BOARD OF TRUSTEES MEETING
December 16, 2015
6:30 PM
MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on December 16, 2015 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550. Na’im Tyson who presided called the meeting to order at 6:36 PM.

ROLL CALL:

Trustees Present, Oscar Davis, Brian Johnson, Sean McIntyre, and Na’im Tyson. Darren Morton (arrived at 7:55)

Also Present: Maureen Wilson, MV Arts Council; Gary Newman, CSEA Unit President; Cheryl Berent, Scott Griffith, Doris Hackett, Nishan Stepak; Cheryl Thomas and Christopher Williams; Library Staff; Carolyn Karwoski, Library Director, Elaine Braithwaite, Assistant Library Director, Jose Alvelo, Treasurer, and Mary Harper, Administrative Assistant.

APPROVAL OF PRIOR MEETING MINUTES:

The minutes of the meeting of November 18, 2015 were approved upon a motion by Sean McIntyre, seconded by Brian Johnson. The motion carried 3yes, 1 abstention.

PERIOD OF PUBLIC EXPRESSION:

Gary Newman questioned what the staff’s value as employees of the library was to the Board and administration.

Christopher Williams spoke about staff recognition and the future of running the library.

Doris Hackett and Cheryl Thomas spoke about the lack of a new contract over 5 years for the library employees.

Scott Griffith talked about the need for additional full time librarians in the children’s room.

Cheryl Berent talked about her experience, training and worth as a librarian.

The Board acknowledged the public statements and expressed their views.

DIRECTOR’S REPORT:
Library Director, Carolyn Karwoski reported the following:
Director's Report
December 16, 2015

ArtsWestchester has been working with the Library and the Department of Public Works to install the wonderful totem sculpture, “Seeing the Wind” by artists Rochelle Shicoff and John Cipora. The DPW have been here at the library preparing the site for the installation of the totems. The holes that will hold each totem have been drilled but the job has currently been delayed for the discussion of the historical marker that is located on the site. The marker will have to be relocated, which can be accomplished by moving it to the grass space on either side of the 2nd Avenue doors. A decision on the relocation of the marker needs to be made quickly so that the installation can proceed. The library has also done a flyer that explains the installation. This is available within the library and will be sent out to our email list. We also brought a flyer to all the apartment building and church located across the street. So far I have not received any comments or concerns about the sculpture installation.

Elaine has been spending much time working on finishing the content on the new website. Working in conjunction with Cheryl Berent, Denise Lyles and David Cambillo, they have almost completed the work with the update of the children’s and teen’s portion of the website. December 21st is the date of the switch over to the new website.

Internally, Elaine and staff members have been working on a strategic plan outline, based on the needs analysis report done by Alan Burger. This outline gives a basic look at where the new plan needs to focus. It is also a starting point for the committee. The staff has looked at other area public libraries’ strategic plan including Bridgeport (CT). The outline has will be finished shortly and we are working with the Trustee Morton to set up a date to meet with the whole committee including Alan Burger to compose the strategic plan. We plan 2 meetings with the committee members sometime in January, 2016.

The Tree Lighting Ceremony and holiday celebration took place on Monday, Dec. 7 in the Rotunda of the library. Over 60 people including many families and children enjoyed the wonderful Mount Vernon City Gospel Choir. Also featured were several music students who performed brilliantly! Refreshments were served in the Trustee Room. I want to acknowledge American Christmas who supplied our beautiful Christmas tree as well as Food Bazaar who provided all of the refreshments.

