

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 17, 2017

The meeting was officially called to order by President Healy at 7:00 p m.

## Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad

## Roll Call

Members absent: Denis Ryan, Elan Kleis

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

Motion to declare a vacancy in the office of Trustee on the Board of Library Trustees effective immediately. President Healy read a card from Secretary Catherine Lebert resigning from her position as trustee and thanking the Board. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Motion to approve Library Trustee Christian Barcelona to fill the unexpired term of Secretary of the Board. Christian acknowledged this motion and accepted. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Treasurer Jennings made a motion to approve the February 20, 2017 minutes. Trustee Leafblad seconded. President Healy said she would like to see the appraisal be posted for the public and also mentioned a few edits to the minutes. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

## Minutes

Motion passed. 4 ayes, 0 nays, 2 absent.

Dennis Walsh, Attorney from Klein Thorpe and Jenkins  
Chris McClure from McClure Inserra, and Company

## Introduction of Visitors

Chris McClure gave a presentation on the 2016 audit. He indicated that it went well. No problems were noted and there was full cooperation by management and staff. The financial statements were issued a clean opinion. He detailed the comparison between income and expenses for 2016 and 2015 and spoke on GASB 68, which relates to the accounting and financial reporting requirements of pension plans. A comparison of IMRF values was discussed, along with the net change in payment obligations.

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

## Public Comment

Susan Straton  
Nanc Junker

None.

Trustee Leafblad moved to accept the Treasurer's Report for February 2017. Secretary Barcelona seconded.

President Healy asked why we were so underspent in books and AV. She mentioned the ILA guidelines for collections. Library Director Weimar said the collection line items are made up of AV, magazines, books and databases. Director Weimar said she would speak with her department heads. Finance Manager Kimmey mentioned some money is prepaid for the databases and is expensed throughout the year. President Healy inquired about the Building Maintenance line and Assistant Library Director Adamowski mentioned roof repairs were being examined. President Healy asked about the tax revenue on the Statement of Revenue & Expenditures. Finance Manager Kimmey said that we received funds for the levy and debt service, so the amounts are segregated out on the financial statements.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Trustee Leafblad moved to accept the payment of bills listing from 2/21/17-3/20/17. Secretary Barcelona seconded.

President Healy inquired about the bills from Batteries Plus and Dell. Finance Manager Kimmey said Batteries Plus supplied LED light bulbs to the library. Library Director Weimar said monitors were purchased from Dell for the OPAC machines which now have Raspberry Pis installed. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the Treasurer's Report for March 2017. Trustee Leafblad seconded.

Trustee Leafblad asked why the postage was so high. Public Information Manager Boyd said it was due to the Annual Report statistics mailing that went out to patrons in March.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the payment of bills listing from 3/21/17-4/17/17. Secretary Barcelona seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

A short break for refreshments was taken to celebrate a Board member's birthday.

President Healy asked about the March Adult Services department report and why the Ancestry database usage was down. Library Director Weimar said she thought those statistics were not as useful as a benchmark and One-Click is being looked into to try to produce more valuable statistics.

The Boopsie app is up and running and is now downloadable from the app stores on your device by searching under Orland Park Library. Thank you to our web developer Lina and Jackie for all of their hard work. The wireless HotSpots were received and will be made available to the patrons this week. The library saved money going through Mobile Beacon rather than Sprint. The IT2s and our consultants have installed the new Dell computers in the lab with Windows 10 and Office 2016. The computers that were removed will be used to repurpose the thin clients throughout the building. The staff also installed Raspberry Pis for all the OPACs so a screen saver announcing programs and services displays on the monitors when not in use. The library has subscribed with Lynda.com for business and technology online coursework for library cardholders. The library now offers a database with 72 languages for our patrons through Mango. The Mango database has inclusive tutorials divided into topics such as food, legal, conversation, medical and more. All of these new services are highlighted or mentioned in the spring newsletter. Polaris LEAP is up and running. This circulation module is web-based and allows staff to provide circulation functions off site and in the stacks via an iPad.

The World War I and America exhibit was very successful. Over 600 patrons attended the programs offered in March. Thank you to Kelly Cuci and her Outreach staff (Cathy, Shane, Theresa and Dakari) for a wonderful exhibit commemorating such an important event in American history. Look for more exhibits, including the NASA shuttle replica coming in early June in the lobby.

