
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, MAY 19, 2020, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, May 19, 2020, via WebEx [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President
Liman Mimi Hu – Vice President
Scott Sontag – Secretary
Rebecca Miller– Treasurer
Chelsea Sassouni – Assistant Treasurer
Josie Pizer – Assistant Treasurer

Also Present: Tracy Van Dyne – Acting Director
Steven Kashkin – Business Manager

Absent with Notice: Barry Smith – Trustee

CALL TO ORDER

The meeting was called to order by President Yan at 6:04 p.m.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 21, 2020 Board meeting as presented

VOTE: Yes – 5 (Yan, Hu, Sontag, Miller, Sassouni)

No – 1 (Pizer)

MOTION CARRIED

Board Comment: Trustee Pizer said she feels that the minutes do not accurately reflect the discussion had at the meeting. Trustee Miller noted that the meetings are also recorded. President Yan suggested that, in addition to sending the draft minutes to the Board Secretary for review, they should be sent to the entire board. Trustee Pizer asked for the minutes to be more detailed, specifying names and particulars of the conversations. Trustee Miller agreed with the inclusion of more detail but opined that the review process should remain the same. President Yan concurred. Trustee Hu commended the work

of Gina Chase on the Board and Committee minutes, stating that she is very professional and absorbs and acts on feedback promptly and appropriately. Trustee Hu continued that during the past few board meetings the discussions have gone awry. If more detail is to be added, more direction is needed as to what to include and not include. Trustee Hu stated that it will be more helpful for board members to identify points that they want incorporated in the minutes. President Yan said he will continue this discussion with Administration to redefine exactly what is expected in regards to the minutes. Trustee Sontag asked to be included in these discussions due to his role as Board Secretary.

TREASURER’S REPORT

Upon motion by Trustee Miller, seconded by Trustee Pizer 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:

- a. May 19, 2020, Treasurer’s Report;
- b. Warrant dated May 5 through May 10, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$236,099.99
- c. Payroll Warrants for pay dates April 9th, and April 23rd, 2020, which have been reviewed by the Treasurer, (in the amounts of \$146,611.79 and \$139,481.12 respectively,) for a total of \$286,092.91

VOTE: Yes – 6 (Yan, Hu, Sontag, Miller, Sassouni, Pizer)
MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Trustee Sassouni, seconded by Trustee Sassouni and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of April 1 through April 30, 2020 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 6 (Yan, Hu, Sontag, Miller, Sassouni, Pizer)
MOTION CARRIED UNANIMOUSLY

REPORTS

Main Building Committee

Trustee Sontag announced that the committee spent a significant amount of time reviewing the first website draft proposal with the vendor. He said that things are moving fairly rapidly. Acting Director Van Dyne added that following the committee meeting with the vendor she has met with Cindy Simeti and the Department Heads for suggestions on changes to the site. All of these recommendations have been sent to the vendor for implementation. Acting Director Van Dyne said that a link to the draft site has been sent to the Main Committee members for review and noted that this link is continually updated. Trustee Pizer asked if the rest of the board will be able to see what is being proposed for the web redesign. President Yan responded that he will send a link to the entire board. Trustee Sontag stated that the next Main meeting is scheduled for tomorrow at 7pm and invited all to attend for additional details and to be

able to give their input and comments. Trustee Miller reminded everyone that committees are designed to do certain work and the board is designed to do other work. The Main Building Committee consists of trustees, staff and members of the community and they need to be able to do their work without inadvertently creating a board meeting. Trustee Sontag reported that landscaping is on hold. Acting Director Van Dyne shared that they are still awaiting the building permit and due to pandemic there is no update on this.

Acting Director's Report

Acting Director Van Dyne shared that staff continues to ramp up programming from home. She reported that the New York State Pause order is in place until June 13th and that being able to congregate in the building is not possible. Ms. Van Dyne said that they are working on revamping summer programs including the popular summer reading club. She added that staff continues to do a lot of outreach including making face shields and mask extenders. Youth Services and STEM lab staff have also been doing outreach with schools, scouts and other groups. Ms. Van Dyne reported that the library has expanded services for audio and eBooks and that new databases have been added. Hoopla has been upgraded to allow 12 items to be checked out at one time versus the six that was allowed in the past. Google Voice lines are also in place for Reference and Children's inquiries. Ms. Van Dyne stated that she is attending daily meetings with area directors discussing thoughts on reopening. They are trying to work together to ensure that they all have a seamless interaction with patrons.

Text of Tracy Van Dyne's, Acting Director, written report dated May 2020 is below:

Main:

- Due to the severity of the coronavirus pandemic, the Great Neck Library Administration and Board of Trustees decided to close their doors on March 14th. The library will be closed until further notice. Administration and the Board of Trustees will continue to closely monitor the recommendations from the CDC, the New York State and Nassau County Health Departments, our school district and the government. This was done for the safety of both our community and our staff. During this closure we have:
 - Continue to waive all late fees for overdue items while the library is closed. Item due dates have been extended to September 1.
 - Waived all late fees for hardcopy museum passes while the library is closed;
 - Renewed all expired library cards until December 31 as to not interrupt access to our e-services. This date was chosen by all libraries in Nassau County since we understand that not all patrons will feel comfortable enough to leave their homes or venture out immediately.;
 - Patron holds will not expire while the library is closed;
 - Book drops in all locations have been closed for the safety of all;
 - Camille, our Head of Media, has been working with all departments on increasing ordering for our OverDrive/Libby e-book/audio book collection (Ordering is continued to be done while the library is closed);
 - Update the community through our website, Facebook, Instagram, Twitter and e-mail blasts. We continue to put together items to be sent to the Island Now, Great Neck Record and PATV. Patrons who are not already signed up for e-mail blasts may do so from the website.;
 - Continue to have necessary committee and Board meetings through WebEx services (all meetings are posted on the website, Facebook and through e-blasts) Any information for these meetings will be added as a link on the website underneath the meeting.

- Sanitize the building with the services of a professional cleaner. The book drops will also be sanitized before reopening.;
- Staff continue work from home to create programming, tutorials, resource materials and anything else that they can think of to make life a little bit easier and put a smile on our public's face. Daily posts from our staff to our Facebook and website of programs, demos, book clubs, cooking classes, recipes, e-resources through the library, resources for teachers and parents homeschooling, new items in our collection, STEM Lab tutorials, tutorials on how to use our e-resources, Census information and so much more;. In an effort to consolidate our programs for ease of use, we have created a Great Neck YouTube Channel that is now live. All staff created programs will be housed there to make searching easier for past programs.. A link to the site will always be available on the website, Facebook, in email blasts as well as any publicity that goes out to the papers.;
- Answer emails from our concerned patrons;
- Administration continues to work at home taking care of bookkeeping, committee meetings, payroll, assisting our staff and community during this time.
- We now have access to more streaming services through RBDigital including Acorn, Novelas, Indie Flix, Great Courses, Qello, LearnitLive and Whonuit.
- Camille has been able to extend Hoopla checkouts from 6 to 12 items per patron now.
- Outreach is being done to all of our patrons by our clerks. They are informing patrons of our e-resources, online programming and any updates that are going on with the library itself.
- We are now issuing digital library cards to those patrons who do not have a current library card. It can only be used for e-resources and will expire on 12/30. After this date, patrons will need to come in and formally register for a full library card at the Circulation desk.
- We are now using Google Voice for patron phone reference. Adult Reference: 440-462-4517 / Childrens Reference: 440-462-3902
- We continue to hold our own online meetings be it Administration, Department Heads, Department Heads with their own staff, meetings about programming or anything else that we need to discuss.
- In our ongoing efforts to support the community during this difficult time, the Great Neck Library has used their skills to 3D print and laser cut PPE (personal protective equipment) from home. The Great Neck Library would like to thank all Frontline Personnel for all that they do.
- Staff who crochet and knit will begin a project to make wearing face masks a little less uncomfortable for our first responders. They are working on contacting hospitals to see who will accept the donations.
- The library is also working on a Microhistories project run by Justin Crossfox. *We are living through a historic global event. Help us document how the Great Neck Community is coping with these times.* The Great Neck Library would like to introduce our MicroHistories project. Members of the Great Neck Library community will be able to document short videos (around 30 seconds) of what their daily lives are now like. The Library will edit together multiple videos, to create a video document of our community during this crisis. The videos will be shared through the Library's website and social media. If you would like to participate, please send a 30 second video clip to: videos@greatnecklibrary.org In the body of the email please include your first and last name. You will receive a form authorizing the Library to use the video. You must respond YES for us to use your video. Please do not include any footage of children under the age of 18 years old. If you have any questions please email: jcrossfox@greatnecklibrary.org
- I continue working with Cindy on reorganizing our website for better use during this time. Stay in contact with your librarians by using *Ask a Librarian*.

- Hiring has been put on hold during this time as we can not provide a start date for them. Once we are opened we will discuss when filling vacant positions is feasible.
- Cindy and I have been working with John Alutto of Renaissance Media Solutions on the beginning stages of our website redesign project. At our April Main Committee meeting the committee gave John feedback on changes and ideas that they would like to try to implement. Our next meeting will be on May 22.
- The Great Neck School Budget Vote will be held by absentee ballot on June 9th. The Great Neck Library will have their Budget Adoption on May 11 at 6pm in order to have it handed in to the school district in time for the vote.
- I am now on the newly established Coordinated Library Reopening Committee via the Nassau Library Directors. This committee has been established to follow best practices when we are given the go ahead to open again. Items under discussion are cleaning, staff and patron safety, legal issues, PPE items, etc...
- During this time, staff training has taken an upswing. Training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends.
- Staff Training and Presentations in March and April:

Understanding VR, AR and Mixed Reality	1-May	Irina Zaioints	Reference
Supercharged Storytimes	April	Kathryn Baumgartner	Children's
The Sierra System Coordinators Basics with ASAA Online Workshop	April	James Pagano	Technical Services
Hands Off Astronomy Programs: Adapting Traditional STEM & STEAM Astronomy Programs for Social Distancing	30-Apr	Donna Litke	Programming
Credo Reference Webinar	30-Apr	Margery Chodosch	Reference
Webinar: 10 Microsoft Office Productivity Hacks: Save Hours Each Week!	30-Apr	Gina Chase	Administration
Facebook Primers on Creater Studio	29-Apr	Alana Mutum	Branch Head
Social Work Students & Public Library Partnerships	29-Apr	Debra Tierney	Clerk
Collection Development Policy	29-Apr	Mina Pathak	Circulation - Lkl
Webinar: All Aboard the G Suite Train: A Tour of the Tools	29-Apr	Gina Chase	Administration
SJU DLIS Webinar Presenter: Adult Programming and Reference	28-Apr	Alana Mutum	Branch Head
Programming During a Pandemic - A Virtual Meeting	28-Apr	Donna Litke	Programming
Dazzling Displays	28-Apr	Irina Zaioints, Candace Doughlin	Various
Booklist Webinar- AASL's Best Tips and Practices for Remote Learning	27-Apr	Courtney Greenblatt	Reference / YA
Introduction to Subject Headings	27-Apr	Lisa Crandall	Reference
Operation Gen Z: Cracking the Code to Attract the Next Generation	27-Apr	Holly Coscetta	Administration
Visual Content: Level Up Your Social Media	24-Apr	Justin Crossfox	Branch Head

COVID-19: Reviewing Resources with Library Journal & Why Working From Home Can Tire You Out	24-Apr	Lisa Stowe	Children's
LILRC Virtual Meetup Connections: How Libraries Can Help Fight Loneliness --	24-Apr	Lisa Stowe	Children's
Connections: How Libraries Can Help Fight Loneliness	24-Apr	Katie Lin, Irina Zaionts	Various
Outreach Virtual Meetup	24-Apr	Donna Litke; Tracy Van Dyne	Programming; Admin
WEBINAR: Q&A's for Uploading to YouTube, FB, Vimeo	24-Apr	Doreen Winkhart	Clerk
WEBINAR: Virtual Meetup Intro to Google Forms/Sheets	24-Apr	Doreen Winkhart	Clerk
LILRC Cleaning and Preserving Ceramic and Glass	24-Apr	Doreen Winkhart	Clerk
LILRC Preserving a Stack of Old Letters	24-Apr	Doreen Winkhart	Clerk
WEBINAR: Feel Good, Do Good Physical Literacy	24-Apr	Doreen Winkhart	Clerk
SHRM Managing Tough HR Conversations	24-Apr	Holly Coscetta	Administration
PLA Webinar Public Libraries Respond to COVID-19: Strategies for Advancing Digital Equity Now	23-Apr	Courtney Greenblatt	Reference / YA
Creating a Safe and Welcoming Space in Your Library: Working with Patrons in Crisis	23-Apr	Mina Pathak	Circulation - Lkl
Why Wikipedia Matters for Medical and Health Information	23-Apr	Mina Pathak	Circulation - Lkl
Culinary Literacy: A Library Recipe for Cooking Up Literacy and Community	23-Apr	Mina Pathak	Circulation - Lkl
What Would Walt Do? Quality Customer Service in Libraries	23-Apr	Lisa Barnes, Holly Coscetta	Various
Creating a Culture of Yes in Your Library and Your Community	23-Apr	Lisa Barnes	Clerk
Incubate Leadership @ Your Library	23-Apr	Justin Crossfox	Branch Head
Doing the Work Internally & Externally: Race, Equity, Diversity & Inclusion	23-Apr	Justin Crossfox	Branch Head
Dealing with Angry Patrons	23-Apr	Nancy Henigson, Debra Tierney	Various
Webinar: Family Literacy at a Food Pantry	23-Apr	Lisa Stowe	Children's
Webinar: Feel Good, Do Good: How Offering Physical Literacy Programs At Your Library Can Change Your Community (from Power of Libraries)	23-Apr	Lisa Stowe	Children's

Reader's Advisory	23-Apr	Candace Doughlin	Clerk
Feel Good, Do Good: How Offering Physical Literacy Programs at Your Library can Change Your Community	23-Apr	Adam Hinz	YA Coordinator
20 Questions for Census	23-Apr	Doreen Winkhart, Lisa Crandall	Various
NLS Readers & Viewers Advisory Meet-up	23-Apr	Doreen Winkhart	Clerk
WEBINAR: Creative Bug	23-Apr	Doreen Winkhart	Clerk
WEBINAR: Libraries and Homeless Patrons	23-Apr	Doreen Winkhart	Clerk
WEBINAR: Scams, Fraud & Identity Fraud:How Libraries Can Help	23-Apr	Doreen Winkhart	Clerk
A Trauma Informed Lens Changes What You See	22-Apr	Mina Pathak	Circulation - Lkl
Call to Action: Libraries and the Opiod Crisis	22-Apr	Justin Crossfox, Mina Pathak	Station BHd; Lakeville Clerk
Cultural Humility in Libraries: Colleagues and Customers	22-Apr	Mina Pathak	Circulation - Lkl
Community Health Challenges: Training, Language and Programming for Libraries	22-Apr	Mina Pathak	Circulation - Lkl
An Introduction to Roll20 and Dungeons & Dragons	22-Apr	Justin Crossfox	Branch Head
Science Online Webinar	22-Apr	Margery Chodosch	Reference
Webinar :Long Island Reads with 2020 Selection Award Winner Erika Swyler	22-Apr	Lisa Stowe	Children's
SHRM How to Manager the Most Challenging People at Work	22-Apr	Holly Coscetta	Administration
Booklist Webinar <i>Library Love for LibraryReads</i>	21-Apr	Courtney Greenblatt	Reference / YA
eLibrary Detective: Solving the Case for your Patrons4/21	21-Apr	Mina Pathak	Circulation - Lkl
Being Customer Focused: New and Emerging Trends in Customer Service	21-Apr	Lisa Barnes	Clerk
Service Excellence in Challenging Times	21-Apr	Lisa Barnes, Candace Doughlin	Clerk
Advancing Racial Equity in Your Library	21-Apr	Lisa Barnes	Clerk
Web Junction ABLE 5 - Introduction to Technical Services and Cataloging on 4/21/20	21-Apr	Lisa Crandall	Reference
Assisting Patrons with eReaders: Tactics for Teaching and Troubleshooting	20-Apr	Mina Pathak, Candace Doughlin	Various
Basic Developmental Milestones of Early Childhood	20-Apr	Mina Pathak	Circulation - Lkl

Web Junction ABLE 1 - Collection Development Basics on 4/20/20	20-Apr	Lisa Crandall	Reference
Web Junction: Service Excellence in Challenging Times by Presenter Pat Wagner on 4/20/20	20-Apr	Lisa Crandall	Reference
Accompanying the Young Reader: Helping to Choose Appropriate Books	19-Apr	Mina Pathak, Candace Doughlin	Various
Digging into Assessment Data: Tricks, Tips and Tools of the Trade	19-Apr	Mina Pathak	Circulation - Lkl
Ethics and Public Service	19-Apr	Debra Tierney	Clerk
Coding for Everyone: How Your Library Can Help Anyone Learn to Code	17-Apr	Mina Pathak, Candace Doughlin	Various
LILRC 6th Annual Technical Services Open Forum on April 17, 2020	17-Apr	Jennifer Ransom, Candace Doughlin	Various
Essential Copyright knowledge: a toolkit for teachers and librarians	17-Apr	Lisa Stowe	Children's
Honoring Infancy: Growing the Garden - Nurturing a Play and Early Learning Space	17-Apr	Lisa Stowe	Children's
Collection Development Sequence	17-Apr	Candace Doughlin	Clerk
Technical Services Sequence	17-Apr	Candace Doughlin	Clerk
Public Service Sequence	17-Apr	Candace Doughlin	Clerk
Nassau Library System Young Adult Librarians Meeting	16-Apr	Courtney Greenblatt	Reference / YA
Great Neck Library’s Online Program, “The Impact of COVID-19 on Standardized Tests and College Admissions” on 4/16/20	16-Apr	Lisa Crandall	Reference
Basic Reference Sources	16-Apr	Debra Tierney	Clerk
Reducing Workplace Stress with Mindfulness	15-Apr	Alana Mutum	Branch Head
Thinking Sideways: Computational and Early Literacy	15-Apr	Alana Mutum	Branch Head
Evaluating Reference Sources	15-Apr	Debra Tierney	Clerk
Reaching the Uninsured: Libraries Work to Reduce Disparities in Health	14-Apr	Alana Mutum	Branch Head
Booklist Webinar <i>Must-Have Middle Grade</i>	14-Apr	Courtney Greenblatt	Reference / YA
NCLA Emerging Librarians Meetin	13-Apr	Alana Mutum	Branch Head
SHRM/CDC Update on COVID-19: Understanding What Has Happened and What Is Ahead	13-Apr	Holly Coscetta	Administration
Intro to Tech Services	9-Apr	Holly Coscetta	Administration
Collection Development Basics	8-Apr	Holly Coscetta	Administration

St. John’s DLIS Webinar: Close Doors, Open Facebook: Public Libraries Respond to Covid-19 on 4/7/20 at 4:30	7-Apr	Lisa Crandall	Reference
The Reference Interview	7-Apr	Katie Lin , Debra Tierney	Various
American’s Live Free Webinar: Libraries and COVID-19, Providing Virtual Services on 3/26 at 1pm	26-Mar	Lisa Crandall	Reference
The Library's Guide to Homelessness	11-Mar	Mij Johnson	Reference

Technical Services:

- James began his Innovative training while he’s been home. It will be fantastic to have a trained Innovative professional in the building now.
- While we are closed James has been able to work at home cleaning up items in the catalog as well as being the one who extended patron expiration dates on expired cards.

Branches:

- I hold biweekly Branch Head meetings.
- Branch Heads continue to hold staff meetings with their branch staff.

OLD BUSINESS

(a) Policy Manual Changes

- i. **Remove Section 300-15/Responsibilities of Assistant Director- 3rd Read & Vote**

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 300-15 (Responsibilities of the Assistant Director) from the Board Policy Manual. [copy attached]

VOTE: Yes – 5 (Yan, Hu, Sontag, Miller, Sassouni)

No – 1 (Pizer)

MOTION CARRIED

Board Comment: Trustee Miller noted that the removal of this section has been discussed over many months. The issue is where and how will the public know how to find the job description. She recommends removing the description as advised and tasking Administration with giving a viable solution to the question which has been posed. Trustee Hu concurred that this matter has been discussed in length and reminded everyone that Acting Director Van Dyne has stated this description needs to be removed in order to allow her to update the organization chart. Ms. Hu reminded all that it is the responsibility of the director to decide on job descriptions and organization and that the Board’s job is to put a director in place. Ms. Hu added that this fact has been confirmed by library counsel, therefore she supports the removal of this section. President Yan clarified that Trustee Pizer’s question is where the job description will be housed upon removal from the manual. Trustee Pizer recommended not voting until this is clarified. President Yan stated that these are two separate issues and that they should move forward with the vote and trust Administration to house the description.

Public Comment: M. DiCamillo wondered why text can't be put into the manual simply stating where the job description will be kept.

Board Comment: Trustee Miller noted that Ms. DiCamillo's suggestion is not unreasonable but that it should not be tied with this vote. If the board decides to include such text in the manual it will be done in a separate conversation and vote. Ms. Miller continued that they should proceed to move this out of the policy manual to allow administration to do its work. Trustee Pizer supports ensuring the public knows where to find the removed job description. President Yan tasked Acting Director Van Dyne with finding a solution to make it readily available to the public.

ii. Remove Section 300-20/Responsibilities of Business Manager- 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 300-20 (Responsibilities of the Business Manager) from the Board Policy Manual. [copy attached]

VOTE: Yes – 5 (Yan, Hu, Sontag, Miller, Sassouni)

No – 1 (Pizer)

MOTION CARRIED

iii. Revise Section 700-45/Overdue Notices, Fines- 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees revise Section 700-45 (Overdue Notice, Fines) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Yan, Hu, Sontag, Miller, Sassouni, Pizer)

MOTION CARRIED UNANIMOUSLY

iv. Revise Section 200-10/Conducts of Meetings-2nd Read

Board Comment: President Yan announced that the consensus was to allow for an in person discussion on this policy since it is a significant change. He asked for it to be removed from the agenda until in person meetings are permitted.

v. Revise Section 200-20/Responsibilities of Trustees-2nd Read

Board Comment: Trustee Pizer noted that at the last meeting she had opposed striking the hiring of Business Manager as she thinks it is a conflict. Trustee Miller reiterated that the Board is responsible for appointing the director and that the director is responsible for appointing all other staff. Trustee Hu acknowledged Trustee Pizer's concern but supports this item moving forward to a third read and vote.

NEW BUSINESS

(b) Holiday Closings & Sunday Hours

Upon motion by Trustee Sassouni, seconded by Trustee Miller and after discussion, it was, subsequently TABLED,

MOVED, that the Great Neck Library Board of Trustees accept the September 2020 to August 2021 Schedule of Holiday Closings and Sunday Hours as presented.

Board Comment: Trustee Miller recommended tabling this motion as there are many open questions on if to approve it. President Yan asked Acting Director Van Dyne to provide a list of holidays mandated by the CBA. Trustee Pizer requested a list of holidays taken by neighboring libraries.

CORRESPONDENCE

None

OPEN TIME

None

DATES OF NEXT MEETINGS

June 23, 2020 Regular Board Meeting– Lakeville Branch

ADJOURNMENT

The meeting was adjourned at 7:41 pm on a motion by Trustee Sassouni and seconded by Trustee Hu.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees