

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
April 13, 2022

Present: Janet O'Hare, President; Jeff Zeiger, Vice-President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Gina Chinese, Trustee; Susan Berdinka, Trustee

Absent: Marilyn Banks-Winter, Trustee; Monique Genchi, Trustee; Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion, Patricia Giebfried-Sepulveda, Helen Murphy, Steve Taddeo, Andrew Weinstein

The regular meeting of the Board of Trustees was called to order on April 13, 2022 at 6:30pm. The Board was provided with an agenda, board packet and previous minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

4.13.22 President O'Hare entertained a motion to approve the amended agenda.
1152 Motion was made by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

4.13.22 President O'Hare entertained a motion to accept the corrected minutes from the
1153 regular board meeting of March 9, 2022 and the special meeting of March 18, 2022. The motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time .

Chris Schwarz of FPM group discussed his engineers report from 2018 with a question and answer period following.

4.13.22 President O'Hare entertained a motion to adjourn to executive session. Motion
1154 was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Meeting adjourned to executive session at 6:44 pm.

4.13.22 President O'Hare entertained a motion to end the executive session. Motion was
1155 made by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Executive session ended at 7:03 pm.

Meeting was returned to regular session at 7:04 pm

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4.13.22 David Friedrich entertained a motion to approve the bills for the month of March
1156 2022. Motion was moved by Gina Chinese and seconded by Ruth Nelson.
Motion Carried.

4.13.22 David Friedrich entertained a motion to approve the receipts and disbursements
1157 for the month of March 2022. The motion was moved by Susan Berdinka and
seconded by Ruth Nelson.
Motion Carried.

4.13.22 David Friedrich entertained a motion to approve the warrant 22-4-1 general fund
1158 checking (People's). The motion was moved by Susan Berdinka and seconded
by Ruth Nelson.
Motion Carried.

4.13.22 David Friedrich entertained a motion to approve the warrant 22-4-2 general fund
1159 money market (Dime). The motion was moved by Susan Berdinka and seconded
by Ruth Nelson.
Motion Carried.

4.13.22 David Friedrich entertained a motion to approve the warrant 22-4-3 general fund
1160 payroll (Dime). The motion was moved by Susan Berdinka and seconded by
Ruth Nelson.
Motion Carried.

CORRESPONDENCE: Kerrie read a letter from a patron who had moved here from upstate and wanted to express how wonderful the library and its programs are. That her and her husband plan their day around what the Library has to offer and the staff is always helpful, smiling and happy. She also read a letter on behalf of the ESL class from Riverhead HS that visited the library extending their appreciation and gratitude to the library. The students enjoyed their visit, appreciated getting their library cards and were in awe of the many services that the library provides.

DIRECTOR'S REPORT:

Riverhead Free Library
March 2022

4/13/2022

Day to day operations

Statistics, Services & Community

- We had just over 10,000 patrons visit the library in the month of March.
- Island Harvest was at the library on March 7 serving 65 people and again on April 4 serving 133 people.
- Long Island Cares mobile food pantry was in the RFL parking lot on March 3, serving 31 bags of food and COVID test kits. They returned on April 7 and served 17 bags of food.

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- I recommend we close the library on Monday June 20, 2022 in observance of Juneteenth this year.

Finance

- As of April 6, 2022, RFL has received \$148,604.65 in donations for our Yellow Barn restoration and maintenance project.
- We have received our third 2021-2022 contract payment for the school district in the amount of \$980,697.75
- Thank you to the community– RFL 2022-2023 Budget Vote held on April 5 passed: 176 Yes–91 No

Personnel

- Our Patron Services Coordinator, Jessica Neilson, has resigned. Her last day is April 15. I have been canvassing and interviewing for her replacement.
- Full-time librarian Patricia Sepulveda-Giebried has resigned. Her last day is April 27.
- I recommend the following:
 - Hire Thomas Caya as a part-time YFS clerk, and John Howell as a part-time security guard
 - Promote Cory Burns to the Network & Systems Administrator, and James Moeller to part-time IT Technician, as well as, promote Andrew Weinstein to part-time technology librarian.

Buildings & Grounds & Technology

- I've met with Brad Kingsburg from Creative Library Concepts regarding the cabinetry in the Perkins Local History Room and await his quote.
- We need to update some of the library's technology. We should replace 10 desktop computers and monitors where necessary in the building. I recommend we purchase the equipment from Dell who currently holds the NYS contract.
- Our 3M self-checkout machine is not working. It was purchased twenty years ago and can no longer be repaired or supported because the technology is outdated. I recommend we replace the machine with a new Selfcheck 1000 from Bibliotheca, who took over the 3M account in 2015. The self-service kiosk is an important part of RFL's services and technology as we report the number of uses on the self-checkout machine on the NYS annual library report. Staff training is included in the cost of the machine.

Policies & By-laws

- We have a Wi-Fi hotspot agreement and use policy up for approval
- Our current policy for minimum service requirement for eligibility for NYSHIP as a retiree up for amendment

Assistant Director: Catherine Montazem

I would like to thank the Board of Trustees, and Kerrie McMullen-Smith for the opportunity to return to RFL as Assistant Director.

I attended an informational meeting about Lending blood pressure monitoring devices for at home use to library patrons to assist in the prevention of impending heart attacks and potential

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strokes. Each BP Loaner Kit contains a blood pressure monitoring device and an information packet with instructions which the patron can keep after returning the device. We will receive 10 kits sometime in early May 2022.

Relationships and connection (ongoing and new) with community organizations are integral to the success of the library and these are the organizations I have reached out to and communicated with thus far.

American Heart Association: RFL will participate in the Making Strides against Breast Cancer Walk in Riverhead on October 1, 2022 @ 9am. This event starts on Main St. and makes its way through Grangabel Park. We will have a library team participating in the walk and set up an information table along the route.

Joseph P. Dwyer Veterans Support Project: A representative will host a monthly resource table where patrons can learn about programs and services available in Suffolk County for veterans and their families.

The Long Island Educational Opportunity Center (LIEOC) is an Institution of Farmingdale State College and the State University of New York. Their mission is to offer services to educationally and economically underserved adults. They offer English as a New Language program, Academic Preparation, TASC Preparation, College Preparation, and Career and Technical Education (Training) classes for our patrons on a semester basis (13-week interval). I am interested in establishing a substantive relationship with the LIEOC as their services are desirable, cost-effective and an extremely valuable resource for the library, our patrons and the community at large.

BOCES Riverhead Literacy Zone

Their mission is to promote literacy and develop pathways out of poverty for residents living in the Riverhead community by working collaboratively and in partnership with education, social and human services, workforce development, cultural institutions and volunteer organizations.

I am working with them on a Citizenship class to be held at the library. They will fully subsidize the cost of the instructor if we can deliver a class of 15 or more students.

Literacy Suffolk provides one-on-one tutoring to adults who want to learn English or improve their reading and writing skills. I am actively recruiting applicants and tutors to work in a designated space at RFL. My goal is to eventually establish and nurture a tutoring lab that is used daily to enhance access and to provide a community locale that is inviting and comfortable to prospective users.

Adult & Information Services: James Provencher

Our seed library has taken off with a fantastic start. Pam processed 190 seed packets that were distributed to patrons through requests and 123 through the kits. All were picked up by patrons in the last two weeks of March. Bringing the total number of seed packets distributed in March to 313.

Vita filed tax returns for 92 patrons. 87 returns , 5 of which were joint returns. AARP filed tax returns for 55 patrons. 48 returns, 7 of which were joint returns

The RFL Staff Picks social media posts generated likes from authors Kelly Rimmer. Nita Prose and Fiona Davis. Fiona Davis' comment on Facebook generated a lot more likes and comments as well. Patrons picked out 34 books from the Staff Picks display.

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Phatima held her “Best Sellers” book club which discussed the book “Where the Crawdads Sing” and it was well received. All in attendance were deeply engaged and their life experiences and perspectives were a fascinating addition to its successful outcome.

Electronic Resources Stats

	January 2022	February 2022	March 2022
WAM Database usage	1302	1966	776
eBook downloads	4108	3620	3824
Audiobook downloads	1872	1781	1963
Video downloads	1	1	2
New Overdrive Users	31	33	33
Universal Class			
New registrants	21	25	72
New Courses	115	62	287
Videos Watched	2211	1292	4670
Login Sessions	628	346	1256
Lessons Viewed	3671	2114	8092
Student submissions	1352	715	2976
Kanopy	January	February	March
Visits	1436	1533	919
Page views	1876	1929	1181
Plays	240	257	137

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Minutes	9398	9470	5585
Flipster emagazines	282	512	840
Seed Library	Grab and Go Air Plants - 45 kits	N/A	Seed packets Distributed: 313
One-on-One Tech Time	15	21	31
Museum Passes	12	16	7
ENL Attendance	53	101	79
Literacy Suffolk Students Served	12	18	14
Notary Stamps	85	58	89
Reference Questions	2394	2231	2615

Constant Contact for the month of March

Date Sent	Campaign Name	Sends	Opens	Open Rate
3/3/2022	Programs 3/7-3/12	5679	1907	34%
3/10/2022	Programs 3/14-3/19	5679	2009	36%
3/17/2022	Programs 3/21-3/26	5675	1894	34%
3/24/2022	Programs 3/28-4/2	5665	1842	33%

Adult Programming: Jenny Bloom, Adult Programmer

- March's most popular programs:
- Zoom Fitness Classes (Chair Yoga, Breathe Together, Zumba) each average over 35 participants; Some average 58 participants.
- Walking club is bringing out an average of 25 people each meeting.
- Day-time Senior Singles Meet-up will be moving out of the library and into a restaurant for lunch starting in May in response to requests.
- A third session of Defensive Driving has been scheduled for April in response to demand
- Native Plants in your Garden by Cornell Coop Extension on-line had over 51 registrants

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from a wide-range of home-libraries after being promoted on Cornell's website.

Total Adult & Senior Programs:

- In Person: 84
- Virtual: 37
- Total Attendees: 1656

Patron Services: Jessica Neilson

Statistics:

Total Checkouts	6,578
New Patrons	183
Curbside Items	44
Curbside Appointments	23
Door Count	10,663
Internal Count Use	210
Self-Check	0

Achievements:

- Launched new Library cards for Adults, Teens, and Children.
- Created new signs for department staff, new hours and curbside for door entrance.
- Held a Circulation Department meeting to get everyone on the same page on day to day responsibilities.
- Staff began handing out the donated Covid Test kits. Patrons are very appreciative, and thankful.
- Staff fully trained on Sierra Offline practices, everyone understood and took very easily to it.

Computer Information Services: Cory Burns

- Performed vital windows updates to a domain controller.
- Continued planning for server upgrades
- Renewed our domain.
- Continued working on inventory
- Worked with Technical Services to prepare hotspots for deployment

Computer Lab Usage

- Total Session: 855
- Total Session Length (min): 33,683
- Average Session Length (min): 39.4

Processing & Receiving: David Troyan

For the month of March, the Library added 1,070 items while deleting 401 items.

Cassie Rankel began her maternity leave in March. Mother and baby are doing well.

Aleena Butt, our clerk that we hired in November, received her training from Cassie and has been a valuable asset to the department. She works on the Children's and Teen collections, repairs, and magazines and newspapers. She rightly receives praise from staff members about the quality of her work.

Brittany Folkes rounds out our staff. She is the primary receiving clerk, and does the Adult Books, DVDs, and Audiobooks.

Diane Sawchuk has been pitching in when her circulation schedule permits. She has done yeoman work for us. Her knowledge of Sierra rivals that of Cassie and Brittany.

The supply chain problems that plagued us earlier in the year have seemed to be rectified. Orders are coming much faster. This allows us to maintain a nice pace of work, ensure our patrons have access to new materials, and keeps our new book shelf good. Value Line – the investment newsletter – has seen delays for some weeks. This could be a postal situation. I'll continue to monitor the situation.

The processing of our circulating hotspots is nearly complete. I look forward to reporting about how they are circulating.

Website Statistics:

- Unique Visitors: 4,761
- Number of Visits: 9,370
- Pages: 63,736
- Hits: 541,855
- Bandwidth: 3.83 GB

Building, Grounds & Maintenance: Marie LaDonne

- moved all the furniture with help for the administration offices
- moved all the file boxes from the filing cabinets to the basement storage
- put together more furniture
- kept stand with the tax forms full
- breaking down boxes and taking out
- emptying outside garbage and picking up the grounds
- took care of the ant situation in the children's room
- Briscoe was here and inspected the fire sensors and tested the alarm
- coordinated sav mor ,roofer and electrician for the L.I. room project

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- set up rooms for programs
- cleaned the bathrooms twice a day

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 32 Held / 7 Canceled

Total Infant Program Sessions: 3 class/ 44 attendance

Total Toddler Program Sessions: 6 classes/ 102 attendance

Total Preschool Program Sessions: 3 classes/ 42 attendance

Total Family Program Sessions: 12 classes/ 162 attendance

Total School Age Program Sessions: 5 class/ 27 attendance

Total Teen Program Sessions: 2 classes/ 10 attendance

Passive Programming Activities: 4 activities/ 119 attendance

Teen Volunteers: 16

Community Service Hours Earned: 21

Number of Teens in Loft throughout the Month: 115

Video Game Usage: 31

Reference Questions

Total Children's Reference Questions: 647

Total Teen Reference Questions: 162

Monthly Focus:

- On Friday, March 18, we hosted the Teen Art Show and had upwards of 100 people walk through the doors to attend. We had the Middle School and High School band play in the stage room, and they truly brought the whole community together with their musical stylings. Lauren is working on future partnerships with the band teacher and fine arts director to hopefully have them back in the building
- YFS staff attended the first Libraries Nourish training of the season.
- The nights have picked up and we have had a total of 288 patrons in the Children's room and 81 teens in the Teen room between the hours of 5:00-8:00pm.
- We have had many teens come in to complete community service hours for National Honor Society
- We had our first parent program with Parents for Megan's Law.
- Our Parent/Child Workshop was well attended this month. Barbara and Karen were both able to gain experience in the room.
- Alex facilitated a Leprechauns Attack program which was well received by both the children and the parents.

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- Karen facilitated a Gaming Corner program which is also known as a Technology Petting Zoo. Children in this program were able to try all of our technology-based equipment. The dad's that attended the program, said they would love to see more technology in the library and asked to have the program again.

Respectfully submitted,

Kerrie McMullen-Smith, Library Director

4.13.22 Motion was entertained by Janet O'Hare to close the Library on June 20, 2022
1161 in observance of the Juneteenth federal holiday which falls on Sunday the 19th.
Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

COMMITTEE REPORTS:

PERSONNEL: (Zeiger)

4.13.22 **RESOLUTION #22-378**
1162 **APPROVAL TO HIRE THOMAS CAYA AS PART-TIME CLERK**

Jeff Zeiger offered the following resolution which was seconded by Ruth Nelson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the hiring of Thomas Caya as Part-Time Clerk, at the hourly rate of \$15.90, effective April 18, 2022 and authorizes the Board President to execute the agreement of behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

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4.13.22 RESOLUTION # 22-379
1163 APPROVAL TO HIRE JOHN HOWELL AS PART-TIME SECURITY GUARD

Jeff Zeiger offered the following resolution which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the hiring of John Howell as Part-Time Security Guard, at the hourly rate of \$21.07, effective April 18, 2022 and authorizes the Board President to execute the agreement of behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

4.13.22 RESOLUTION #22-380
1164 APPROVAL TO PROMOTE CORY BURNS TO NETWORK AND SYSTEMS ADMINISTRATOR

Jeff Zeiger offered the following resolution which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the promotion of Cory Burns to Network and Systems Administrator at the bi-weekly rate of \$2,115.38, effective April 18, 2022 and authorizes the Board President to execute the agreement of behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

APPROVED

**4.13.22 RESOLUTION #22-381
1165 APPROVAL TO PROMOTE JAMES MOELLER TO PART-TIME IT TECHNICIAN**

Jeff Zeiger offered the following resolution which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the promotion of James Moeller to Part-Time IT Technician at the hourly rate of \$22.67, effective April 18, 2022 and authorizes the Board President to execute the agreement of behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

**4.13.22 RESOLUTION #22-386
1166 APPROVAL TO PROMOTE ANDREW WEINSTEIN TO PART-TIME TECHNOLOGY
LIBRARIAN**

Jeff Zeiger offered the following resolution which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the promotion of Andrew Weinstein to Part-Time Technology Librarian at the hourly rate of \$28.68, effective April 18, 2022 and authorizes the Board President to execute the agreement of behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

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BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

Jeff advised there are no updates.

POLICY, BY-LAWS & OBJECTIVES: (Nelson)

4.13.22

RESOLUTION #22-384

1167 APPROVAL TO AMEND OUR POLICY FOR MINIMUM SERVICE REQUIREMENT FOR ELIGIBILITY FOR NYSHIP AS A RETIREE

Ruth Nelson offered the following resolution which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVES AS FOLLOWS, the Board of Trustees hereby approves to amend the policy for minimum service requirement for eligibility for NYSHIP as a retiree from 10 years of service to 5 years of service, effective April 13, 2022 and authorizes the Board President to execute the agreement on behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare NO Zeiger NO Friedrich NO

Nelson NO Banks-Winter Absent Berdinka Abstained

Chinese NO Genchi Absent Totten Absent

4.13.22

RESOLUTION #22-385

1168 APPROVAL TO ADOPT A WIFI HOTSPOT AGREEMENT AND USE POLICY

Ruth Nelson offered the following resolution which was seconded by Gina Chinese

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the adoption of a WiFi Hotspot Borrowing Agreement and Use Policy, effective April 13, 2022 and authorizes the Board President to execute the agreement on behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

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THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

FINANCE: (Friedrich)

4.13.22 David Friedrich moved to approve the personnel and payroll report for the month
1169 of March 2022. Motion was moved by Gina Chinese and seconded by Susan Berdinka.

Motion Carried.

4.13.22 **RESOLUTION #22-382**
1170 **APPROVAL TO PURCHASE 10 OPTIPLEX 7090 DELL COMPUTERS AND 10**
DELL 27 MONITORS

David Friedrich offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to purchase 10 Optiplex 7090 Dell Computers and 10 Dell 27 Monitors, effective April 13, 2022 and authorizes the Board President to execute the agreement on behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

4.13.22 **RESOLUTION #22-383**
1171 **APPROVAL TO PURCHASE A SELF CHECK 1000 FROM BIBLIOTHECA**

David Friedrich offered the following resolution, which was seconded by Ruth Nelson

APPROVED

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to purchase one Self Check 1000 from Bibliotheca, effective April 13, 2022 and authorizes the Board President to execute the agreement on behalf of the Library.

Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Absent Berdinka Yes

Chinese Yes Genchi Absent Totten Absent

FUNDRAISING:

David reported on the yellow barn's total donations as of 4/13/22, expenses have not changed. Janet mentioned that the yellow barn sign has been moved to the front of the yellow barn. The barn will be opening on the 20th and we will have some applications for bricks and plaques at the barn since there is room for more bricks.

Jeff asked the status of the plaques. Kerrie advised we just opened the barn today and Barbara was there getting things ready and she will have Marie install the tree.

David reminded everyone that the donations should be made to the Library staff and not the employees of the yellow barn. Susan will reiterate that at the next Friend's meeting.

David advised he has a new idea for fundraising aimed at business owners in the community that he has had success with in the past. Susan expressed a desire to be on the Fundraising committee and removed from building and grounds. Janet suggested maybe Gina would take a position on a committee. It was concluded Susan will move to Fundraising to replace Amy. David will go to B&G to replace Susan. Gina will go to Policy and Bylaws to replace Amy.

PLAN OF SERVICE: None at this time.

LIAISON REPORTS:

FRIENDS: (Berdinka)

Susan reported the Friend's held their meeting on March 14th and started with a moment of Silence for Lois Pike. The Friend's received a 15k donation from the Pike trust and they're looking for proposals from anyone on how to spend it. Kerrie advised she emailed Linda about having a memorial concert in memory of Lois, that they might want to co-sponsor and share the cost and possibly raise money for a specific purpose like another concert. The Friends executive committee election is in May and there may be potential changes to the officers. The Friend's application for membership is now in the RFL newsletter. Linda is in the process of getting Marsha's work on the cookbook together in time for holiday gift giving. The Friend's are looking for yellow barn volunteers..

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SCLS: (Bergmann)

Nothing to report.

UNFINISHED BUSINESS: Nothing to report.

NEW BUSINESS: Nothing to report

PERIOD OF BOARD EXPRESSION: None at this time.

PERIOD OF PUBLIC EXPRESSION: None at this time.

4.13.22 Motion was entertained by Janet O'Hare to adjourn the April 13, 2022 regular
1172 meeting of the Board of Trustees. Motion was moved by David Friedrich and
seconded by Ruth Nelson.

Motion Carried.

Meeting was adjourned at 7:45 pm.

Respectfully Submitted,

Ruth Nelson
BofT Secretary