April is Autism Awareness Month. Youth Services will be creating a Quiet Corner in the second bay from the north for children with autism. Diane Norris-Kuczynski attended a two-day free workshop hosted by Dominican University in March. She brought back useful information which included a handout that was distributed to staff. She is acquiring fidgets and other sensory items to assist in the calming process for children and these items will be included in the Quiet Corner. On Monday, May 1st, C.L.A.S.S. (Children's Librarians of the South Suburbs) will hold their meeting at OPPL. The program will feature a speaker who will offer information on working with people with autism. Staff have been encouraged to attend. Diane is also working with Lina on developing a webpage of resources for autism. She is also working on a story map.

RAILS has been told by the Secretary of State's office to proceed with their budget at full funding. The Talking Book program will be moved to the Illinois State Library by August. This service is funded by grant monies and its sustainability is in jeopardy. The possible cuts to the federal Institute of Museum and Library Services program which funds the delivery and the catalog consortiums (LLSAPs) is also at risk. The Museum Pass program is currently being revamped as RAILS has now taken over this service for library patrons. RAILS is looking at a much lower cost to run the program and is still negotiating with local museums for inclusion.

Our library received the Per Capita Grant Award letter last week and the grant was funded at a rate of \$0.77644 per resident. Our library has been awarded \$44,076.17.

Last week was National Library Week and over 200 patrons participated in our drawing to win some gifts as they told us how Libraries Transformed Their Lives.

As Administration continues to work on a staff development plan, a draft of a schedule for continuing education hours required by each staff level was discussed with Management Team members. Although the evaluation project with the Management Association of Illinois will not be concluded in time for the 2017 staff evaluation process, it will be introduced in late fall. The Person-In-Charge staff who need to have CPR training (every two years) will be using the free Friends and Family sessions offered by the Orland Fire Protection District.

The Library is once again actively participating in the University of Illinois SEDAC (Smart Energy Design Assistance Center) program. Aaron Petri of U of I visited the Library in late February to check the connection of the Energy Dashboard to the Library's network. The goal of this project is to monitor facility energy consumption data and provide feedback on possible operational problems or

energy cost savings opportunities that can be identified through energy data analysis. In particular the analysis focuses on energy cost savings through reducing lighting and HVAC loads when the building is unoccupied. The preliminary analysis was received earlier this month and it indicated that the Library could operate equipment at reduced levels on the weekends, as well as on weekday mornings. I have shared this information with Steve Newman, and Steve and I will meet with Aaron Petri to offer feedback on their initial findings. This will assist him in presenting a quantified analysis to us soon after. The Orland Park Public Library is the only library in the state of Illinois to take advantage of this program. SEDAC is a state-funded program and is hoping that their funding will continue after May 2017.

A technician from TYCO Integrated Security conducted a walkthrough of the Library on March 8 to gather information needed in order for the company to give the Library a cost proposal for installing separate burglar and access card systems. Currently the two systems are integrated and parts for the motherboard will no longer be available by 2020 and it will be necessary to purchase a new system by that time. Sandra from TYCO will be returning to the Library this Wednesday with the system designer to gather more information.

Joe Ebert has accepted the permanent Maintenance assistant position as of March 16. He has been a fine addition to the Maintenance staff and is assisting Steve with many springtime projects both inside the Library and outside on the Library grounds.

Steve Newman completed painting the group study rooms both in Youth Services and Adult Services. The Library has also installed large dry erase boards within the rooms for the patrons to use. As a preventative measure, acrylic chair rails have been installed in each of the rooms to keep wall damage to a minimal as patrons pull out the chairs to sit.

There have been two successful meetings with Becki Jeka of Forward Space to decide on new upholstery for the Youth Services furniture. There is a definite need to change out the existing coverings as 13 years of use has taken a toll on the fabric. Forward Space is the company that assisted with the furniture re-upholstery of the Adult Services furniture in 2016. Ms. Jeka has presented the Library with many colorful designs which will complement the new rubber flooring. In addition to new upholstery, the cushions will be replaced and the wood sanded and restained. Administration is currently awaiting the cost proposal and then a decision will be made.

The flooring project has begun. Commercial Carpet Consultants began the Youth Services rubber flooring project on Friday, one day ahead of the scheduled start date. The workers have begun tearing up the existing carpet in the north end of the corridor and will work in segments. The preparation work includes removing the carpet glue from the floor, sanding the concrete, leveling the concrete, more sanding and then adhering the rubber floor. Due to the loudness of the sander, the workers will begin their day at 6:00 a.m. and hopefully complete most of the sanding before patrons arrive. Some of the preschool furniture and interactive puzzles and toys have been relocated to the south end of the department so the children and families can remain in the department if it gets too loud near the work site. The Nurazzo tile should be delivered on Friday with the project beginning on Monday. This should not delay the project. When the tile arrives some of the pieces will be sent out to have the logo cut into the materials. The installers will begin working on the staircase, and then start in the lobby around May 8<sup>th</sup> at the latest. We should be good to go for the NASA exhibit and the start of summer reading on June 1.

The Library has relocated the telephone system from the lobby's Information Desk to the Circulation workstation area. This area will now be known as the Call Center, and the Circulation staff will be in charge of answering and directing the phone calls on a daily basis. Other tasks will be assigned to the staff as they man the Call Center so productivity will remain high. The Information Desk will now be referred to as the Welcome Desk. The staff's main focus will be to greet all patrons as they enter and leave the Library, assist patrons at the self-checkout, as well as the Express Reserve shelves, and guide the patrons to the appropriate department. This new change is expected to increase our Strategic Plan goal of offering excellent customer service and making the Library a safe and welcoming environment.

The Library will be seeking Requests for Proposal for our janitorial and cleaning services. The RFP ad will run in the Daily Southtown beginning on Sunday, April 23 for one week. The Library will email the RFP information packet to interested companies who have previously contacted the Library. A

mandatory walk-through will take place on May 8<sup>th</sup> and all RFPs are due to the Library no later than May 22 at 5:00 p.m. After review of the submitted RFPs the Library will make a decision based on several factors. Administration will then ask for the selected RFP to be awarded by the Board at the June Board meeting. The Library's current janitorial and cleaning services contract is with Neviol, Inc. and ends on July 31.

No reports at this time.

**Other Staff Reports**

No reports at this time.

**Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

No report at this time.

**Personnel**

No report at this time.

**Law**

No report at this time.

**Strategic Plan**

No report at this time.

**Capital Campaign Committee**

Approval of the revisions to the Bylaws of the Board of Library Trustees – For Action

**Unfinished Business**

Trustee Leafblad motioned to approve the revisions to the Bylaws of the Board of Library Trustees. President Healy pointed out that the date needed to be updated. President Healy said that within the Electronic Attendance at Meetings heading, sections 2 and 7 should be made consistent to clarify the meetings are for Board members only. She also wanted section 9 to be approved by Attorney Dennis Walsh. He said it made sense just as it was and no changes were necessary.

Treasurer Jennings motioned to approve as amended the revisions to the Bylaws of the Board of Library Trustees. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval of the Revision to the Collection Development Policy – For Action

**New Business**

Trustee Leafblad motioned to approve the revisions to the Collection Development Policy. Treasurer Jennings seconded. Library Director Weimar said that this policy must be reviewed every two years by law and Attorney Walsh added needed verbiage. She also mentioned the library's Collection Plans are being vetted and were meant to be a guide for staff when developing the materials. Amazon reviews are not to be considered professional reviews and thus, cannot be a determining factor when making additions to the collection.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

## Strategic Plan Update – For Discussion

The Strategic Plan committee has been meeting monthly to stay on schedule since the Board last reviewed the plan in November. Mark Ewasiuk has been added to the Strategic Plan committee. He brings a new technology perspective and ideas to the committee.

Goal 1: Objective 2 is about keeping patrons and staff safe. The first action step under this objective is to create a safety manual and train staff on that manual. A committee has been formed and the work on the manual is underway. This manual will specifically script out what librarians should say and do in situations where danger is present, during altercations, and/or during disruptions.

Goal 1: Objective 3 is about building improvements. Action step 6 discusses developing a plan for painting the interior of the library, which has been completed. Another step to accomplish this goal includes reconfiguring the public service desks. A plan to change the Information Desk has been put in place.

Goal 2: Objective 1 talks about optimizing the space in the library. In order to do so, the Youth Services audiovisual materials have been moved to a more prominent location.

Goal 2: Objective 2 is specific to marketing the library. The last action step of this goal is to put return on investment information on checkout receipts before June 2017, and this has been accomplished.

Goal 2: Objective 3 is all about giving the patrons what they want. For example, the library is now circulating VHS to DVD converters. Librarians look at circulation statistics to determine what library patrons check out, so the library can meet patrons' needs better. Adult Services, Youth Services, and Outreach are now pulling reports from Polaris to determine purchases for the collection.

Goal 3: Objective 1 talks about community partnerships. One step towards building on the library's partnerships with the community includes doing more with the local area schools. The library has been collaborating more with the schools including an upcoming event called Battle of the Books. Carl Sandburg students in certain classes received extra credit for attending World War I and America events in March.

Goal 3: Objective 2 is about introducing fun, new programming to patrons. In January the library started offering a weekly Spanish/English bilingual story time called Buenas Noches.

Goal 4 highlights the staff. The library strives to be a desirable workplace and compete successfully in the library market for the best employees. The benchmark and employee handbook were a good start, but core competencies must be developed. Another part of creating a satisfactory work environment is providing good training. The library is now on its way to having a mentoring program. The mentoring program will provide new staff with a person who can offer support, encouragement, and additional resources.

Approval of the closing of Sunday, May 28, 2017 for Memorial Day; Sunday, August 6, 2017 for Taste of Orland; Sunday, September 3, 2017 for Labor Day; and Friday, August 4, 2017 from 9:00 A.M.– 1:00 P.M for Staff In-Service training and 5:00 P.M. – 9:00 P.M. for Taste of Orland – For Action

Trustee Leafblad moved to approve the closing of Sunday, May 28, 2017 for Memorial Day; Sunday, August 6, 2017 for Taste of Orland; Sunday, September 3, 2017 for Labor Day; and Friday, August 4, 2017 from 9:00 A.M. – 1:00 P.M. for Staff In-Service training and 5:00 P.M. – 9:00 P.M. for Taste of Orland. Secretary Barcelona seconded.

Library Director Weimar Stated the library will host In-Service in the morning with the library closed, and then reopen at 1pm-5pm to allow patrons an opportunity to check-out materials for the weekend. The library will then close again at 5pm so Orland Park residents can utilize the library's parking lot for the Taste of Orland.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for Mary Weimar, Mary Adamowski, Diane Norris-Kuczynski, Kelly Cuci, and Jackie Boyd to attend the American Library Association Conference and Pre-Conference events in Chicago in an amount not to exceed \$3,700 which includes registration and reimbursements - For Action

Treasurer Jennings motioned to approve Mary Weimar, Mary Adamowski, Diane Norris-Kuczynski, Kelly Cuci, and Jackie Boyd to attend the American Library Association Conference and Pre-Conference events in Chicago in an amount not to exceed \$3,700 which includes registration and reimbursements. Trustee Leafblad seconded.

Library Director Weimar said ALA offered early bird registration for the conference which is at a reduced cost. This cost savings was used, but may be cancelled if not approved by the Board. The \$3,700 amount includes registration, travel and limited meals.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for President Nancy Healy to attend the American Library Association Conference and Pre-Conference in Chicago in an amount not to exceed \$750 which includes registration and reimbursements– For Action

Treasurer Jennings motioned to approve President Nancy Healy to attend the American Library Association Conference and Pre-Conference in Chicago in an amount not to exceed \$750 which includes registration and reimbursements. Trustee Leafblad seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for mileage reimbursement for President Nancy Healy’s attendance at the free Trustee workshop at the Matteson Area Public Library District on April 22, 2017 in an amount not to exceed \$18 - For Action

Trustee Leafblad motioned to approve the mileage reimbursement for President Nancy Healy’s attendance at the free Trustee workshop at the Matteson Area Public Library District on April 22, 2017 in an amount not to exceed \$18. Secretary Barcelona seconded.

Library Director Weimar calculated the mileage. Trustee Leafblad will go with President Healy in the same car.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for thirteen staff members (Kelsey Flynn, Shelly Cruz, Aaron Peterson, Matthew Potempa, Katie Allan, Kaye Friberg, Dakari Jones, Chris Schultz, Audrey Peskys, Theresa Marketti, Jennifer McQuinn, Terry Freeman, and Kristen Holding) to attend the Reaching Forward Conference in Rosemont on May 5, 2017 in an amount not to exceed \$2,250 which include registration and reimbursements – For Action

Trustee Leafblad motioned to approve thirteen staff members (Kelsey Flynn, Shelly Cruz, Aaron Peterson, Matthew Potempa, Katie Allan, Kaye Friberg, Dakari Jones, Chris Schultz, Audrey Peskys, Theresa Marketti, Jennifer McQuinn, Terry Freeman, and Kristen Holding) to attend the Reaching Forward Conference in Rosemont on May 5, 2017 in an amount not to exceed \$2,250 which include registration and reimbursements. Secretary Barcelona seconded.

Library Director Weimar said this is a wonderful Conference for library support staff to attend.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for staff members Mary Adamowski, Mary Weimar and Kortnee Fingler to attend Digital Public Library of America Conference on April 20 and 21, 2017 at the Harold Washington Cultural Center in Chicago in an amount not to exceed \$575 which include registration and reimbursements - For Action

Treasurer Jennings motioned to approve staff members Mary Adamowski, Mary Weimar and Kortnee Fingler to attend Digital Public Library of America Conference on April 20 and 21, 2017 at the Harold Washington Cultural Center in Chicago in an amount not to exceed \$575 which include registration and reimbursements. Trustee Leafblad seconded.

Library Director Weimar mentioned this is the first time this Conference is being held in Chicago and it is all about digital sources. The event is being sponsored, in part, by RAILS (Reaching Across Illinois Library System) and the Chicago Public Library. The three attendees will share information with, Youth Services, Outreach and Adult Services.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Insurance Renewal Proposal -For Action

Trustee Leafblad motioned to accept the Hub International Midwest, Ltd. Insurance renewal for 5/01/17 – 4/30/18 for the cost of \$75,847. Treasurer Jennings seconded.

Finance Manager Kimmey talked about the Premium Summary hand-out and said pricing is similar and CNA came in with great pricing resulting in an approximately \$16,000 savings. The Inland Marine Coverage relates to coverage for computers as well as other equipment. Beasley quoted the library separately on cyber insurance. Secretary Barcelona inquired about a cyber-security example. Finance manager Kimmey used ransom ware as an example.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Accept the 2016 Audit – For Action

Treasurer Jennings moved to accept the 2016 Library Audit by McClure Inserra & Company. Trustee Leafblad seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval of updating the signature cards for the Marquette Bank accounts – For Action

Treasurer Jennings moved to approve the updating of the signature cards for the Marquette Bank accounts. Trustee Leafblad seconded.

Finance Manager Kimmey explained since Trustee Catherine Lebert resigned, Marquette Bank requested that we update our authorized signers on the library's accounts. Trustee Denis Ryan will also now be removed and President Healy and Treasurer Jennings will be signers until May when a total of four signers will be back on the Marquette bank accounts.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approve a Resolution honoring Vice-President Denis Ryan for his years of service – For Action

Trustee Leafblad motioned to approve a Resolution honoring Vice-President Denis Ryan for his years of service. Secretary Barcelona seconded.

Director Weimar stated the resolution included his years of service and contribution to the community.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approve a Resolution honoring Secretary Catherine Morrissey Lebert for her years of service – For Action

Trustee Leafblad motioned to approve a Resolution honoring Secretary Catherine Morrissey Lebert for her years of service. Treasurer Jennings seconded.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

President Healy mentioned that our new Board member Dan McMillan was named Adult Volunteer of the Year by the Village of Orland Park.

**Announcements**

Treasurer Jennings moved to adjourn the meeting and it was seconded by Trustee Leafblad.

**Adjournment**

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

The meeting was adjourned at 9:38p m.

Christian Barcelona  
Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson