

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 20, 2021, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 20, 2021, via Zoom [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President
Liman Mimi Hu – Vice President
Barry Smith – Secretary
Chelsea Sassouni – Treasurer
Scott Sontag – Assistant Treasurer
Kathleen Gold – Assistant Treasurer
Josephine Mairzadeh – Trustee

Also Present: George Trepp – Interim Director
 Steven Kashkin – Business Manager

CALL TO ORDER

The meeting was called to order by President Yan at 6:05 p.m.

ANNOUNCEMENT RETIREMENT OF THE HEAD OF REFERENCE

President Yan announced the retirement of Margery Chodosch. He read the following:

Margery Chodosch, current Head of Reference, will retire on April 29, 2021 after almost 42 years at the Great Neck Library.

Margie began her career at the Great Neck Library in 1979 as a part time Reference Librarian. Subsequent years found her appointed to full-time, then Serials/Senior Librarian, Senior II Librarian and then as Acting Head of Reference in 2012. She was appointed permanent Head of Reference in 2019. Throughout her tenure, Margie has also worked in the Programming and Children’s Departments as well as in all of the branches of the Great Neck Library system.

We have been quite fortunate to have her knowledge and wisdom all these many years and while we wish her well in retirement, we happily announce that she will remain on-call at the library to continue to serve the community.

Ms. Chodosch said that the library has been her second home for all this time. She thanked the board for the certificate and lovely flowers she received for her years of service. Ms. Chodosch added that she is glad to be able to continue working for the library on an on-call basis.

PUBLIC COMMENTS ON PUBLISHED AGENDA

M. DiCamillo – Referenced the letter she wrote to the board on March 15th regarding concerns with the labeling of the public which was included in the March 23rd meeting agenda but she has yet to receive a response to. Trustee Smith apologized to Ms. DiCamillo, on his own behalf. President Yan said the board has not had the opportunity to discuss the letter.

J. Pizer – 1. Equity Audit – When did the two referenced untoward incidents occur and were they put in writing? Are the incidents systemic or personal? What is the library’s financial exposure? What are the goals expected to be achieved with this audit? Who will write the summary of the discoveries and prepare a plan of action? Who will be responsible for implementing it?

2. 2nd Budget Workshop – Where is the surplus of \$1.1 million and the \$83k reduction in overall revenue? Given all the decreases to the budget, how much, in total, has been saved? What is the library doing with all the savings? Why was the bond retirement line decreased by \$12k? Supports Trustee Sassouni’s questioning of an increase to the programming budget since so many programs are now online. Also agrees with President’s Yan’s suggestion to live stream programs. What are the website enhancements being considered?

3. Station Construction Contract – How will we get landlord to pay for water pressure problem as it is their responsibility? Have we checked with other occupants to determine if they are having same issue?

4. Policy Changes – Suggests board reach out to the community to make them part of a public hearing to discuss the changes being made to the library’s bylaws.

MINUTES

Budget Meeting

Upon motion by Trustee Smith, seconded by Trustee Gold, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 22, 2021 2nd Budget meeting as presented

VOTE: Yes – 6 (Yan, Smith, Sassouni, Sontag, Gold, Mairzadeh)
Abstain – 1 (Hu)

MOTION CARRIED

Regular Board Minutes

Upon motion by Trustee Smith, seconded by Trustee Gold, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 23, 2021 Board meeting as presented.

VOTE: Yes – 6 (Yan, Smith, Sassouni, Sontag, Gold, Mairzadeh)
Absent from Vote – 1 (Hu)

MOTION CARRIED

Budget Hearing and Adoption

Upon motion by Trustee Smith, seconded by Trustee Gold, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 1, 2021 Budget Hearing and Adoption meeting as presented.

VOTE: Yes – 7 (Yan, Hu, Smith, Sassouni, Sontag, Gold, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

Special Board Meeting

Upon motion by Trustee Gold, seconded by Trustee Hu, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 8, 2021 Special Board meeting as presented.

VOTE: Yes – 7 (Yan, Hu, Smith, Sassouni, Sontag, Gold, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT

Upon motion by Trustee Sassouni, seconded by Trustee Mairzadeh, it was,

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

- a. April 20, 2021, Treasurer’s Report;
- b. Warrant dated April 2nd, 2021 through April 11th, 2021, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$228,123.63.
- c. Payroll Warrants for pay dates March 11th and March 25th, 2021, which have been reviewed by the Treasurer, in the amounts of \$145,904.99 and \$136,654.30, respectively, for a total of \$282,559.29.

VOTE: Yes – 7 (Yan, Hu, Smith, Sassouni, Sontag, Gold, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Trustee Sassouni, seconded by Trustee Mairzadeh, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of March 1 through March 31, 2021 as presented, which has been reviewed by the Audit Committee.

VOTE: Yes – 7 (Yan, Hu, Smith, Sassouni, Sontag, Gold, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

REPORTS

Interim Director’s Report

Interim Director George Trepp reported that they are working on the building and plumbing permits for the Station Branch renovations. He said that Rich Belziti, from Public Works, has been assisting with

the paperwork. Mr. Trepp stated that the contracts awarded at the last board meeting are being sent to the vendors. He shared that there will be a lottery for the excess furniture at Station and that interested persons may enter by completing the form on the library's website. Mr. Trepp said that once they have definitive information, flyers will be distributed to the community, in various languages, alerting them to the upcoming renovation. In regards to the landscape project, Danny Ostad has prepared RFPs that will be issued this week. Mr. Trepp reported that evening hours and browsing, by appointment, started on April 19th. He reported that 40% of the library staff is fully vaccinated and 39% have received their first dose. Mr. Trepp announced that the quarantining of materials will be reduced to one day in May and eliminated in June. He shared that Senator Ann Kaplan has informed us that we will be receiving a \$10k grant which will go towards the purchase of four new scanners for each library location. Mr. Trepp reported that he has started interviewing staff regarding the Director position. He said that a hearing on the HVAC situation originally set for April 19th has been rescheduled to the summer. Mr. Trepp stated that he is continuing conversations with the Lakeville Branch landlord to renegotiate the terms for the lease extension.

Text of George Trepp's, Interim Director, written report dated April 2021 is below:

Like last month's report, this report starts with items for the Board's consideration and attention. It starts with the tabled item from last month, the Equity Audit.

Equity Audit:

The idea of an equity audit is reintroduced to enable the Library to address racism, embrace diversity and help transform the organization into a more inclusive workplace that values and respects all peoples. Specifically, this is an effort to pursue a more in-depth follow-up to November 2020's diversity training, policy number 500-32; Diversity and Inclusion Statement, and two untoward incidents in the past. Pursuant to the request for more information, the following are the results of the search for providers:

- Dr. Nichelle Rivers --- The original proposer was \$8,000; however, that has been reduced to \$7,450 for the same services (see below).
- Workplace Diversity in Parsippany, New Jersey was called March 26th but there has been no response.
- Habit Advisors in New York City was called March 26th and returned the call with interest but subsequently bowed out; however, they did provide a referral to the law firm below.
- Kaplan, Heckler and Fink in New York City was called and emailed March 31st, as the referral from Habit Advisors but never responded.

The equity audit will utilize a benchmarking tool to assess diversity, equity and inclusion to analyze the policies and practices currently in place. Confidential staff interviews and focus groups will be employed to identify patterns of organizational practices that contribute to possible discriminatory practices that impact the staff and the community. The audit will include but is not limited to the following services:

- Trustee interviews
- Staff and community surveys
- Document reviews of policies vs practices, fliers, program information and books purchased
- Confidential focus groups
- Compilation and analysis of data from the surveys and discussions
- Preparation and presentation of a comprehensive report
- Recommendations and potential next steps

As you may know, diversity training is now omnipresent in both the public and private sector. The audit will focus on developing a common understanding of equity that will lead to removing barriers; if any, to access and barriers; if any, to opportunity that will ensure an equitable environment for everyone in the workplace. Further, inclusion means creating an environment in which diversity of talent will be respected, accepted and appreciated. Without inclusion, diversity efforts are doomed to failure. It is important to create an inclusive workplace, as research shows that it increases productivity exponentially. Finally, a safe environment needs to be created where all employees can be forth right, be heard and made to feel welcome. As noted above, the cost is \$7,475 with an initial payment of \$2,490 followed by a second payment of \$2,490 and the last payment of \$2,495 to be invoiced and paid **after the audit has been presented to the Board. What's the Board's pleasure?** (Note: the CV for Dr. Rivers is included in the Board packet.)

Continuation of Operations Plan:

New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of Chapter 56 of the laws of 2016 as amended by S8617B/A10832 requires a "Continuation of Operations" plan in the event the Governor declares a public health emergency involving a communicable disease. The plan requires that duly recognized or certified representatives of the employer's employees must be given an opportunity to review the plan and make recommendations. Once the Board accepts the plan, it must be published in a "clear and conspicuous location" and placed in the employee handbook to the extent the employer provides such handbook or in an electronic location accessible by employees. Finally, the plan is to be reevaluated annually by the Director and Union and revised accordingly. The plan includes the identification of essential staff, a

description of how non-essential staff work remotely, the provision of personal protective equipment and what to do in the event of exposure. The plan has been reviewed and sanctioned by the two Unions, see attached, and is brought to the Board for consideration.

Shelving Project:

As reported in March, because Library staff report the paucity of shelving space in the main building for all age level materials and apparently the public is equally disenchanted and a significant amount of material is housed in the main Library's basement, a shelving project is recommended. Brad Kingsbury of Creative Library Concepts; the original vendor who supplied shelving for the renovation, was invited to main library at the end of March. Accompanied by the Interim Director, the Head of Children's, Adult and Reference and the young adult librarian surveyed the departments for space to add shelving. It was decided to add shelving sections and units to the adult and young adult areas and to add vertically to children's shelving. The cost of the project is awaited and is recommended for referral to the Building and Audit Committees.

State Report:

For the Board's perusal and acceptance is the annual State Report, which has been completed by staff and reviewed by the Interim Director.

Similar to last month's report, it now returns to the previous format and leads with capital projects:

I. Capital Projects:

At this writing, we are working on Building and Plumbing permits for the Station Branch renovation. Ms. Martin indicates that the Head of Public Works, Rich Belziti, has been very accommodating. Further, we hope to get the paperwork for the expedited review to the State Education Department's Facilities Planning Division by next week. Regarding the landscape project, Mr. Ostad has prepared the RFPs, which have been reviewed and augmented by the Library's attorney and **will be issued during the week of April 19, with a response deadline to him by mid-May.**

II. COVID-19 Planning:

As of 14 April, 47.8 % of Nassau County residents have had one dose of a vaccine and 32.8% have been fully vaccinated. This compares to Library staff 36% of whom have had one dose but in two weeks the number of employees fully dosed will rise to 75%. By Tuesday's Board meeting, the main Library will be opening Monday through Thursday nights with the last appointments at 8:00 p.m. The branch night openings will be similar to the pre-COVID schedule. Browsing by appointment has been added and the 1:00-2:00 p.m. closing has been eliminated. Quarantining of materials now down to three (3) days will be reduced to one (1) day in May and eliminated in June. The task force is still meeting regularly and is now discussing pre-Covid practices. Quiet Study Room use has been clarified with no changes but food consumption has been limited to the tiled areas in the lower area, pursuant to policy. Further, the task force will consider making limited table seating available because the ventilation is better than the Quiet Study Rooms and such seating is more controllable. Night closing announcements will be made regularly to avoid any difficulties with exiting patrons and Friday night reopening is under discussion.

III. Daily Operations:

* Senator Anna Kaplan, who I requested funding for four (4) new scanners at a cost of \$8,620, which is included in the 2021-2022 library budget, has informed the Library that \$10,000 will be granted to the Library. The funding is expected later this year, as a result of the newly adopted State budget. Regarding other grant possibilities, a request was made to Assemblyperson Sillitti in the amount of \$7,878 for three (3) mini-servers needed at the branch and included in the Library's 2021-22 budget. A Nassau County Community Revitalization Program grant is in the works for \$50,000 to defray the cost of the Children's Interactive Garden portion of the landscape project. Hopefully this can be viewed as having a County purpose. Finally, a New York State Construction grant is contemplated for the Parkville Branch.

* Staff interviews regarding the Director position have commenced. Thus far, seven (7) employees including three clericals and four administrators have provided input on the strengths, weaknesses, opportunities, and threats to the Library and what credentials, qualities and characteristics they would like to see in a new director.

* The Library welcomes Jacob (Jake) Handelman as the part time music person for Levels, effective April 14. Unfortunately, the original selection who started March 17, had to be released for cause.

* VRD Contracting and their sound engineers were in the Library on Monday, April 12 to take sound level readings. It was a bit difficult to get the HVAC unit operating but Mr. Zelaya, custodian, got it working after discovering that two belts were broken. To be colloquial, "they came, they recorded, they left." In a related development, construction attorney Charles Segal reports that a settlement resolution hearing originally scheduled for Monday, April 19 has been adjourned and rescheduled to August 3rd, 10:00 a.m. and will be handled together with a Compliance Conference previously set for that date.

* On Wednesday, April 7, Messers. Camastro, Pagano and I visited the Ferguson Library in Stamford, Connecticut to get a first-hand report on III's new Vega system, which has some interesting marketing features and was presented to the Audit Committee on April 14 and passed on to the Board. This is within the perspective of a new, three-year pricing plan from III, which includes the current modules and four new, additional modules, including Vega, Mobile, Decision Center and Mobile Worklist. For a complete description see Mr. Pagano's report and presentation.

* On March 23, Adam Hinz, Michelle Minervini and the Interim Director met with the elementary school principals met to explore avenues of cooperation and program information

* With the Lakeville Branch lease extension notification coming due the Interim Director and Business Manager talked to the owner's representative David Weinberger. Mr. Kashkin was able to determine the per square foot rental of the adjoining property, which is significantly less than our current rental. I had a preliminary conversation with Mr. Weinberger informing him of the recent Station Branch terms, indicating we would call again next week. Story to be continued. In a related development, the attorney for the Station Branch owner emailed the revised lease to Library Attorney William DeWitt on Friday, April 16th.

* As previously reported. In the early evening; 6:20 p.m., of April 7, a SUV contacted the retaining wall in the upper parking lot facing the pond. The impact knocked out portions of the wall with debris falling to the lawn below. A police report was filed and the Library's insurance company was notified but no claim was opened because the driver's insurer will pay for the damage. NorthCoast Civil was on

site Friday, April 16 to survey the damage. They will develop a plan for the repairs, which will then go to a mason for pricing. All costs for the plans and masonry will be submitted to driver's insurer.

OLD BUSINESS

(a) Untable the Motion to Approve an Equity Audit

Upon motion by Trustee Mairzadeh, seconded by Trustee Smith and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to approving an Equity Audit.

VOTE: Yes – 6 (Yan, Hu, Smith, Sontag, Gold, Mairzadeh)

Abstain – 1 (Sassouni)

MOTION CARRIED

Mr. Trepp said that the idea of an equity audit is to ensure that we have an equitable, non-discriminatory work place. This is pursuant to the November 2020 diversity workshop and policy number 500-32; Diversity and Inclusion Statement. He contacted, stipulating the contact dates, four diversity training providers to perform this audit but only received a response from the original provider, who lowered her price to \$7,450. Trustee Sassouni said that the reason this item was tabled at the last meeting was due to not following the proper procedure and that she still has concerns over the actual process that was followed. President Yan acknowledged that reasonable attempts were made to obtain three quotes and noted the importance of this audit. Per Section 400-70 of the policy manual, "Goods and services costing between \$2,000 and \$7,500 will be procured upon finding three (3) oral or written quotations. Such written quotations may be found in print and/or online." Trustee Hu stated that this proposal originated in the Personnel Committee and then was moved forward to the Finance Committee before being brought to the Board. Trustee Sassouni abstained from voting because she believes that the procurement process is not in line with policy.

(b) Approval of an Equity Audit

Upon motion by Trustee Gold, seconded by Trustee Mairzadeh and after discussion, it was,

RESOLVED, that in line with the Library's Mission Statement, as well as also being deeply committed to fostering a diverse and equitable environment for all, I move that the Great Neck Library Board of Trustees approve an Equity Audit to be conducted by Dr. Nichelle Rivers, at a cost of \$7,450.00 to be charged to the HR Consulting Fee line in the General Fund.

VOTE: Yes – 6 (Yan, Hu, Smith, Sontag, Gold, Mairzadeh)

Abstain – 1 (Sassouni)

MOTION CARRIED

Board Comment: Trustee Sassouni abstained because she believes that the procurement process is not in line with policy.

(c) Proposed Policy Change(s)

- i. Revise Section 100-10 (Mission Statement) - 2nd Read

Board Comment: President Yan stated that this is a 2nd read and that the section was read in its entirety at its 1st read at the March 23rd board meeting.

- ii. Revise Section 100-20 (Applicable Laws) - 2nd Read

Board Comment: President Yan stated that this is a 2nd read and that the section was read in its entirety at its 1st read at the March 23rd board meeting.

- iii. Remove Section 100-30 (Other Applicable Laws) - 2nd Read

Board Comment: President Yan stated that this is a 2nd read for the removal of this entire section.

NEW BUSINESS

(a) 2021 Engagement Letter for Auditor

Upon motion by Trustee Sassouni, seconded by Trustee Mairzadeh, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with Cullen & Danowski, LLP, as dated March 25, 2021, for the performance of an audit of the Library's financial statements, as well as preparation of the Library's Federal Form 990, for the fiscal year ended June 30, 2021 at a cost not to exceed \$16,300.00 to be charged to the Audit Fees expense line in the General Fund.

VOTE: Yes – 6 (Yan, Hu, Sassouni, Sontag, Gold, Mairzadeh)
Absent from Vote – 1 (Smith)

MOTION CARRIED

(b) Approve Continuity of Operations Plan

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

RESOLVED, that the Great Neck Library Board of Trustees approve the attached Continuity of Operations Plan, which has been vetted and approved by the Staff & Department Unions, as required by legislation signed by the Governor of New York State in October 2020 in which all New York State public employers – including local governments, school districts and other related entities draft plans to address the continuation of their operations in the event that the state declares a public health emergency attributable to a communicable disease. (Copy attached)

VOTE: Yes – 6 (Yan, Hu, Sassouni, Sontag, Gold, Mairzadeh)
Absent from Vote – 1 (Smith)

MOTION CARRIED

Board Comment: Trustee Hu clarified that this is not the library's reopening plan but a State mandated document.

(c) Acceptance of NYS Annual Report

Upon motion by Trustee Gold, seconded by Trustee Mairzadeh, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the New York State 2020 Annual Report for the Great Neck Library as presented.

VOTE: Yes – 7 (Yan, Hu, Smith, Sassouni, Sontag, Gold, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

(d) Approve Sierra Software with Four Additional Products

Upon motion by Trustee Sontag, seconded by Trustee Gold, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 4 new software products with Innovative Interface, Inc. The products are Vega Discover, Mobile Worklist, Decision Center and Innovative Mobile. These will be part of the library's current overall Sierra bundle. The costs include one-time set up fees totaling \$10,650.00 as well as additional software costs of \$23,081.69; such funds are to be taken from the Computer Software and the Computer Equipment Maintenance – OPAC lines in the General Fund.

VOTE: Yes – 6 (Yan, Hu, Sassouni, Sontag, Gold, Mairzadeh)
Absent from Vote – 1 (Smith)

MOTION CARRIED

James Pagano, Technical Services Manager, explained the four additional products included in the contract. Vega is a new public facing catalog that will ultimately replace Encore. Its best feature is that when a patron searches for a particular title they will be able to access it in all available formats (books, large prints, e-Books and e-Audiobooks, among others). Innovative Mobile is a patron app with the ability to do many things including; scheduling curbside pickups, placing holds and checking out materials by scanning the RFID tags with a mobile phone or tablet. It will link directly to our catalog, library programs and museum passes. Finally, Mobile Worklists and Decision Center are staff tools that will be used to navigate through the library collection and do inventory projects in a more efficient way.

(e) Remand Augmented Shelving for the Main Library to the Building Committee

This item will be moved to the Building Committee for discussion.

OPEN TIME

President Yan reported that the library has a COVID Task Force which meets regularly to discuss the library's reopening and expansion of services. Since there are many community questions regarding the pace of the reopening, open time will be used to allow those in attendance to voice their opinions.

Trustee Sontag recommended publishing the capacity limits for each library location.

Trustee Mairzadeh opined that it would be beneficial for the library to provide a written statement clearly articulating how these procedures are met and decided upon.

Justin M. – The library is a huge space that can accommodate many people. Many students are approaching finals and they will benefit from the library opening. Most places are already open and the library should be as well. He said that the library could operate similarly to gyms and provide sanitizing wipes throughout the buildings so that patrons can wipe down the areas they utilize.

Rachel – On behalf of the community who responded to a social media post she wrote; she doesn't understand why the library is not fully open when everything else already is. People want in person activities. The library should open as it was pre-covid with the appropriate precautions being taken for COVID, such as, mask wearing, social distancing and hand washing.

Trustee Hu said that the fact that the general population is doing well with vaccinations should be taken into account when planning the reopening. The library should aim at allowing 50% capacity without the need for an appointment which creates a barrier for some and prevents them from using the library. Ms. Hu understands that there are many ongoing projects but that the library's full reopening should be the priority.

Trustee Mairzadeh wondered if a trailer could be placed in the library's parking lot that could be used either to quarantine books or as a study space.

Trustee Gold understands the need for appointments but recommends having a dual process where walk ins can also utilize the library without the need for scheduling an appointment. She also agrees that the library should try to figure out a way to provide a study space for patrons.

Trustee Smith feels the pandemic is changing and agrees with Trustee Hu that we should listen to the community and start opening up more. He thinks we need to step up the pace for reopening and believes we can do so safely while responding to the community needs. Dr. Smith recommended taking the names and numbers of people entering the library so that we can do proper contact tracing.

Katie – It is very important, especially for elementary and middle schoolers, to have an educational place to gather. The library has ample space and should be fully open and offering in person programs. Students are not happy with virtual programs and their opinion should be taken into account.

Trustee Sontag echoes everyone's sentiments that the pace for reopening needs to be increased. He recommends allowing public participation at the COVID Task Force meetings.

Trustee Hu thanked all the public in attendance for participating and providing their opinion. She said that since there is a push by students for study space, we should really consider opening up these areas. If so, we should not limit their time to 45 minutes. Time should only be limited if it becomes popular and overwhelming.

President Yan asked Mr. Trepp to bring all these comments and suggestions to the COVID Task Force for their consideration. He said that given the urgency he would like him to report back to the board expeditiously with the plan of action for reopening.

CORRESPONDENCE

D. Weinstein – Trustee Gold read aloud Mr. Weinstein's letter, which speaks about his family dedicating a tree in memory of his late mother. If possible, the family would like it planted prior to the first anniversary of her passing.

DATES OF NEXT MEETING

May 25, 2021- Board Meeting

ADJOURNMENT

The meeting was adjourned at 8:02 pm on a motion by Trustee Sassouni and seconded by Trustee Hu.

Respectfully submitted,

Dr. Barry Smith
Secretary, Board of Trustees