

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 21, 2022

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM on April 21, 2022. Library Board of Trustees Vice-Chair, Pam Anderson, called the meeting to order at 5:30 p.m. Other Trustees present: Jill Fellman (Secretary), Jeanne Lomba, Charles Naumer, and Cassie Tanner. German Zarate-Bohorquez joined the meeting at 5:47 pm.

Trustees not present: Kim Johnson

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Kim McGrigg, Director of Communications and Engagement; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Cindy Jaye, Public Services Programming Manager; Angila Pine, Temporary Financial Support; Amber Fisher, Executive Assistant, Office of the Executive Director; and Kelci Rude, Administrative Coordinator.

Guests: Kelly Wemple and Ryan Wallace, EUA

There were additional Library staff members attending the online ZOOM meeting.

The Vice-Chair noted that the meeting is being held on a new platform and asked everyone to give grace and patience as many members of the Board are using this platform for the first time tonight.

APPROVAL OF AGENDA

MOTION: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Cassie Tanner the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. The Vice-Chair acknowledged that there were guests in attendance that want to address the Board and stated the following instructions:

If you would like to address the Board during Public Comment: Send a chat message to the host, Bernadette Berger, with your name, and the topic of your comment so that at the appropriate time you can be recognized. Your name will be called in the order it was received. You will have three minutes for comment. Groups may use pooling of time to add to the length of their comment period. To pool time to be granted up to ten minutes, a speaker must present the names of at least three individuals who are present in person or online in the audience and who wish to yield their three minutes.

The Vice-Chair welcomed the individuals to the meeting. The following individuals addressed the Board regarding the Conifer Library: Edith Kiefer and Marilyn Saltzman. Comments included a petition asking for support regarding a standalone library in Conifer. The Executive Director noted that she would reach out to Edith Kiefer and work on the best method to submit the results of that petition to the Board.

The Vice-Chair expressed appreciation to Edith Kiefer and Marilyn Saltzman for their comments. There were no other public comments, and the Vice-Chair closed the public comment portion of the meeting.

APPROVAL OF CONSENT AGENDA

The Vice-Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

MOTION: Cassie Tanner moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. March 17, 2022 Board Meeting Minutes
- B. Kleen-Tech Carpet Cleaning & Upholstery Contract Authorization
- C. EBSCO Periodicals Serial Subscription Authorization
- D. Bibliocommons Contract Amendment Authorization
- E. PSCO Easement Agreement – Evergreen Highway 73

FOUNDATION UPDATE

Trustee Fellman provided the update on the activities of the Foundation. The Friends Annual meeting is tomorrow. The bookstore is doing great and the written report in the packet shows how busy Jo Schantz has been.

There were no questions from the Board on the Foundation update.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the Board and introduced the new Assistant Director of Library Design Projects and Planning, Amy Bentz. The Executive Director advised the Board that Amy has a background in construction management and is also a librarian. The Vice-Chair welcomed Amy to the meeting and the organization.

The Executive Director advised the Board that the ribbon cutting event for the Express library had great attendance and response from the public. Board of County Commissioner Tracy Kraft-Tharp, Trustees Cassie Tanner, Charles Naumer, Pam Anderson, and Kim Johnson attended the event.

The Executive Director advised the Board that the agreement with the Foundation automatically renews in April if we don't have anything to change. Jo Schantz and the Executive Director agreed that they would like to automatically renew the agreement while we continue to work on things in the background.

The Executive Director informed the Board that the Chair and Vice-Chair asked the Library to update the Board's webpage to clarify the relationship between the County and the Library and how the Library is funded.

Trustee Naumer noted that the opening for the Express Library was a very nice event and that he spoke with Padma Polepeddi during the reception. He expressed appreciation to the staff for their inspiring and impressive work to bring this alternative service to the community. Trustee Lomba noted that the Express Library made national news as the first in the country. The Vice-Chair noted the awesome enthusiasm from the staff and community, the coverage the Express Library received and expressed appreciation to the staff for this amazing accomplishment.

The Executive Director expressed her appreciation to the staff for the months of work and to the Library Board for their support of this new alternative service.

Facility Master Plan Check In – if needed

The Executive Director shared her perspective from the discussion at the Study Session last week and noted that she also wanted to provide the Board with an opportunity for further discussion on this topic. Based on feedback from the Board at the Study Session and other conversations, there is a Library flow through project around accelerating the building program. Part of that is to bring in a consultant with a broad scope. What was brought forward is still a draft recommendation for a broader scope and the Board will be kept informed. Any contract would come to the Board for approval and the Library is working on that.

The Vice-Chair noted that Trustee German Zarate-Bohorquez joined the meeting at 5:47pm. and welcomed him to the meeting. Trustee Zarate-Bohorquez noted that there were technical issues involved that delayed his joining the meeting earlier.

The Executive Director noted that at the regular meeting of the Board in May, The Library will present the draft 5-year Capital Improvement Plan and Long Term Financial Forecast for the Board's review. With regard to Conifer, with the recent change in school hours, the Library will present ideas for the Board to consider.

Trustee Naumer addressed the Board and noted his appreciation for the discussion last week and everyone's willingness to engage. He noted the Vice-Chair's suggestion at that Study Session to do an RFP or an RFI, and he indicated he is very supportive of that suggestion.

The Executive Director advised the Board that an RFP/RFI (Request for Proposal/Request for Information) is the Library's intent and noted that anything over \$50,000 requires an RFP. She further noted that even if that requirement was not in place, she would still bring it to the Board because of the interest in the topic.

The Vice-Chair noted that the Facility Master Plan (FMP) is a living document that will continue to help inform the Board. There are changing circumstances on the ground that will have long term capital and budgetary considerations. The Vice-Chair expressed appreciation to the Executive Director and the Board for their work and direction in moving forward.

There were no questions from the Board.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – March 2022 Financials

Angila Pine, Temporary Financial Support, addressed the Board and provided a summary of the March 2022 financials, noting that there was nothing out of the ordinary and the numbers are on track for the end of the first quarter.

The Vice-Chair asked if the Board had any questions about the March 2022 financials. There were no questions from the Board.

Communications & Engagement

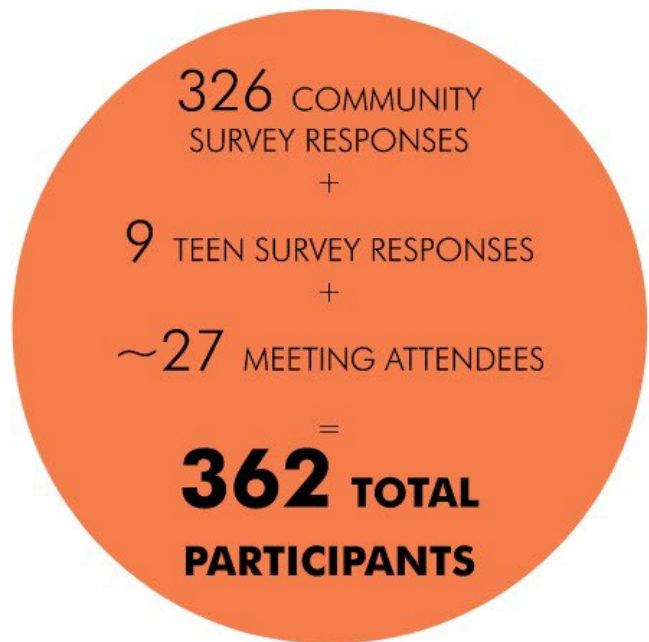
Evergreen Redesign Community Engagement Report. Guests: Ryan Wallace, Kelly Wemple, EUA

The Executive Director introduced the topic and asked Kim McGrigg, Director of Communications and Engagement to provide an introduction.

Kim McGrigg addressed the Board and noted the Library's excitement to have representatives from EUA, the Library's design architecture firm present. Ryan Wallace and Kelly Wemple from EUA will present the findings of the community engagement with Evergreen and the surrounding communities.

Ryan Wallace and Kelly Wemple addressed the Board and provided information on the Evergreen Library Community Engagement Report.

Engagement Overview – Opportunities for Input



OPPORTUNITIES FOR INPUT

- 3 Community Meetings
- 2 Meetings with Library Staff
- Community Surveys
- Teen Surveys

EUA did a targeted presentation in late March to early April including multiple surveys, a teen survey and virtual meetings. During this time EUA was very clear that this is a redesign not a new library. There were 362 community responses, 9 teen survey responses and approximately 27 meeting attendees for a total of 362 participants which is a good turnout overall.

Community Meeting Process

- Language Justice
- Visioning
- Topics of Discussion
 - Style
 - Entry
 - Service Point
 - Children’s Area
 - Teen Area
 - Reading / Study Spaces
 - Meeting / Community Room
 - Signage / Wayfinding
 - Computers / Technology
 - Outdoor Space
 - Your Library

EUA offered language justice translation services to make the engagement equitable and inviting for everyone. Visioning was the biggest portion, and this piece is about the journey

and thinking outside the box. EUA takes those ideas into consideration during their process to see what works with the budget and schedule. The presentation walked people through the library space by space and sought input on each area. EUA also utilized Mentimeter, an online tool that engages with people using live polls, word clouds, multiple-choice questions, and polls the input. That information is gathered with different polls with other methods including multiple choice, word clouds, short answers/open ended questions, and ranks attributes, etc. to look at specific elements of library space.

Surveys

- Online v. Hard Copy
- General Community Survey
- Teen Survey
- Questions regarding:
 - What do you do at the library?
 - Rate existing services
 - What would encourage you to visit a library?
 - Values
 - How should the library feel?

Surveys and Mentimeter are similar but different ways to get two sets of data (what do you do at the library, rate existing services, etc.). There were consistencies between the two sets of data. The data also identified hot spots, areas of concern that EUA would make sure to address with the design. For example, teens and their spaces and designing to improve attendance and usability for future library teens. Spanish translation service was also offered.

Key Themes



KEY THEMES

- Warm
- Cozy
- Welcoming
- Comfortable
- Light
- Natural
- Rustic

Warm, cozy, welcoming, comfortable, light, natural, rustic; these words all popped up when asking what comes to your mind about the Evergreen Library. For the staff engagement, we

asked them to focus on staff areas, break room, workroom, etc. EUA started people at the entry and how you enter the existing building. Along with the warm words, we also heard a fair amount around accessibility of the entry, that it was tight and could be improved upon.

Style

Keep a natural, traditional feeling while modernizing. Where everyone seemed to fall on modern versus traditional, we heard traditional, but modernizing is important. There are ways to look at traditional space and make improvements and still keep the warm, cozy, rustic style.

In response to a question, the Board was advised that:

- The difference between a redesign and a remodel is that for a redesign you are looking at the entire space and the library service needs of the community. Sometimes a remodel is swap out a sink or replace the carpet. A redesign is a wall-to-wall look that might change spaces. A redesign also includes public feedback on programs and services and the corresponding use of space. How is the meeting room used and what types of programs people might like to see in the space. This input goes to redesign of the entire library. It's not only about what carpet you choose but a more holistic approach.

Use Natural Materials and Emphasize Views

When we went through the ideas for the feel of the library, it always came back to natural materials, good views to the outside, nature, the community around the library and to maintain those elements.

Improve Level of Service

- Self-service model
 - Self-Check Outs are used most
- Interaction with staff still important
 - Service Desk & Kiosks

EUA heard consistently about the self-service model with self-checkout service points used the most. While things shifted because they had to with the pandemic, interaction with staff is still important with kiosks as the next most used service point after self-check outs. People value service desks, interaction with staff, self-checkout, and kiosks.

Retain Reading Room and Fireplace

Retaining the reading room and fireplace is that "moment" in the library that people latch onto. A space that if we can maintain it, would get even more buy-in from everyone. A quiet reading room with a fireplace is something EUA heard repeatedly in surveys and in the staff and community engagement meetings. Obviously, some updates are needed but this was

approached without having designs in our heads as it was not the purpose of the community engagement. EUA just wanted to hear ideas through an interactive process.

Children's Area

- Enclosed
- Reading nooks
- Flexible space / fun movable seating
- Move Storytime into Children's
- Interactive / sensory play
- Art everywhere

Some of the things we heard about the children's room are keep enclosed and separate. People liked the idea of reading nooks that kids can climb in to encourage literacy and the enjoyment of reading. We also heard about more flexible space and movable, fun furniture that is soft and easy to climb onto. Moving story time out of the meeting room and into the children's area was also something we heard, and EUA can explore that during the design phase. Interactive and sensory play were mentioned and comments that said don't just provide play space. There were also comments about providing art everywhere throughout the library.

Teen Area

- Mixed feedback on enclosed v. open
- Mixed feelings on providing gaming
- Art display
- Study booths

We received mixed feedback on the enclosed or open space. A lot of that will come down to the fact that the redesign is not expanding the footprint of the building. A common thread throughout the engagement was more space. Accommodating what we've heard within the existing footprint is a challenge and EUA is up to the task. Some comments were around providing gaming while other comments said no gaming. If gaming was an opportunity, could it be something contained to address issues around noise. Art displays and study booths in the teen area with a TV mounted on the wall where they could plug a laptop in and do group work. Teens come to the library to study.

Enclosed Small Group Study Rooms

- Less need for open collaboration space
- Variety of seating types
- Glass for transparency/security

We did ask for input and showed different types of study and collaboration spaces. Most people desired not open but closed small group study rooms, making sure there was glass for transparency and security, with casual comfortable seating.

Lower Shelving

- Line of sight
- Accessibility of materials
- Brings in more light
- Improve signage
- Usable end panels

In the surveys, people reported feeling overwhelmed by rows of high shelving, had a hard time finding items and wanted better signage. Lower shelving helps with line of sight, accessibility in being able to reach items and brings in more light. Respondents liked the ideas of improved signage and useable end panels.

In response to questions, the Board was advised that:

- In the community survey we included a whole list of different spaces in the library that could be rated in importance. The teen area did not rank as high in importance in the community survey and the teen survey only received 9 responses. High schoolers don't like to spend their time filling out surveys and had it not been a pandemic, we might have offered pizza slices in return for filling out the survey.
- For the most part a lot of the services were listed as important. Evergreen is a well-used and loved library and that was reflected in the comments. It was interesting that the teen area had ratings of less importance than other areas.
- Jessica Paulsen, Evergreen Library Manager, noted that there is significant use of the teen space, particularly after school. With Covid, there was a decrease, and a teen survey may have received more of a response two years ago.

Meeting Room/Maker Space

- Flexible space
- Need for more room
- More windows / daylight
- Double as Maker Space
 - Recording / Music
 - 3D printer
 - Crafts
 - Sewing
- Questions about whether a maker space could be in the basement

In smaller libraries you like to have every space used to the fullest and spaces need to be flexible. We heard the same thing from the community. Flexible spaces, more room, more

windows (currently there are only two small windows in the meeting room) daylight and doubling as a maker space would be of benefit. Some of the survey responses said we don't need a maker space and comments from the community were unanimous that the space needs to be flexible. The types of programs included recording music, 3D printer, crafts and sewing. There were a couple of questions about putting a maker space in the basement. If EUA were to investigate using the basement there would be costs involved with egress and multiple exits. Right now, the basement is a storage and mechanical/electrical space.

Outdoor Space

- Maintain views to the outdoors
- Separate Children's / Family Space
 - Outdoor learning & activities
- Good Wi-Fi coverage

People favored outdoor space, and not just outdoor space but maintaining views from the inside to enjoy all year. There was a desire to have separate children's or family outdoor space and good Wi-Fi coverage so people can work from an outdoor patio.

In response to questions, the Board was advised that:

- There is a lot of grade change outside the reading room and retaining walls. There are still a lot of trees. EUA hasn't entered into the design phase yet, but there could be some space back near the reading room where there is a door and pathway. There is also an area in the front outside of the children's area. Outside spaces wouldn't be large spaces by any means but there may be a couple of opportunities.
- EUA did make the surveys and meetings open to everyone and offered translation services but did not receive any requests. Unfortunately, we did not have a lot of involvement with the Latino community. There were multiple comments from people in the community meetings to make sure signage is in multiple languages. In the surveys we did ask for the age of respondents but not ethnicity. That would be a good question to add for our next survey.

Staff Needs

- Smaller service desk
 - Face the entry
 - Concealed storage
- Kiosks on the floor
 - Sit / stand desks

EUA held two meetings, one was in-person, with library staff that were well attended. Comments included a smaller service desk. The current one is very large and has been modified over the years, but it is not meeting the needs. Additionally, staff face in the opposite direction from where patrons are entering the library which is not welcoming or

secure. Concealed storage is needed and there are a lot of things stored visibly and against the wall which contributes to clutter. This is no fault of the staff; they need more space and a better storage system. Staff also noted having kiosks on the floor distributed throughout the space where staff on the floor can help patrons as needed. Sit-stand desks are ideal.

The current workroom needs more space and some noise control. The workroom is located with the sorter and the noise from that sorter also bleeds out to the library space. A couple of offices with some privacy, as well as open flexible workstations and space would help as well. Improving HVAC systems, lighting and acoustics were desirable.

In the break room, a flexible space with more comfortable furniture. A space for respite not doubling as a staff meeting room. Natural light, more space, and a wellness room where nursing mothers could have privacy and staff can have private calls that are not being overheard by coworkers.

Existing Services

- Results show JCPL is meeting the Community's expectations for services
- Area's requiring the most improvement:
 - Comfortable Furniture
 - Meeting Room
 - Teen Area

Most of the spaces and services are meeting patron's needs and most results indicated that the library is meeting expectations. Areas needing the most improvement include comfortable furniture, improvement to the meeting room and teen area.

What's Important to the Community

- Results show most services are important to the Community
- Most important services:
 - Materials
 - Staff Helpfulness
 - Welcoming Environment
- Teen Area results show it needs improvement, but is less important to the Community

When we asked what is important to the community, most people indicated that they find everything about the library very important. Materials, staff helpfulness and a welcoming environment were often mentioned.

What Patrons Do at the Library

- Borrow items
- Get help from staff
- Borrow digital items

- Sit & read in reading room
- Sit & read in adult stacks
- Attend a program in meeting room
- Use a study room
- Meet people/friends

The most frequent response was borrowing items, digital or books, getting help from staff, attending programs, using the study room, and meeting people/friends. When reading through the written comments, many responses were about books. Some people even said that the library is best use of their tax money. There was a lot of overlap between the community surveys and community meetings feedback. The values expressed were consistent; comfortable, quiet, cozy, warm, welcoming, and light. Those were all in the word clouds.

In response to questions, the Board was advised that:

- The design and construction timeline has not been determined yet. How the process works is first there is the community engagement, and the Board was the last group to engage. The next step is Julianne Rist, Director of Public Services, and her team works on creating the program of service. Then the design process starts. The program of service takes about a month and that sets the start of the design process. The project has design scheduled this year and construction scheduled to begin next year.
- The surveys went live the first Monday in March and ended the first Sunday in April, approximately one month.

EUA expressed appreciation to the Board and noted that they felt very fortunate to engage with a community like Evergreen. Something about library buildings bring out the best in everyone and you can see that people truly care about and love their library.

The Vice-Chair and Executive Director expressed appreciation to Ryan and Kelly and noted that they were looking forward to the next phase of the project.

Public Services – Service Highlights

Signature Author Event Presentation

The Executive Director introduced Cindy Jaye, Public Services Programming Manager, to present information on JCPL's signature author event.

Cindy Jaye addressed the Board and noted that this year's signature author event, World Reborn, will be held on Friday, April 29. This year JCPL is featuring Jeff VanderMeer. Jeff writes speculative fiction; fiction that speculates what would happen if. Often his themes center around the environment and eco-fiction, speculating what can happen as a result of not taking care of our planet. We felt this was the perfect program to offer in April with tomorrow being Earth Day. Jeff frequently speaks about issues related to climate change and

storytelling at locations including at DePaul, MIT, and the Guggenheim. His novels explore themes related to the environment, animals, and our future.

Joining Jeff as the guest host is Ean Tafoya, a local activist. When inviting someone to host, we look for someone who will elevate the conversation and bring a discussion to the community. Ean is the newly elected Co-chair of the Colorado Environmental Justice Action Taskforce, a Colorado State Director for GreenLatinos, and a National River Network Hero. On top of that he also has his early childhood Education Certificate.

Sometimes called the “weird Thoreau,” Jeff VanderMeer has won the World Fantasy Award three times. His book *Annihilation* was turned into a major motion picture starring Natalie Portman. He spends much of his non-writing time re-wilding his land and mentoring other writers. Jeff is also author of a beautifully illustrated guide to writing imaginative fiction and we believe our patrons, including our teen patrons, will love having this opportunity to hear Jeff speak about his writing process and learn new tricks to improve their own writing.

There is a complete promotional campaign, thanks to the Communication and Engagement team, that includes a very robust social media campaign and beautiful graphics. We also have available Take and Makes, a writer’s inspirational journal featuring some of the beautiful images in Jeff’s Wonderbook and seed packets with program information to use as a flyer. The seed packets contain native Colorado pollinator flower seeds.

Cindy encouraged the Trustees to register for the event and share the event information.

The Vice-Chair expressed appreciation to Cindy and her team for arranging this wonderful event.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

2022 Board Meeting Schedule

- May 12, 2022 – Study Session – 5:30 pm (Virtual)
- May 19, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- June 9, 2022 – Study Session – 5:30 pm (Hybrid)
- June 16, 2022 – Board Meeting – 5:30 pm (Hybrid)

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Trustee Naumer noted that he would have liked to have received the public comments received after the close of public comment at the March Board meeting before the last Study Session. The Vice-Chair noted the comment and advised the Board that she will discuss it with the Chair and Executive Director.

The Vice-Chair noted that a response from the Executive Director, on behalf of the Board was sent to Mr. Chapman in response to his correspondence. The Board received that response via email.

EXECUTIVE SESSION:

The Vice-Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Charles Naumer moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding the South County Library Expansion Project pursuant to:

- 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer, or sale of Property.
- 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

Seconded by Cassie Tanner the motion passed by unanimous vote of all Trustees present.

The Vice-Chair announced a short break to allow the Board time to leave the existing ZOOM meeting and then join the Executive Session at 7:00pm.

The Vice-Chair called the Executive Session to order at 7:01 pm with the following Trustees present, Jill Fellman, Jeanne Lomba, Charles Naumer, Cassie Tanner, and German Zarate-Bohorquez. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; and Amber Fisher, Executive

Assistant, Office of the Executive Director. The Vice-Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 7:33 pm Cassie Tanner moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

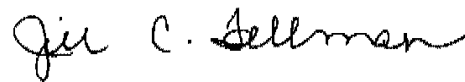
At 7:37 p.m. the Vice-Chair reconvened the regular meeting with the following Trustees present: Charles Naumer, Jeanne Lomba, Jill Fellman, Cassie Tanner and German Zarate-Bohorquez. Also, present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Amber Fisher, Executive Assistant, Office of the Executive Director; and Kelci Rude, Administrative Coordinator.

The Vice-Chair provided the following Executive Session Summary:
The Library Board of Trustees met in Executive Session concerning the purchase, acquisition, lease, transfer or sale of property and discussion of strategy and instructions to negotiators with respect to the South County Library Expansion Project. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Vice-Chair noted that there was no formal action.

ADJOURNMENT

The Board meeting was adjourned at 7:38 pm.



Jill Fellman, Secretary