
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 24, 2018 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, April 24, 2018, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President
Rebecca Miller – Vice President
Weihua Yan – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer

Also Present: Denise Corcoran - Director
 Tracy Geiser – Assistant Director
 Steven Kashkin – Business Manager

Absent with Prior Notice: Barry Smith – Assistant Treasurer

EXECUTIVE SESSION

Upon motion by Trustee Marcus, seconded by Trustee Pizer it was,

RESOLVED, to enter into executive session for a discussion on legal matters.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Marcus, seconded by Trustee Pizer it was,

RESOLVED, to exit executive session.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:07 p.m.

MINUTES

2nd Budget Workshop

Upon motion by Trustee Yan, seconded by Trustee Pizer and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 12, 2018 2nd Budget Workshop as presented.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

Regular Board Meeting

Upon motion by Trustee Yan, seconded by Trustee Marcus and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 20, 2018 Regular Board meeting as presented.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

Budget Hearing and Adoption

Upon motion by Trustee Yan, seconded by Trustee Pizer and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 11, 2018 Budget Hearing and Adoption as presented.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Finance Committee:

- March 31, 2018, Treasurer's Report;
- Warrant dated April 1 through April 8, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$150,823.36.
- Payroll Warrants for pay dates March 1, March 15 and March 29, 2018, which have been reviewed by the Treasurer, (in the amounts of \$153,248.79, \$151,310.54 and \$165,001.78, respectively,) for a total of \$469,561.11.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Trustee Pizer, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of March 1 through March 31, 2018 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

President Schaufeld reported that the committee met on April 23rd. They reviewed proposals for furniture for Lakeville. Changes are being made to the proposal before it is brought forward to the Board. He shared that next month a representative from MDA will be at the meeting to present plans for Station. He added that Denise Corcoran met with the Board of Education to discuss the plans for Parkville and they are awaiting approval from the State Education Department before they can move forward.

Main Building Committee

Vice President Rebecca Miller reported that the committee met on April 17th. She stated that the meeting focused on the library's past and future sustainability efforts.

Policy and By Laws Committee

Trustee Marcus reported that there are five (5) policy manual changes that are going to be read at today's meeting. He added that the committee will next meet on May 2nd.

Fundraising Committee

Trustee Yan reported that the committee met on April 16th. He shared that the committee brainstormed ideas on how to encourage donations. He added that one of the immediate things that can be done is to have a book fair. Drafting a letter to send out to potential donors was also discussed.

Long Range Planning Committee

Trustee Marcus reported the committee will be meeting on April 30, 2018.

Grants

Assistant Director Tracy Geiser reported that she is still awaiting a response on the RFID and STEM grants. She shared that Levels did not receive the Will Eisner grant they applied for but that Adam Hinz will continue to search for other opportunities.

Staff Reports

Assistant Director Tracy Geiser stated that the next branch head rotation is scheduled for April 30th. They have been meeting in preparation for this move. Ms. Geiser said that she has been working with Technical Services staff on tagging the magazines so that they may be reserved by patrons. Main is nearly completed and will be followed by Station, Parkville and then Lakeville.

Director Denise Corcoran announced that Kanopy video streaming is now up and available for use by patrons. She stated credit card machines have been placed at all locations and are now in use. Ms. Corcoran shared that a separate area has been created for Young Adult reference and they are moving forward with more services for them. Ms. Corcoran acknowledged receipt of donations of yarn and books from a local author. She expressed appreciation for staff who reached milestones for their service at the library.

Board Comment: Trustee Marcus inquired if requests for services for blind patrons have been received by the library. Ms. Corcoran responded that no requests have been submitted.

Public Comment: R. Gilliar

Director's Report

Text of Denise Corcoran's, Director, written report dated April 2018 below:

ADMINISTRATION

- Credit card readers have been installed at all Great Neck Library locations and are now in use for patron payments. Steve Kashkin installed all of the machines. Jennifer Green has been visiting branches to train staff.
- All Great Neck Library locations are accepting donations of unopened dog & cat food, cat litter, pet treats, and pet toys through April 30th. This is a program sponsored by Assemblyman Anthony D'Urso and Long Island Cares.
- Kanopy video streaming was launched and is now available for our patrons. Pam Levin analyzed the service and worked with the vendor to be able to provide this service.
- Global Telecom Supply, our telephone service vendor, has been contacted to include hours of operation for each branch when selected during calls for better service to our patrons. Configuration is complete and recordings of the hours will be scheduled as soon as possible.
- The Book Room Project is underway to ensure that all materials stored are properly catalogued and shelved.
- Work with Innovative and Biblioteca on the configuration and testing phase of our self-check system continues.
- The Reference Desk at Main has been reconfigured to include a Young Adult Reference area.
- After conversation with Branch Heads and assessment of services with Deidre Goode, changes have been made so that Children's programming by skilled librarians will occur at every location.
- Tracy Geiser, Assistant Director, is now overseeing Technical Services.

Donations

I would like to thank the following patrons for their donations:

- Donna Perez donated yarn for projects
- Alix Raine donated yarn for projects
- Marianna Wohlgemuth donated yarn for projects
- Local author Dr. Robert D. Martin donated two of his books

Staff Longevity Milestones

I would like to recognize and congratulate our staff for reaching the following longevity milestones:

- ★ Wanda Lei 10 years achieved in February
- ★ Jennifer Green 20 years achieved in March

- ★ Gabrielle Volano 5 years achieved in April
- ★ Farahnaz Shamuil 30 years achieved in April

Trainings Attended

- Kanopy webinar attended by Denise Corcoran, Tracy Geiser, Pam Levin, Jennifer Green, Arifa Shuja
- Cash Register and Credit Card Reader training provided by Jennifer Green for Branch Heads
- Tixkeeper Training 3/1 provide by Wanda Lei for Branch Heads
- EventKeeper Training 3/15 provided by Branch Heads
- EventKeeper Training 3/22 provided by Cindy Simeti attended by Denise Corcoran, Jennifer Green, Holly Coscetta, Deidre Goode, Gina Chase
- Baker and Taylor Training 3/27 provided by Arifa Shuja for Branch Heads
- “Everything You Need to Know About Braille & Talking Books” lecture on 3/27 at NLS attended by Pam Levin and Margery Chodosch
- “Protecting Your Financial Information: Identity Theft and Scam Prevention” lecture on 3/26 at the Plainview/Old Bethpage Public Library attended by Donna Litke
- Innovative Webinar 3/28 attended by Tracy Geiser, Jennifer Green
- NYSLRS Online Training for the online Retirement platform was attended by Steve Kashkin and Jill Lee

Community Outreach and Collaboration

- Steve Kashkin and I met with Great Neck School District Assistant Superintendent John Powell to discuss Pilot Revenue and the Parkville branch.
- I met with several library patrons.

Programs Attended

- I was introduced to the Music Advisory Committee.
- I introduced myself to Ron Gross and patrons attending a session of Socrates Salon.
- On Wednesday, March 28th, I attended *Sticks in the Stacks* at Lakeville and presented the group with a letter of thanks for the hats that they made.
- On Sunday, April 8th, I attended a concert at Main performed by Shindig!

MAIN LIBRARY

- Land Use Ecological Services, Inc. flagged the wetland boundary at the Main Library.
- Representatives from Addison, JNS Mechanical, and VRD were on site to address building issues.
- Two lithographs by artist Tully Filmus have been installed in the Community Room.

BRANCHES

- We are working with MDA Designgroup Architects & Planners on our Parkville and Station space planning projects.
- The Parkville Public Assembly Permit is pending.

