

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Atlanta Branch --April 16th, 2020 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Lee Templeton 6:35 p.m.
- II. Board Roll Call
 - a. Board Roll Call:
 - i. Steve Griffith Y (remote)
 - ii. Lee Templeton Y (remote)
 - iii. Mike Jenkins Y (remote)
 - iv. Emily Pearson Y (on-site)
 - v. Julie Davis Y (remote)
 - vi. Kelly Wuerch Y (remote)
 - vii. Kini Magdun Y (remote)
 - b. Members absent: none
- III. Identify Other Participants
 - a. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Natalie Strader (HNPL Bookkeeper); Ian Wooten (Hagerman)
- IV. Request for Motion to allow remote, real-time participation of board members with the requirement that only one board member be physically present at Atlanta Library during this meeting.
 - a. **Motion to allow remote, real-time participation of board members with the requirement that only one board member be physically present at Atlanta Library during this meeting.**
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 7/0 (all vote AYE)
 - a. Steve Griffith Y
 - b. Lee Templeton Y
 - c. Mike Jenkins Y
 - d. Emily Pearson Y
 - e. Julie Davis Y
 - f. Kelly Wuerch Y
 - g. Kini Magdun Y
- V. Review Agenda
 - a. Review of Agenda by President Lee Templeton
- VI. Approve Minutes
 - a. **Discussion:** Maintenance update should be “carpet” was cleaned, not “cart”, some outlining numbers needs edited, Hagerman monitoring performance #7 -Hagerman needed, not Hager.

- b. **Discussion:** Executive Session corrections needed: IIIb. Typo-- no action(s) taken, not action. Names need added to motion to adjourn area.
- c. **Discussion:** March 15 Emergency meeting corrections needed: Somewhere Julie Davis needs changed from Julie David, 6/0 not 5/0 motion carried on 3c.
- d. **Motion: to approve minutes for February 20th, 2020 as corrected, the February 20 Executive Session as corrected, and March 15 Emergency Meeting as corrected.**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Julie Davis
 - iii. Motion carried by vote of 7/0 (All vote AYE)
 - 1. Steve Griffith Y
 - 2. Lee Templeton Y
 - 3. Mike Jenkins Y
 - 4. Emily Pearson Y
 - 5. Julie Davis Y
 - 6. Kelly Wuerch Y
 - 7. Kini Magdun Y
- e. **Let the record show that the March 19th meeting was not held due to COVID-19**

VII. Other Public Participation

- i. None.

VIII. Financial Reports for February-March 2020 [Exhibit #3, Pages 1-17]

- a. Review of February-March report
 - i. **Motion to pay February and March bills and approve financial reports**
 - a. Motion made by Steve Griffith
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - a. Steve Griffith Y
 - b. Lee Templeton Y
 - c. Mike Jenkins Y
 - d. Emily Pearson Y
 - e. Julie Davis Y
 - f. Kelly Wuerch Y
 - g. Kini Magdun Y
 - d. Board members present signed voucher register summary, the rest of the signatures will be completed at a later date.
 - ii. **Action Item:** none
 - iii. **Notes:** Sold 3 nonresident cards and 1 PLAC card in February, reimbursed for appliances by the Friends group. 2 non-resident cards in March.

IX. Director's Report

- a. During the month of February I worked a few weekend and evening shifts at Cicero Library and some shifts at Atlanta Library to help cover the Circulation desks due to a couple job vacancies. Other than that, things were pretty normal at the library until the Coronavirus began to spread; now the virus is the topic of many discussions at the library.

2019-2020 Cicero Stats	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	2443	3331	2751	2931	3658	3774	2993	3235	3082	3645	3409	2811	2975
Directional Questions	131	113	106	101	165	148	145	105	163	111	106	139	178
Reference Questions	209	217	183	210	274	192	272	219	204	231	175	231	192
Book & Other Recommendations	41	28	36	40	57	43	37	45	48	33	27	50	53
Scanned Pages	220	193	25	69	106	45	103	77	126	70	72	166	122
Volunteer Hours	16	2	4	26	2	5	3	20	21	12	17	10	15
Study Room Use	35	33	43	27	32	36	37	40	41	23	28	23	35
Yearbook Use	70	40	46	26	27	33	43	62	79	67	46	62	81
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	0/0	1/1	2/3	0/0	1/3	1/3	0/0	0/0	0/0	0/0	0/0	0/0

HNPL Website Audience Review

	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
Sessions	1,526	1,670	1,536	1,713	2,164	1,882	1,589	1,513	1,550	1,286	1,177	1,520	1,553
Users	921	1,076	992	1,010	1,510	1,223	975	923	907	822	754	912	967
Pageviews	2,538	2,614	2,762	3,168	3,790	3,810	2,972	2,773	2,858	2,373	2,197	2,732	2,807
Pages/Session	1.66	1.57	1.80	1.85	1.75	2.02	1.87	1.83	1.84	1.85	1.87	1.80	1.81
Avg. Duration	1:04	0:53	0:57	1:15	0:54	1:11	1:17	1:11	1:20	1:17	1:05	1:11	1:01
Bounce Rate	70.05%	73.65%	69.92%	67.48%	72.23%	66.21%	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%
Sessions/User	1.66	1.55	1.55	1.70	1.43	1.54	1.63	1.63	1.71	1.56	1.56	1.67	1.61
New Users	727	889	828	840	1316	1047	825	782	762	689	659	783	830

March

The Library Board held an emergency meeting on March 15, during which they declared a state of emergency and passed the new *Epidemic/Pandemic and Library Health Emergency Policy*.

The Library closed to the public on March 16.

On March 23, most staff members were told not to report to work. However, essential work continues to be done. All staff continue to be paid for the hours they would have worked had the emergency not been declared; this is consistent with the new Emergency Policy.

Some staff members are working from home.

Mike checks on both branches each weekday.

I report to work at Cicero Library every day. I also check in on Atlanta Library a couple times a week and pick up their mail from the post office. I initially worked fewer hours than normal—being not quite sure if/when I was violating the stay-at-home order. Having clarified matters with the library’s attorney, I am back to working on-site 40+ hours a week.

There is plenty of work to keep me busy.

Customers continue to email and leave voice mails; I try to respond within 24 hours.

Now we wait to see when the stay-at-home order will be lifted.

2019-2020 Cicero Stats	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	3331	2751	2931	3658	3774	2993	3235	3082	3645	3409	2811	2975	1571
Directional Questions	113	106	101	165	148	145	105	163	111	106	139	178	64
Reference Questions	217	183	210	274	192	272	219	204	231	175	231	192	98
Book & Other Recommendations	28	36	40	57	43	37	45	48	33	27	50	53	20
Scanned Pages	193	25	69	106	45	103	77	126	70	72	166	122	98
Volunteer Hours	2	4	26	2	5	3	20	21	12	17	10	15	6
Study Room Use	33	43	27	32	36	37	40	41	23	28	23	35	17
Yearbook Use	40	46	26	27	33	43	62	79	67	46	62	81	29
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0

HNPL Website Audience Review

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Sessions	1,670	1,536	1,713	2,164	1,882	1,589	1,513	1,550	1,286	1,177	1,520	1,553	1,725
Users	1,076	992	1,010	1,510	1,223	975	923	907	822	754	912	967	1,214
Pageviews	2,614	2,762	3,168	3,790	3,810	2,972	2,773	2,858	2,373	2,197	2,732	2,807	3,216
Pages/Session	1.57	1.80	1.85	1.75	2.02	1.87	1.83	1.84	1.85	1.87	1.80	1.81	1.86
Avg. Duration	0:53	0:57	1:15	0:54	1:11	1:17	1:11	1:20	1:17	1:05	1:11	1:01	2:31
Bounce Rate	73.65%	69.92%	67.48%	72.23%	66.21%	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%
Sessions/User	1.55	1.55	1.70	1.43	1.54	1.63	1.63	1.71	1.56	1.56	1.67	1.61	1.42
New Users	889	828	840	1316	1047	825	782	762	689	659	783	830	1086

Looking Forward: Finishing construction and having an Open House to celebrate our new wing!

Notes: none

Action Items: none

X. Department Reports February & March 2020

A. Assistant Director – Kate Marshall

FEBRUARY

GENERAL - 95+ hours, highlights include:

5 notary events
Acquisitions/Transit
Collection development & maintenance
Capital project follow ups
Manager meetings

TECHNOLOGY - 12 + hours, highlights include:

Tech troubleshooting with Presidio & GF
IT vendor changeover prep
Server problems

MARKETING - 2 + hours, highlights include:

Job advertisements
Summer Reading meeting and follow up

CATALOGING & ACQUISITIONS -

Cataloging is staying busy with new orders and repairs.
Acquisitions has been going well; workflow has been steady without any problems.

MARCH

GENERAL - 75+ hours, highlights include:

1 notary event

Acquisitions/Transit

Collection development & maintenance

Professional Development

Work from Home/Public Health marketing prep

TECHNOLOGY - 9+ hours, highlights include:

Re-doing phone system announcements and routing menus

Technology transition & first monthly alignment meeting with Brightworks

MARKETING - 10+ hours, highlights include:

Summer Reading meeting

Facebook marketing from home

CATALOGING & ACQUISITIONS - Cataloging was staying busy with new orders and repairs until everyone started staying home due to the public health crisis. Acquisitions role has been rolled into the Assistant Director duties and has been going well so far; the material selection is still happening from although no orders for physical materials are being placed at the moment.

LOOKING FORWARD - Administrative projects; Marketing; Professional development

B. Circulation – Ann Hoehn/Jenn Crusenberry

a. The circulation stats for February were 8,681 compared to February of last year at 9,198 and a three year average of 8,339. Atlanta had 226 circulations and Cicero had 6975 + Overdrive eBooks 975 + Hoopla 505. In-house use for Atlanta was 18 and Cicero had 661. Sent out 72 holds from Atlanta and 426 from Cicero. Atlanta received 11 holds from other libraries and Cicero received 396. Top selections for patrons in January were DVD, 1786; Children, 992; Adult Fiction, 1032; Computer, 312; Juvenile Fiction, 790; Adult Non-Fiction, 466; J Non-Fiction, 509; YA Fiction, 183.

Subscription Databases Usage: no databases subscribed at this time

*HNPL was closed on March 16, 2020. The circulation stats for March were 5,914 compared to March of last year at 9,807 and a three year average of 7,874. Atlanta had 181 circulations and Cicero had 4,035+ Overdrive eBooks 1,033 + Hoopla 665. In-house use for Atlanta was 79 and Cicero had 372. Sent out 45 holds from Atlanta and 197 from Cicero. Atlanta received 10 holds from other libraries and Cicero received 270. Top selections for patrons in January were DVD, 831; Children, 567; Adult Fiction, 509; Computer, 128; Juvenile Fiction, 578; Adult Non-Fiction, 242; J Non-Fiction, 337; YA Fiction, 151.

b. 43 new patron cards were issued in February; 24 new patron cards were issued in March

c. February's Winter Reading Program was a success. Patrons really enjoyed the contest which brought warmth and enjoyment to a rather dull, grey month. Seven children won Barnes and Noble gift cards, and three adults/teens won other various gift cards.

d. The Summer Reading Committee met for the first time on February 18. Summer Reading will be May 28th to July 15th. This year's theme is Imagine Your Story. We are working on prizes and programming, and I have already reached out to Emily Beechler to continue the library's partnership with the Hamilton Heights Middle School reading program.

e. On March 15, 2020 it was decided to close HNPL due to the Covid-19 outbreak. Circulation counts show that we had just over half the circulations compared to the year before.

f. During the first week of the closure staff worked on cleaning public areas, cleaning DVDs, keeping up with any book drops, and re-organizing cabinets and drawers. For the safety of the staff it was decided that all staff, except those deemed essential, would remain at home with full pay by Week 2.

g. There has been an increase in digital circulations with Hoopla and Overdrive. Hoopla checkouts this month were 665, and Overdrive was 1,033. Combined this was an increase of 270 checkouts over last year's digital checkouts.

h. For the month of April HNPL will advertise on the website obtaining temporary library cards, and checking out digital material online.

i. Action Item: none

j. Discussion: Reminder: current circulation stats are inflated by auto-renewals.

C. Atlanta – Mary Palmiero/Ann Hoehn

February

I realize that our statistics for the month are rather dismal. It does seem that fewer young patrons were here in February. Usually our best attended days are Wednesday program days. Unfortunately, in February the weather was particularly bad on several Wednesdays, so people stayed home instead of coming to the library. I also feel that more people are worried about the coronavirus and are staying home if they're having flu-like symptoms.

One bright spot is that our book displays have been colorful and appealing. We are noticing that displayed books and DVDs are being checked out and that we have to add more material to the displays. Another encouraging fact is that the first week of March shows a sharp increase in patron attendance.

March

March began on a promising note. The weather improved, and we noticed an increase in patron numbers. Shortly before we were notified that we would be closing, a young man from Heights came and checked out dozens of books. He told me that his teacher told the class that they needed to read every day if the schools closed. He wanted to be prepared. Although the news did not improve, most of us hoped that the library could stay open. Unfortunately, that did not happen.

Computer Usage	35	38	33	21	25	15	31	21	22	12	11	12	9
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March

	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	254	248	195	252	238	296	160	344	207	154	187	139	92
Directional Questions	55	44	42	39	49	52	28	50	37	29	25	16	4
Reference Questions	40	39	29	33	29	34	25	40	27	15	25	25	9
Recommendations	46	38	37	27	42	46	29	46	25	26	31	19	4
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	38	33	21	25	15	31	21	22	12	11	12	9	5

- **Looking Forward:** none
- **Discussion:** none
- **Action Item:** none

D. Adult – Ann Hoehn

- a. February Programs: 6; Attendance, 116; Cost: \$10.00 Cost Per: \$0.09. There were 12 non-library uses of rooms & pavilion; Attendance, approx. 111.
- b. March Programs: 1; Attendance, 12; Cost: \$0.00 Cost Per: \$0.00. There were 12 non-library uses of rooms & pavilion; Attendance, approx. 111.
- c. **Action Item:** none
- d. **Notes:** none
- e. **Looking Forward:**
 - Friends of the Library with David Heighway to discuss Hamilton County’s first survey, March 10 at 6:30 p.m.
 - Cicero Bluegrass Jam, March 15, 1:30-3:30 p.m.
 - Classic Film—Some Like It Hot (1959), March 21 at 11 a.m.
 - Grand Opening of the Michael E. Jenkins Wing, March 22, 1-4 p.m.
 - Mystery Book Club—Bootlegger’s Daughter by Margaret Maron, March 23 at 6:30 p.m.

E. Children’s – Debra Brown

- a. February Programs: 18; Attendance: 334 Cost: \$11.96 Cost per: \$0.04

Library Collection – We had a fairly large rollout of new titles in February, just in time for our annual Winter Reading Program. The New Books shelf in the children’s section was constantly turning over, and we stocked it as frequently as possible. We also stocked book displays pertaining to presidents, pets, and Dr. Seuss. Books about Valentine’s Day circulated well, as did our newest board books.

Programs – Story time programs in February started with a vision-themed week to kick-off Winter Reading Program, and then we went right into Valentine’s week with a focus on the heart shape and the color red. We then hosted Pet Week to coincide with *National Love Your Pet Day* on February 20th. In anticipation of the Dr. Seuss holiday in early March, we read his book *What Pet Should I Get?* and talked about indoor vs. outdoor pets. Finally, we ended the month with a week devoted to Polar Bears and their changing world. The afterschool *Vintage Valentines* craft program was very well attended with 23 people cycling through 5 art stations. Friday morning homeschool sessions resumed in February with 17 attendees on 2/7 and another 23 attendees on 2/21. Word seems to be travelling about our young group of geography globe-trotters.

Indiana Academy – Sincere thanks to the Freshman English class at Indiana Academy for inviting me to be guest speaker on the morning of Friday, February 14th. Approximately 25 students were treated to an impromptu Valentine-themed story time as they explored What makes a good children’s story? and Which books are engaging for preschoolers? These students are now in the process of writing and illustrating their own stories using core elements of fiction – setting, theme, plot, etc.

Winter Reading Program 2020 – Our annual winter literacy initiative was held during February with over 230 entries and approximately 1,150 children’s books circulated. Congratulations to our gift card drawing winners and to all youth readers who read a little extra during our shortest month!

Looking Ahead – Story time themes for March always include spring and St. Patrick’s Day, and this year we are adding Weather as its own theme during the last week of the month. Animal fables will also join the lineup, as our youngest patrons will be introduced to the Lion/Mouse and the Tortoise/Hare folktales. The concept of color will guide our art explorations in March, as we look for signs of spring in this transitional season.

- b. March Programs: 9; Attendance: 155 Cost: \$0.00 Cost per: \$0.00

Library Collection – – Our in-house work week (March 16-20) presented an excellent opportunity for a final push in weeding the picture book section. Approximately 300 items were withdrawn from that area, creating additional shelf room for new items going forward. This project, our biggest discard of worn and dated story books thus far, will not need to be revisited for another 3 years.

Programs – Story Time programs for the first two weeks of March featured hands-on activities in addition to book and craft. The classic book *Mouse Paint* was an introduction to primary colors as well as a chance to learn about color mixing. Participants “mixed” different colors of yarn and tissue paper in mixing bowls to match shades on a large color wheel. Week Two was *Pete the Cat and the Great Leprechaun Chase* which afforded us a chance to study the shamrock shape and apply what we learned about color the week before to building a rainbow. A combination of these two themes was taken to Cicero Christian School on the morning of Friday, March 6th when I visited 4 classrooms with these books and activities. Our Homeschool Geo Studies group also met that morning to research and present mini reports on South American Countries. Ten students attended “Shamrock Art” afterschool craft stations on Thursday, March 12th during which we completed projects in mosaic and rainbow watercolors.

Special thanks to all staff for their assistance in the various sorting, organizing, and cleaning projects during our in-house work week. The Children’s Area looks streamlined and ready for a fresh start for our library patrons.

Looking Ahead – Book Orders for the Children’s collection are at the ready and waiting only for our re-open date. Baker & Taylor, our main Children’s Book vendor, has an easily accessed ordering site which has facilitated the ability to create book ordering shopping carts remotely. Our Newbooks collection will not miss a beat. Story time programs for the children’s room can be planned and prepped very quickly using traditional Spring themes of Mother’s Day, flowers, etc. The HNPL Children’s section will be ready to go for the re-open of our library.

Discussion/Notes: none

F. Young Adult – Ann Hoehn

- a. January Programs: 1; Attendance, 300; Cost \$0.00; Cost per person: \$0.00
- b. **Discussion:** none
- c. **Action Item:** none
- d. **Coming up:**
 - HHMS & HHHS Student Artist Reception – March 5, 5-7:30 p.m.
 - Girl Scout Tour of Library – March 9 at 6 p.m.
 - Floating Mobile Paper Craft Club, 5:30-7 pm:
 - March 17—Go Fish!

G. Maintenance – Mike Hiatt/Ann Hoehn

- Met with Hagerman and Bemi about door repairs.
- Installed new flags and hooks on Cicero flag pole.
- Changed lights and ballast in Cicero.

- Bought and picked up new vacuums.
- Met with painting company to show them the areas that needed touch-up paint.
- Shoveled snow and put down ice-melt at Cicero Library.
- Removal of insects at Atlanta Library.
- Set up panels for art display.
- Unpacked, cleaned and set up microwaves for new wing.
- Met with AV vendor to set up TV in new wing.
- Built wall around piping in new storage room to prevent damage.
- Cleaned and sanitized all walls and partitions in restrooms.

Looking Forward:

- Having door work in new wing completed, spring grounds keeping

Discussion: none

Action Item: none

XI. Old Business

A. None

a. **Discussion:** none

b. **Action Item:** none

XII. New Business

a. Capital Projects

i. General Updates

1. **Discussion:** Final HVAC testing revealed a few concerns with the system, which were addressed on a recent conference call. A slow leak in the ceiling at Cicero Branch has been discovered – the leak is from a VAV box right above the staff copier. Hagerman has approval to come in at any time to fix that. Dampers have been ordered to fix HVAC concerns. Humidity has been monitored for 50 days at this time and Ian would like to pull the data from Mike’s computer to store and give to Chris and Jae for analysis. Currently getting a lot of low and high alerts off the new monitoring system, mostly in the existing building. The maker space is the only area in the new wing giving off alarms. Building is currently set to 65 F; lowered temp is suspected to be the cause of the alarms. The last piece of door hardware finally arrived right before shutdown; Hagerman will try to coordinate with the door team to get that finished now. Replacement windows have arrived and are stained, window team is just waiting for a day to install.

- ii. Lee Templeton Y
- iii. Mike Jenkins Y
- iv. Emily Pearson Y
- v. Julie Davis Y
- vi. Kelly Wuerch Y
- vii. Kini Magdun Y

4. All sign resolution (signatures attested by individual votes)

- viii. Steve Griffith Y
- ix. Lee Templeton Y
- x. Mike Jenkins Y
- xi. Emily Pearson Y
- xii. Julie Davis Y
- xiii. Kelly Wuerch Y
- xiv. Kini Magdun Y

- e. Request to Modify Comfort System Maintenance Contract, to include new Wing
 - i. **Discussion:** Maintenance contract needs updated to include the new wing. The paperwork has an expired quote date, but the company has confirmed they will still honor the quote.
 - ii. **Action Item:** Ann to follow up with Comfort Systems
 - iii. **Motion to approve modification to Comfort System Maintenance Contract, to include new Wing**
 - 1. Motion made by Steve Griffith
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 7/0 (All vote AYE)
 - i. Steve Griffith Y
 - ii. Lee Templeton Y
 - iii. Mike Jenkins Y
 - iv. Emily Pearson Y
 - v. Julie Davis Y
 - vi. Kelly Wuerch Y
 - vii. Kini Magdun Y
- f. Upcoming Board Vacancy
 - i. **Discussion:** It is Mike Jenkins last board meeting, barring any further Emergency Meetings. He will be greatly missed. Beth Roberts and Jan Unger were both potential candidates for upcoming vacancy.
 - ii. **Action Item:** Ann to talk with Beth Roberts and Jan Unger about their interest in the position.
 - iii. **Motion to approve Kelly Wuerch as new Board Secretary**
 - 1. Motion made by Steve Griffith
 - 2. Seconded by Emily Pearson

3. Motion carried by a vote of 7/0 (All vote AYE)

- a. Steve Griffith Y
- b. Lee Templeton Y
- c. Mike Jenkins Y
- d. Emily Pearson Y
- e. Julie Davis Y
- f. Kelly Wuerch Y
- g. Kini Magdun Y

g. Technology Update

- i. **Discussion:** Brightworks IT has successfully completed the handover of our backup systems as of this week and has also installed a temporary piece of hardware to help with our outage-plagued server set up. They are looking into solutions and it looks like it may be about \$300 to install the necessary hardware.
- ii. **Action Item:** Kate/Ann to follow up with Brightworks to coordinate the needed new hardware.

XIII. Looking Ahead: May 21st Board Meeting at Cicero Library, 6:30 p.m.

XIV. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Julie Davis
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 7/0 (all vote AYE)
 - i. Steve Griffith Y
 - ii. Lee Templeton Y
 - iii. Mike Jenkins Y
 - iv. Emily Pearson Y
 - v. Julie Davis Y
 - vi. Kelly Wuerch Y
 - vii. Kini Magdun Y
- b. 7:38 PM meeting adjourned.

XV. Executive Session – NO