At the last Friends of the Library meeting it was reported that the Friends earned over $1000 at their most recent book sale. They credit the continued rise in sales to much better donations and the addition of holiday decorations. The Friends have also agreed to renew the pass to the Children’s museum of Manhattan, which will expire in January. The Friends program, Voices and Verse, which featured the choir from Macedonia Church as well as various poets and writers who have published in “The Westchester Review” was well attended and received by library patrons. About 40 people attended the program. The Friends are planning to host this program every year because of the positive audience response. The Friends are also going to begin working on updating their website design and to design a new plan to increase membership and have other fundraising events beside the book sale.
I met with a representative from Bibliotheca/3M to discuss a possible proposal for self-checkout here at the library. One of the ways we can relieve some of the pressure on circulation staff is to add self-checkout options that will not only enhance services to our customers but also give the Circulation supervisor options on how his desks are staffed. Self-checkout is not geared to take the place of staff. Rather it is a service that will help us serve our users better and freeing staff to work on their other job assignments. Elaine and I will be presenting a plan to the Board that will include options from 2 different companies that offer this kind of service. We will look at pricing as well as the ability to switch from barcode self-check to RFID technology down the road. I would like to see RFID in place in the next 2 years because of the ability to smoothly check-out a stack of materials, have inventory control and offer our users new technology that is used in libraries all across the area, to our patrons. We also see ways to alleviate some of staffing concerns, by the use of self-check. Bibliotheca/3M and TechLogic will be the 2 companies that will provide proposals. Each company offers different systems but both will work with our ILS, SIRSI. I will be visiting both vendors at ALA Midwinter in January to work on the equipment and evaluate the services. Once we have all the information we need, Elaine and I will make a recommendation to the Technology Committee on the system we feel fits our budget but also provides the best plan that fits all our needs for integration with our ILS as well as ease of use for our patrons. The vendors all have indicated a willingness to present to the Board, which will be important to demonstrate how these systems integrate with SIRSI but also provide ease of use to our customers.

On the collection side of our activities this month, we are working on updating our home improvement collection of materials. This is one our popular collections, heavily used, and in demand by our users. Some of the worn out books will be replaced with new copies, new editions and new titles. We will be doing this utilizing Central Library funds. This order will be placed shortly. Once we complete this section, we plan to move on to the parenting and child rearing collection. Another very popular area, we will be seeking to update and add new, well-reviewed titles to the existing collection. Again we will be utilizing Central Library funds to replace and add to our materials. We will also be looking to add DVDs on these topics to the collection as well.

I have been working on updating or creating new policies for the Board Policy Committee. This is an ongoing project and currently the committee has several new policies for their review. Right now, I am writing a draft for a privacy policy and should have that to committee after the holidays. Right now, Elaine and I are evaluating the collection development policy. With that we will be reviewing our mission statement for an update which will be tied to our new Strategic Plan.

Carolyn Karwoski

OLD BUSINESS

Art Sculpture
The placement of the art sculpture on 2nd Avenue and whether the historical stone should be moved was discussed.
COMMITTEE REPORTS

Budget and Finance

The budget is up to date in terms of reconciling the accounts. This should pave the way for the budget review process. The next finance committee meeting will be January 4, 2016.

Election Committee

Trustee McIntyre is in touch with the school board regarding the library holding its budget vote to coincide with the school board election. Everything is on schedule to meet the timeline. The election committee will meet soon to determine in-house staffing if the vote is held at the library.

Personnel Committee

The Board has met with the union to work on negotiations. Three dates have been submitted to the school board for an alternative meeting space for negotiations. Civil Service issues are being examined.

Policy and Governance

The committee is continuing to work on the by-laws and will meet again on December 30th.

Technology Committee

Stage 1 of the e-rate project to install the fiber optics is completed. All the public and some administrative computers will have a new fiber network. Stage 2, the work on the wiring and access points is in progress. The work should be completed by the end of the month.

Building and Grounds Committee

A vendor has been referred to Trustee Davis for pricing to refinish the furniture. An inventory is needed in order to establish the prices.

Resolutions


Board of Trustees
Resolution 00126-15

A RESOLUTION TO ACCEPT THE MOU FOR COMPUTER SERVICES FROM WLS
WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the MOU between WLS and the library to facilitate the installation of our e-rate cabling project,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the proposal,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the acceptance of the MOU between the library and WLS that will enable the library to proceed with the e-rate installation.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstained</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Oscar Davis</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Na’im R. Tyson</td>
</tr>
</tbody>
</table>

__________________________  
Na’im R. Tyson, President
President

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00127 –15

WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2016, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.
FURTHERMORE: The Administration of the MVPL has prepared various checks to various third parties, dated December 16, 2015 as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2016. A listing of such checks is attached to this Resolution and includes consecutive check numbers 11142-11218 and totaling $258,784.64. After grouping these checks according to their respective purpose, a total of $58.98 was for Lost books & material expense, $12,198.08 was for books expense, $6,123.50 was for audio visual, $16,524.32 was for periodicals, $2,584.41 was for programs expense, $2,780.21 was for supplies expense, $152.98, was for telephone-telecommunications expense, $7,200.00 was for WLS Terminal Expense, $313.48 was for postage expense, 6.74 was for office expense, $51.22 was for travel expense, $775.00 was for Publicity and Printing Expense,$42.70 was for conference expense, $1,669.90 was for equipment maintenance, $32.20 was for miscellaneous expense, 325.00 was Memberships, $28,728.54 was for professional fees expense, $7,935.51 was for electricity expense, $1,057.63 was for fuel expense, $60.90 was for custodial supply expense, $16,213.29 was for repairs to building expense, $1,533.00 was for security guard expense, $354.04 was for service contract expense, $529.00 was for miscellaneous building expense, $85,737.00 was for Retirement expense, $52,883.92 was for hospital and medical insurance expense, $2,062.29 was for dental expense, $1,200 was for Latino American Expense.

FURTHERMORE: The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.
THEREFORE: It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign all such checks.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.
FURTHERMORE: The Administration of the MVPL has prepared Check No. 10002 to Lectorum Publications, Inc., dated December 16, 2015 as payment for Spanish books duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2016.

THEREFORE: It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign this check.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes empowers either one of the Trustees authorized to sign checks, to sign the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Oscar Davis</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Na’im R. Tyson</td>
</tr>
</tbody>
</table>

Submitted by: __________________________

Approved by: __________________________
Signed: Na’im Tyson Date: 12/16/15
Na’im R. Tyson, President Board of Trustees

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00135-15

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2016, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared a check to PC Pals Computer Learning Center dated December 16, 2015 as payment for computer programs duly received by the MVPL in the ordinary course of business, which is within the approved budget for the fiscal year ended June 30, 2016. A listing of such check is attached to this Resolution showing check # 11219 for $1,680.00, from account # 5600.01 for which $5,000 is available.

FURTHERMORE: The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign all such checks.
BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Oscar Davis</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Na’im R. Tyson</td>
</tr>
</tbody>
</table>

Submitted by: _______________________

Approved by: _______________________

Signed: Na’im Tyson __________________ Date: 12/16/15
Na’im R. Tyson, President

Mount Vernon Public Library
Board of Trustees
Resolution 00137-15

A RESOLUTION TO APPROVE THE FINANCE PROCEDURES MANUAL

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the Finance Procedures Manual,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Finance Procedures Policy Manual,

NOW, THEREFORE, be it
RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the acceptance of the proposed financial procedures manual.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Oscar Davis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Na’im R. Tyson</td>
</tr>
</tbody>
</table>

Submitted by: Carolyn Karwoski  
Date: 12/16/15

Signed: Na’im Tyson  
Na’im R. Tyson, President

BUDGET REPORT

Jose Alvelo reported on the budget line items and corresponding variances. There were questions about overages in the line item for programming and building repairs.

Resolutions

Resolution 00138-15

The Board considered a new resolution for the Director to attend the ALA Mid-Winter Conference.

Upon a motion by Brian Johnson seconded Darren Morton, the Board moved to adopt resolution #00138-15. The motion carried 4 yes, 1 no.

Mount Vernon
Board of Trustees
Resolution 00138-15

A RESOLUTION TO ACCEPT ALA MIDWINTER CONFERENCE ATTENDANCE
WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the attendance of the Director to ALA Midwinter Library Association Conference taking place in Boston, MA on Jan. 8-12, 2016

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve their attendance at the conference,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the attendance of the Director at to attend the ALA Midwinter Conference at an approximate cost of $1100. This will come from budget line 5940.04, where $4,952.00 is available to cover the costs.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstained</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>√</td>
<td>___</td>
<td>Oscar Davis</td>
</tr>
<tr>
<td>√</td>
<td>___</td>
<td>___</td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td>√</td>
<td>___</td>
<td>___</td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td>√</td>
<td>___</td>
<td>___</td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td>___</td>
<td>___</td>
<td>Na’im R. Tyson</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>Na’im Tyson</td>
</tr>
</tbody>
</table>

President

Upon a motion by Oscar Davis, seconded by, Sean McIntyre, the Board adopted resolutions #s 00130-15, 00131-15, 00133-15, 00134-15, 00136-15. The motion carried 5 yes, 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution # 00130--15

A RESOLUTION TO ACCEPT PERSONNEL CHANGES
WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Abe Ramsey (demotion) to Library Aide beginning on 11/16/15, part-time up to 17.5 hours per week at a salary of $10.43 per hour. His salary will be paid out of the account 4550.01 Salaries – Non-Professional.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oscar Davis</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Na’im R. Tyson</td>
</tr>
</tbody>
</table>

Signed: Na’im Tyson

Date 12/16/15

Na’im R. Tyson, President – Board of Trustees
Submitted by: Carolyn Karwoski

Mount Vernon Public Library
Board of Trustees
Resolution # 00131-15

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following amendment to an employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,
WHEREAS, Abe Ramsey passed the Mount Vernon Civil Service Exam for Library Clerk and was certified in accordance with Civil Service Rules and Regulations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Abe Ramsey (promotion) to Library Clerk, Step I beginning on 12/1/15, part-time up to 17.5 hours per week at a salary of $16.14 per hour. His salary will be paid out of the account 4550.01 Salaries – Non-Professional.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Oscar Davis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Brian G. Johnson</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Sean McIntyre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Darren M. Morton</td>
</tr>
<tr>
<td>√</td>
<td></td>
<td></td>
<td>Na’im R. Tyson</td>
</tr>
</tbody>
</table>

Signed: Na’im Tyson

Date 12/16/15

Na’im R. Tyson, President – Board of Trustees
Submitted by: Carolyn Karwoski

Mount Vernon Public Library
Resolution #00133-15

A RESOLUTION TO ACCEPT NEW HIRE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of:
Frances Riley as part-time substitute librarian beginning on December 21, 2015 at $23.84 per hour. Funds will come from the Salaries-Professional Budget line 4501.01. As a substitute librarian, Ms. Riley will perform professional duties as needed and is not guaranteed hours each week. Part-time librarians can work up to 17.5 hours per week.

Yea  Nay  Abstain  Trustees
-√-  —   —    Na’im Tyson
-√-  —   —    Brian G. Johnson
-√-  —   —    Sean McIntyre
-√-  —   —    Darren M. Morton
-√-  —   —    Oscar Davis

Signed:    Na’im Tyson                      Date 12/16/15
Na’im Tyson, President – Board of Trustees

Mount Vernon Public Library
Resolution # 00134-15

A RESOLUTION TO ACCEPT NEW HIRE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of:

Roxanne Mapp as part-time per diem librarian beginning on December 21, 2015 at $23.84 per hour. Funds will come from the Salaries-Professional Budget line 4501.01. As a per diem librarian, Ms. Mapp will perform professional duties as needed and is not guaranteed hours each week. Part-time librarians can work up to 17.5 hours per week.
A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

WHEREAS, Jessie Van Lew elected to not accept the modified duty position of Maintenance Foreman offered to him by letter on October 15, 2015,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

The resignation of Jessie Van Lew effective October 26, 2015 and removal from payroll.
Signed: ________________ Date __________

Na'im R. Tyson, President – Board of Trustees
Submitted by: Carolyn Karwoski

Library Parking

The Board discussed solutions to patron parking at the library. This will be an agenda item for the next buildings and grounds meeting.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Sean McIntyre the meeting was adjourned at 8:29 PM. The motion carried 5 yes, 0 n

Respectfully submitted,

Carolyn Karwoski
Secretary