Assistant Director’s Report

Text of Tracy Geiser’s, Assistant Director, written report dated April 2018 below:

MAIN:

- I began my position managing the Technical Services department on March 15th. Since this time I have been working with Arifa Shuja on learning the ins-and-outs and the policies and procedures for the department. I am currently processing all of the orders that each department sends in. I am also going through each deletion request. I have requested that many of the items be reordered if they are considered to be in unacceptable shape but are frequently used by the community. Items considered for deletion are those that are beyond repair, have unidentifiable markings or stains or are obsolete in their information. I am currently working with Arifa and Wanda Lei on learning how to run reports and will begin taking some of this over by the next Board meeting. I am looking in to revamping the way that certain things are done in the Technical Services department and with the other departments to be able to allow us to run more efficiently.

- The Technical Services department's current project is the cataloging and RFID tagging of the magazine collection. This will allow patrons to check out and reserve magazines through our catalog as they do other materials. The Main collection is complete and TS is currently working on Station's collection. Once Station is complete we will move on to Parkville then Lakeville.
- Pam Levin has introduced us to Kanopy, a movie streaming service. This will be another project for the Technical Services department to begin as we will have a large list of items to upload in to our catalog initially. This will be a lengthy procedure in the beginning but it will become more streamlined as we become more familiar with it.
- We had our annual meeting to discuss the purchase of new museum passes. This year we will be adding the Planting Fields Arboretum in Oyster Bay, the Children's Museum of Art in NYC, the Paley Center for Media in NYC and the American Airpower Museum in Farmingdale. The policy for the introduction of virtual museum passes has been brought to the Policy Committee and will have its first of three reads at the BoT meeting on April 24, 2018. We are excited about the prospect of the virtual passes as it will allow more patrons have use of this wonderful service.
- On March 13th Denise and I attended the *State Aid for Library Construction: What It Is and How To Apply* webinar. This webinar provided information regarding grants, funding and the application process through DASNY
- We were unfortunately not recipients of the Will Eisner Grant requested by Adam Hinz for the Levels Department. This grant would have been used for Levels and its alums to create a Levels graphic novel.
- April 10th brought National Library Worker's Day. Each year, Elaine Phillip's office requests each library to put forth a name in recognition for their excellence to library service. Last year we posthumously honored Ruth Klement. This year we have entered Jonathan Aubrey's name in recognition of his work with the Great Neck Library.

BRANCHES:

- I have continued my weekly branch visits. The Branch Heads have been working with their staff to reorganize and declutter – Spring cleaning in anticipation of a slowly approaching Spring. This will help the branches to run more smoothly. "Everything in its place."
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. A design has been accepted by the Branch Committee to put forth to the BoT. Elisabeth Martin is now working on furniture ideas with the committee. There will be better lighting, a brand new Children's room, and a larger program room, as well as few quiet study areas.
- The architectural drawings for the Parkville Certificate of Occupancy have been sent in to the town and we had our inspection. We are currently waiting for the town to go through all necessary paperwork and to supply the certificate.
- The Branch Heads will rotate to their new branches on Monday, April 30th. Justin Crossfox will relocate to Lakeville, Irene Winkler to Parkville and Alana Mutum to Station. The Branch Heads and Department Managers have been meeting to discuss plans for our upcoming summer programs. Patrons who have inquired as to why this move has been done have been informed that this will allow the community the opportunity to meet and work with each of our Branch Heads. This move also gives our Branch Heads the opportunity to meet the whole Great Neck community as well as being able to bring their expertise to all. Each Head will have the chance to do different types of programming that they may not normally be able to do.
- The Branch Heads have been brushing up on their trainings – TixKeeper for Museum Passes, Eventkeeper for our Programs and Baker & Taylor for ordering.
- Jennifer Green has visited each branch to train staff on the use of our new credit card machines. These machines can be used to pay fine/bills over \$3.00 as well as allow for Cassie printer payments.
- Quotes for new furniture for the Lakeville branch will be discussed at the next Branch Committee meeting on Monday, April 23rd. We are looking to replace the tables, chairs, computer chairs, Circulation desk chairs and to add some additional storage seating in the Children's area as well as paint the walls.

OLD BUSINESS

(a) Untable Appointment of Civil Engineer for Landscaping Project at Main Library

Upon motion by Trustee Marcus, seconded by Trustee Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board take from the table the motion relating to the appointment of a Civil Engineer for the Landscaping Project at the Main Library.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(b) Appointment of Civil Engineer for Landscaping Project at Main Library

Upon motion by Trustee Marcus, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board approve the appointment of Bladykas & Panetta to provide civil engineering services associated with the landscaping project at the Main Library in the amount of \$19,500.00; such funds to be taken from the Landscaping Fund. Contract pending Legal Review.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

Public Comment: R. Gilliar

NEW BUSINESS

(a) Approve Extension of Monies for Web Maintenance

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board extend the stipend approved on January 16, 2018 for an annual amount of \$5,000.00 to Cindy Simeti for the purpose of web site maintenance for an additional period of three (3) months, May through end July.

VOTE: Yes – 4 (Schaufeld, Miller, Pizer, Marcus)

Abstained – 1 (Yan)

MOTION CARRIED

Board Comment: Trustee Pizer commended Cindy Simeti's work on publicity and website.

Public Comment: R. Gilliar

(b) Approval of Additional Museum Pass Subscriptions

Upon motion by Trustee Miller, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board approve the purchase of additional Museum Pass Subscriptions for the Planting Fields Arboretum, Childrens Museum of Art, The Paley Center for Media and The American Airpower Museum in the amount of \$1,175.00; such funds to be taken from the Carter Restricted Gift Fund.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(c) Sale of Outdated Travel, Stamp Books and Encyclopedias

Upon motion by Trustee Marcus, and after discussion, it was subsequently TABLED,

MOVED, that the Great Neck Library Board of Trustees authorize the sale of outdated Travel, Stamp Books and Encyclopedias.

Board Comment: Motion was TABLED for list of books to be sold.

Public Comment: R. Gilliar, N. Penner, J. Clausen

(d) Replacement of Existing Cleaning Company for the Main Library and Branches

Upon motion by Trustee Miller, seconded by Trustee Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board accept OneService Commercial Building Maintenance based upon, their quotation dated March 20, 2018, to clean the Main Library and the Branches, in the monthly combined amount of \$7535.00, funds to be charged to the Cleaning Service expense line per Location of the General Fund. Contract pending Legal Review.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(e) Appointment of Landscaper for General Maintenance at the Main Library

Upon motion by Trustee Marcus, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the contract with Roma Horticulture Inc. for landscaping services at the Main Library, at a cost of \$7,731.00; such funds to be taken from the Landscaping expense line in the General Fund. Contract pending Legal Review.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(f) Renewal of Water Treatment Contract for the Main Library

Upon motion by Trustee Yan, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the renewal of the contract with The Metro Group, Inc. for water treatment services at the Main Library, in the amount of \$5,850.00; such funds to be taken from the Service Contract expense line in the General Fund. Contract pending Legal Review.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(g) Renewal of Fire Alarm Service Contract at Main Library

Upon motion by Trustee Pizer, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the renewal of the contract with Star Fire Protection Co. for fire alarm services at the Main Library, in the amount of \$3,800.00; such funds to be taken from the Service Contract expense line in the General Fund. Contract pending Legal Review.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(h) Renewal of HVAC Service Contract for the Main Library

Item was stricken from agenda.

(i) Approval of Purchase of Plans Required for Public Assembly Permit for Main Library and Levels

Upon motion by Trustee Miller, seconded by Trustee Yan and after discussion, it was,

I move that the Great Neck Library Board of Trustees approve the hiring of Kaeyer, Garment and Davidsons Architects, PC (KG&D) to re-format drawings necessary to obtain a Public Assembly Permit for the Main Library's Community Room and Levels, at a cost not to exceed \$2,400; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 4 (Schaufeld, Miller, Yan, Marcus)

Abstained – 1 (Pizer)

MOTION CARRIED

(j) Approval of Section 125 Plan for FSA and Dependent Care

Upon Motion by Trustee Yan, seconded by Trustee Marcus and after discussion, it was,

Moved, that the Great Neck Library Board of Trustees of the Great Neck Library approve the hiring of WageWorks to administer our Section 125 plan for Flexible Spending Accounts (FSA) and Dependent Care expenses, at a cost not to exceed \$4,000.00 per year; such funds to be taken from the HR Consulting Fees expense line in the General Fund.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

Trustee Pizer please read statement after Resolution:

In fulfilling item 22 of the Memorandum of Agreement for the Great Neck Library Staff Association ratified on July 25, 2017, Article Eighteen (c): Fringe Benefits, the Library will offer employees a Section 125 plan to cover dependent/child care expenses and unreimbursed medical expenses.

(k) Approve Two (2) Bathroom Locks for Main Library

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of two (2) mortise bathroom locks for the Main Library, from Key Star Locksmith, in the amount of \$900.00; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(l) Award RFP for Legal Counsel to the Library

Upon motion by Trustee Miller, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the firm of Bee, Ready, Fishbein, Hatter and Donovan to represent the Library as its general counsel in all pertinent matters for a period of 2 years at a uniform hourly rate of \$250 for the time of any attorney; funds for this service will be taken from the Legal Fees – General line of the operating budget.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

Public Comment: R. Gilliar, N. Penner

(m) Approve 3D Printers for Main Library

Upon motion by Trustee Marcus, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of two (2) MakerBot Replicator+ 3D printers; one (1) Educator’s Guidebook; two (2) ten packs of PLA Filament; two (2) Smart Extruders; two (2) Makerbot Carts; and two (2) 3-year Protection Plans, in the amount of \$10,697.56; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

(n) Approval of Part Time Reference Job Posting

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Part Time Reference Job Posting and Description as attached.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

MOTION CARRIED UNANIMOUSLY

Public Comment: N. Penner

(o) Approval of Emerging Technologies Librarian Posting and Job Description

Upon motion by Trustee Miller, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Emerging Technologies Librarian Job Posting and Description as attached.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)
MOTION CARRIED UNANIMOUSLY

Public Comment: R. Gilliar, N. Penner

(p) Approve 2 Factor Cloud Authentication for Remote Access

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 2 Factor Cloud Authentication for Remote Access from Duo Access with configuration and set up through OSI. The subscription is for a one year period in an amount not to exceed \$3,540.00, which includes a one-time set up fee to OSI. Costs for the first are to be charged to the Automated Library Fund with subsequent year costs to be charged to the Software Expense line in the General Fund.

VOTE: Yes – 4 (Schaufeld, Miller, Pizer, Marcus)
Abstained – 1 (Yan)
MOTION CARRIED

Public Comment: R. Gilliar

(q) Policy Manual Changes

- a. Revise Section 200-40/Board Committees – First Read
- b. Revise Section 400-20/Bank Accounts – First Read
- c. Revise Section 700-40/Loan Periods and Limitations – First Read
- d. New Section 400-58/Capital Asset Policy – First Read
- e. New Section 500-76/Unaccompanied Adults in Children’s Area – First Read

Public Comment: R. Gilliar

CORRESPONDENCE

F. Harooni letter - Patron was not in attendance.

OPEN TIME

N. Penner: Railing in disabled bathroom at Station Branch Library

DATES OF NEXT MEETINGS

May 14, 2018 – Regular Board Meeting – Lakeville Branch Library
June 19, 2018 – Regular Board Meeting– Main Library

ADJOURNMENT

The meeting was adjourned at 9:15 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees