorganize to get the work done efficiently and cost effectively. He

stated that we are currently five weeks behind schedule and the responsible thing to do is plan to open to the public the first week in July 2021 rather than in June. They will try to pick up time between now and then and re-evaluate in December. There may need to be some overtime work during good weather. The overall aim is to minimize those costs.

Trustee Hill asked Mr. Shales if he could discuss the potential risks of the additional month and costs up to \$65,000. He wanted to know if the contract was on a daily, monthly or project basis. Mr. Shales said the supervision of the architect and construction manager would be additional services for that month. They are trying to get back time added to the regular schedule but they want to be transparent about the current delay.

Trustee Gephart stated the larger risk for more delay is cold weather and performing masonry work through the end of January. The cost of heating to have masonry set properly will be an added cost. Mr. Shales said they are pushing some critical items into the winter months, trying to rearrange the schedule that can be adjusted a little bit but not entirely.

Mr. Penney stated they are trying to move up interior move-in dates, but the big risk for the exterior is the winter weather. Ms. Craig said that the Project team will review the schedule in mid-winter.

Trustee Gephart and Ms. Craig thanked Mr. Shales and Mr. Penney.

14. ORDINANCE 2020/2021-2: ANNUAL BUDGET AND APPROPRIATION FOR FY 2020/2021

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve **Ordinance 2019/2020-2: Annual Budget and Appropriation for FY 2019/2020**. Ms. Craig said there were some changes from the July presentation and they were detailed in the Board packet. A roll call vote was called: **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

a. Compensation Notice

Motion by Trustee Kaluzsa, second by Trustee Hampton, to accept the Compensation Notice. The Notice will be posted on the Library's website after acceptance by the Board. Carried unanimously.

15. CERTIFIED ESTIMATE OF REVENUES BY SOURCE FOR FY 2020/2021

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the Certified Estimate of Revenues by Source for FY 2020/2021. This certifies the anticipated income for the fiscal year. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

16. UPDATE: GOVERNOR PRITZKER'S PUBLIC ACT IN OBSERVANCE OF NOVEMBER ELECTION DAY

Ms. Craig stated our attorney's most recent recommendation is that we follow the law and close November 3, 2020 as a paid holiday. If there is a change in this recommendation, based on a lawsuit submitted in July, it will be brought before the Board in October.

XII NEW BUSINESS**18. PRESENTATION OF LIBRARY ANNUAL REPORT**

Ms. Craig referenced the bound Annual Report placed at each Trustee's place. She thanked Pam Salomone, Virginia Tsipas, Denise Blaszyński, Amarelis Morales, and Lisa Snarski for their hard work in formatting, graphic layout, and proofing the report.

The Annual Report gives a glimpse of everything done throughout the year, and should be used as a talking point while out in the community. Ms. Salomone prepared the Annual Report Summary. Trustee Hill asked that the summaries be mailed to members of the Intergovernmental Group. Ms. Craig said they would be mailed.

Ms. Craig stated the three months the Library was closed affected the statistics. All libraries in Illinois were affected and those statistics will be reported to the state. Ms. Craig highlighted the operating income and expenses, breakdown of staff demographically, generationally and ethnically. The ethnicity looks a lot different than a couple years ago. Trustee Hill asked if Ms. Craig could get the comparison of ethnicity in the community. Ms. Craig said she would, but we are lacking in African American representation. According to statistics from the Census, this community is approximately ten to twelve percent African Americans, and it is slightly lower for Latino and Hispanics. Trustee Hill asked about the number of staff being down further than a year ago. Ms. Craig stated that in January she put in a hiring freeze because of the move to Haines. Trustee Hill asked about the breakdown of full-time and part-time staff. Ms. Craig stated the full-time equivalent is about 44.

The Library has 33,758 library cards registered, and circulation numbers are slightly below one million due to being closed for three months, compared to the previous year's circulation of 1.3 million. The items most checked out were hotspots, and they continue to be number one.

Within the top ten web pages visited, the top five were articles and databases, e-books, employment search for jobs at our Library, What to Read, and the Library renovation project. The Summer Reading program, "It's Show Time" had the best year ever with record high registration. The youth went through the roof with over two million minutes read. It was phenomenal.

Our staff were very collaborative with great ideas and different perspectives in program planning. Communications and Marketing created weekly building updates, a time-lapse construction camera and street banners. There were behind-the-scenes tours prior to our move to Haines.

The Library received a \$10,000 Census Grant, whose application was written by Heidi Krueger, Adult Services Manager. The grant was awarded right when the Library closed, however we purchased hundreds of copies of the official Census counting book for children in English and Spanish. These books were distributed to preschools and were used in conjunction with virtual story times. The books were also distributed at area book swap locations. We reached more than 75,000 people via online promotions, mailed newsletters, and in-person and virtual events.

Other highlights were that David Kelsey received the 2019 John Philip Excellence in Outreach Award, the Library's Podcast was launched, community members participated in the first Trivia Night at Pollyana Brewery, we implemented our new VOIP phone system, and we rolled out RFID. Our IT Educator, Sarah Pistilli, started and she is working on programming and computer

classes. On our last day at the Library a photo was taken of staff on the mezzanine steps. We were happy to be moving.

New services and programs included Youth Services starting a Diverse Voices Book Club, a Book Club Service for youth, new collection steam kits, Youth Services world language collection, business resources webpage kick off, and IT providing tablets and devices for managers to work at off-site meetings, at the Library and from home.

COVID impacted services, however Adult Services staff immediately started taking phone calls the first day we were closed. Digital programming was created, Your Library at Home Network on the YouTube channel was used extensively, and story time engagement was the highest ever. IT organized cleaning for all devices with UV light, new procedures for cleaning and disinfecting were implemented and all staff participated in professional development. Ms. Craig received calls from taxpayers asking for a refund when the Library was closed and after she explained all that staff had done, people thanked us for what we did while we were closed.

Trustee Hill likes the patron comments throughout the Annual Report. Trustee Gephart said the Annual Report is a good reference.

19. ANNUAL REVIEW OF FUND BALANCE POLICY

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the Fund Balance Policy. Ms. Craig said there were no changes to the policy and it will be reviewed next year by the Finance Committee. Voice vote called: carried unanimously.

20. FOUNDATION ART COMMITTEE'S WINNING ART PIECE OVER FIREPLACE

Trustee Gephart said he liked the chosen art piece to be placed above the fireplace. Ms. Craig asked Trustee Frost to speak about the selection. Trustee Frost said she loves the art piece, it is very eye catching, and a real signature piece for the Library. When the light hits it, you become intrigued to look at it even more. Trustee Frost likes the theme of it, the door opening, which goes with the Library reopening. Trustee Gephart asked if the piece was complete. Trustee Frost said it was already finished, but it needed to be larger. The sculptor is making a custom piece based on what was originally made. He has donated part of his time and material so the piece looks more to scale. Trustee Gephart stated we should make sure he stays on target. Ms. Craig said there are scheduled touch points. Trustee Frost said he is very approachable and easy to work with. He lives in Geneva. Trustee Gephart said the architect should know how much the art piece weighs for purpose of installation. Trustee Frost said the architect does know and the sculptor is involved in the installation, as that is part of the contract.

Trustee Gephart asked how many bids were received. Ms. Craig said there were 26 artists who each submitted three or four pieces for consideration. The three-hour meeting was very productive. Everyone was unanimous. Ms. Craig said the contract states we will visit the sculptor for progress and at a critical point he identifies, signatures are required. Because it is a new piece, it will be retitled, but will remain part of the artist's porta (door) series. There is a timeline incorporated into the contract and the sculptor has to install the art piece by May. The architect says the fireplace will be completed by then. There is no lighting planned above the fireplace so the Foundation is considering the cost of lighting and possibly paying for that expense. Trustee Hill asked if the \$10,000 includes installation. Ms. Craig said yes. Trustee Gephart asked for the

new measurements. Ms. Craig said the size of the new piece is on the information provided in the Board packet. The piece will be installed lower than originally thought so people sitting by the fireplace can see the detail.

21. ADJUSTING 2020 LIBRARY CLOSINGS CALENDAR

a. InService Day

b. Employee Dinner Closing

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the adjusted 2020 Library Closings Calendar. Ms. Craig said the calendar was updated to reflect that the Staff Recognition Dinner was rescheduled, but she does not believe the dinner will be able to be held in October due to COVID. She will look at options to present to the Board in October. Election Day was added in accordance with the Governor's Public Act. It will be a paid holiday as mentioned in the Act. The planned InService Day will not be held because of restrictions of staff gathering and therefore, the Library will be open on that previously closed date. Ms. Craig recommended that the early closing on Thanksgiving Eve be reinstated, as this unusual year will not establish a baseline to ascertain the amount of traffic we can expect that evening. The proposed closing for Election Day may change once more information is received. Voice vote was called: carried unanimously.

22. UPDATE TO ORGANIZATIONAL CHART

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the updated Organizational Chart. The change does not affect staff roles, but it provides the ability to cross train and follows the structure of the Circulation Specialists. Carried unanimously.

23. REPORT OF POLICY COMMITTEE MEETING

a. Library Card Types

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Library Card Types Policy. Carried unanimously.

b. Exclusions of Patron Policy

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Exclusions of Patron Policy. Carried unanimously.

c. Telecommuting Policy

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Telecommuting Policy, noting that it is temporary because of implementation with phase four. The policy clarifies expectations. Carried unanimously.

d. Rescind Ordinance 2002/2003 – 2; No Large Bills over \$20

Motion by Trustee Kaluzsa, second by Trustee Hill, to rescind **Ordinance 2002/2003-2, No Large Bills over \$20. AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

24. REPORT OF AUDIT COMMITTEE MEETING

a. Report of Audit of Secretary's Minutes as of January 1, 2020 to June 30, 2020

Trustee Kaluzsa stated the Committee met on August 26, 2020, reviewed the Secretary's Minutes and recordings for the period January 1, 2020 through June 30, 2020, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies. The Committee reviewed the Minutes on the website and found them to be linked properly and in good order.

At the August 22, 2019 Audit Committee Meeting, the Committee verified that the Intergovernmental Agreement between Certain Taxing Districts Regarding the Process for Handling Property Tax Appeals, which was initially approved at the July 10, 2019 Regular Monthly Meeting, was revised and re-approved at the September 11, 2019 Annual Board Meeting, has not yet been signed by Elgin Community College. This Intergovernmental Agreement will be audited at the next scheduled Audit Committee Meeting.

b. Recommendation to vote to open or keep closed Minutes from the Closed Sessions of January 1, 2020 to June 30, 2020

Motion by Trustee Kaluzsa, second by Trustee Hill, to recommend the Minutes of Closed Session January 22, 2020, be open to the public. Carried unanimously.

c. Recommendation to vote to open or keep closed Minutes from the Closed Sessions of March 29, 2011 through November 11, 2015

Motion by Trustee Kaluzsa, second by Trustee Hill, to recommend the Minutes of Closed Sessions of January 11, 2012, October 28, 2013, October 30, 2013, November 4, 2013, November 13, 2013, December 11, 2013, February 12, 2014, March 12, 2014, and November 12, 2014, be open to the public. The Committee will further recommend that Minutes of Closed Sessions of March 29, 2011, April 13, 2011, March 14, 2012, April 11, 2012, May 9, 2012, September 12, 2012, October 10, 2012, April 10, 2013, October 9, 2013, December 10, 2014, January 14, 2015, February 11, 2015, March 4, 2015, April 8, 2015, June 10, 2015, September 9, 2015, and November 11, 2015, remain closed to the public. Carried unanimously.

d. Recommendation to Vote regarding the Destruction of Closed Session Audio according to 5 ILCS 120/2.06

Motion by Trustee Kaluzsa, second by Trustee Hill, to recommend the tape recordings of Closed Sessions of July 11, 2018, September 12, 2018, Audit Committee November 14, 2018 and Regular Monthly Meeting November 14, 2018, be destroyed in accordance with 5 ILCS 120/2.06. Carried unanimously.

25. DISCUSSION OF OPEN BOARD SEATS IN 2021

a. Consolidated Election, Tuesday, April 6, 2021

- i. September 22, 2020: First day (90 days before last day to file nomination papers) for candidates for Library Board of Trustees to circulate nominating petition sheets for consolidated election (10 ILCS 5/10-4).**
- ii. December 14 – December 21, 2020: Filing period (Not more than 113 nor less than 106 days prior to the consolidated election (10 ILCS 5/10-6(2))).**
- iii. Terms expiring in May 2021: Michael J. Hill, Claudia Frost, Mary Louise Gobel**

Ms. Craig stated every even numbered year she informs the Trustees of elections in upcoming odd numbered years. Next year there will be three open seats for the Consolidated Election. Trustees Hill's, Frost's and Gobel's terms will expire. Nominating packets will be available after September 22, 2020, when candidates can start collecting signatures. Trustee Gephart asked if there were any changes with regard to COVID. Ms. Craig stated she had not reviewed the information at the time of the meeting, but she would provide a cover sheet with any pertinent information in the packets. Trustee Gephart said he has not heard of any changes, but it will be harder to obtain signatures. Ms. Craig reminded the Trustees that they can obtain signatures outside of the Library, but cannot block exits or bother patrons.

26. SCHEDULE FINANCE COMMITTEE MEETING

- a. Levy Review
- b. Determining Estimate of Funds Needed

A Finance Committee Meeting was scheduled for September 29, 2020 at 6:00 pm.

27. SCHEDULE POLICY COMMITTEE IF NEEDED

- a. Director's Review Process

Ms. Craig stated the evaluation process for the Director changes every year. Last year there was a 360° evaluation with the management team and the Board President reviewed the evaluations and summarized the responses for the Board. The Trustees felt a Policy Committee Meeting did not need to be scheduled at this time.

28. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

No comments.

XIII. MONTHLY REPORTS**29. DEPARTMENT MANAGERS' REPORTS, JULY AND AUGUST 2020**

No comments.

30. STATISTICAL REPORTS, JULY AND AUGUST 2020

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 8:40 pm.



Karen L. Kaluzsa
Secretary, Board of Trustees