

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
July 12, 2023

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

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver and Steve Taddeo

Patrons: Two members of the community

The regular meeting of the Board of Trustees was called to order on July 12, 2023 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Susan Berdinka led those present in the pledge of allegiance.

7.12.23 President O'Hare entertained a motion to approve the amended agenda. Motion
1439 was moved by Carlos Alvarez and seconded by Susan Berdinka.
Motion Carried.

7.12.23 President O'Hare entertained a motion to approve the minutes of the
1440 regular board meeting of June 14, 2023. Motion was moved by Ruth Nelson
and seconded by William Sandback.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

7.12.23 Gina Chinese entertained a motion to approve the bills for the month of June
1441 2023. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

7.12.23 Gina Chinese entertained a motion to approve the receipts and disbursements
1442 for the month of June 2023. Motion was moved by David Friedrich and seconded
by Ruth Nelson.
Motion Carried.

7.12.23 Gina Chinese entertained a motion to approve warrant **23-7-1** general fund
1443 checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

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**7.12.23
1444** Gina Chinese entertained a motion to approve warrant **23-7-2** general fund credit card processing to the general fund operating account. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

**7.12.23
1445** Gina Chinese entertained a motion to approve warrant **23-7-3** general fund money market to the payroll account. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

**7.12.23
1446** Gina Chinese entertained a motion to approve warrant **23-7-4** general fund payroll. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

**7.12.23
1447** Gina Chinese entertained a motion to approve warrant **23-7-5** capital project fund. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

**7.12.23
1448** Gina Chinese entertained a motion to approve the bank reconciliation for June 30, 2023. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

CORRESPONDENCE: None

Director's Report

Riverhead Free Library

07/12/23

June 2023

Day to day operations

Statistics, Services & Community

- We had over 12,000 people visit the library in June.
- Island Harvest served 268 people at RFL in June.
- Long Island Cares was here on June 1, and served 20 families.
- Our patrons donated 150 pounds of cat & dog food collected here at RFL for Assemblywoman Jodi Giglio's pet food drive for LI Cares.

Personnel

- I recommend the following:
 - Hire Robert Haughie for our Building Maintenance Manager position

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- Eliminate the Head Custodian position
- Hire Tessa Klahr as a temporary part-time page
- Increase Susan Culver's annual salary

Buildings & Grounds & Technology

EMTEC / HVAC Project meeting:

We met with Patrick Balling from EMTEC and Ivan from TFMG over Zoom for an update on the progress of the HVAC Project. EMTEC has produced 25 drawings thus far for Construction Documents and Bidding purposes. The drawings depict demolition of old HVAC units and ductwork as required, and new HVAC rooftop units along with new interior VAV (Variable Air Volume) boxes and ductwork as required for the new units. New Boilers and boiler room equipment along with new Gas service piping and Kitchen exhaust fans is also shown. The next meeting to review design phase progress will be in mid-July. EMTEC is on schedule to be ready to bid for August 2023.

Riverhead DRI Project – New Welcome Center project meeting:

Architect Martin F. Sendlewski reviewed design drawings for the DRI (Downtown Revitalization Initiative) project that includes a new entrance and welcome center, new walkways, landscaping and new LED information sign.

Project is currently in design phase approx. 50% complete. The Riverhead Town Site plan approval and building permit application is drafted, was signed and will be submitted by Martin's office. Interior renovation details of existing computer lab are being finalized. The next meeting to review design phase is in mid-July.

Library Market has assigned us a project manager and we will have our website kickoff meeting on July 17.

I recommend we contract with The Facilities Management Group for program management services for our HVAC project.

Policies & By-laws

- I recommend the following:
 - we adopt a Nursing Mothers in the Workplace policy and a Notary Services policy
 - we amend our Whistleblower policy

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Finance

- Baldessari & Coster has begun our preliminary audit of the 2022-23 fiscal year.
- Our auditor recommended we amend our budget to include the budget line “other employee benefits”. We should move the cost of EAP from our health insurance budget line and move it to that budget line. In addition, we need to move \$2,500.00 to cover the cost.

Fundraising:

- As of July 7, we have received \$178,440.35 for the yellow barn restoration and maintenance fundraiser.

Assistant Director: Catherine Montazem

On Thursday June 15th The Riverhead Free Library had the honor of hosting New York State Liberty Medal Presentations. State Senator Anthony Palumbo presented three New York State Senate Liberty Medals, the award having the distinction of being the highest civilian honor that a New York resident can receive. During the well-attended ceremony, Senator Palumbo presented Liberty Medals to William Renten and Frank Greenwood both veteran volunteer Riverhead firefighters and workers for the Riverhead Highway Department also receiving this prestigious award was Bill Gorga, all three were acknowledged for their incredible courage and extraordinary live-saving efforts assisting fellow New Yorkers in the face of grave danger. Attendees included Assembly members Fred Thiele and Jodi Giglio, Representative Nick La Lota, Town Supervisor Ed Romaine, Suffolk County Clerk Vincent Puleo, Riverhead Highway Superintendent Mike Zaleski, Southold Town Police Chief Martin Flatley, along with the Liberty Medal recipients William Renten, Frank Greenwood, and Bill Gorga and their families.

Patrons learned how to avoid being the victim of multiple scam scenarios during an educational seminar on June 22nd earmarked for seniors but applicable to all at Riverhead Free Library. This enlightening program was hosted by State Senator Anthony Palumbo and members of the Suffolk County District Attorney's office. The presentation was both entertaining and quite informative. Approximately 50 people attended and they were thoroughly engaged and many asked lots of thoughtful questions. Due to the positive feedback, we will offer it again in the future.

The Suffolk County Summer Library Tour program is underway and will run from July 1 to August 31. Patrons pick up a booklet at their home library and have it stamped at each Suffolk County library they visit. Raffle tickets are earned at 5, 15 and 25 library stamps (visits). At five stamps, the raffle prize is a \$50 Barnes & Noble gift card, at 15 stamps the prize is a \$100 Barnes and Noble gift card, and at 25 stamps, they can enter the raffle for a \$25 Barnes & Noble gift card and Nook e-reader. Riverhead patrons are off to a strong start and 100 booklets have already been given away. Participants are very enthused and this program is very attractive to our patrons and the community at large.

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Adult & Information Services: James Provencher

- The Reference Department received a nice comment from author Lisa Scottoline on our Facebook page. She said “WOW, Thank you!!! I’m so honored! Thanks so much to Pam and everyone at the library!”
- We have distributed 111 seed packets from our Seeds of Knowledge Library this month.
- Senator Palumbo’s Scam Prevention Program for Seniors had 48 attendees.
- The Courtyard Concert Series started with “BRILL-IANT” with 36 attendees.
- We have had 70 patrons sign up for the summer reading challenge so far.

Social Media:

Instagram, 1353 with 17 new followers with 4866 impressions

Facebook New Likes: 11

Facebook Followers: 1394

Twitter Followers: 1441

Electronic Resources Stats:

	Apr 2023	May 2023	June 2023
Database usage (WAM Stats)	655	751	N/A
eBook downloads	4244	3974	4295
Audiobook downloads	2532	2568	2593
Video downloads	0	0	0
New Overdrive/Libby Users	25	31	44
Universal Class			
New registrants	82	40	52
New Courses	189	189	188
Videos Watched	2,814	3,460	4653
Login Sessions	290	315	430

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Lessons Viewed	4,753	5,993	7545
Student submissions	4,915	5,982	7164
Kanopy			
Visits	1263	1,740	2861
Page views	1749	2,183	3555
Plays	213	228	341
Minutes	9,819	7,394	12,500
Flipster emagazines	195	226	N/A

Miscellaneous	Apr 2023	May 2023	June 2023
One-on-One Tech Time	15	13	21
Museum Passes	27	31	30
ENL Attendance	144	138	103
Literacy Suffolk Students Served	17	25	17
Reference Questions	1846	1749	1771
HIICAP	4	3	1
SCORE	5	2	7
Career Advisor	0	0	0
Career Coaching	6	4	2
Candid	17	0	19

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LibraryAware for the month of June:

Date Sent:	Campaign Name:	Sends:	Opens	Open Rate:
05/26/23	Programs 5/29-6/3	6225	2344	37.69%
06/02/23	Programs 6/5-6/10	6216	2289	36.84%
06/09/23	Programs 6/12-6/17	6209	2291	36.91%
06/16/23	Programs 06/20-6/24	6194	2305	37.24%
06/16/23	Courtyard Concert Series	6196	2304	37.22%
06/21/23	Scam Prevention Program	6189	2448	39.57%
06/23/23	Programs 06/26-07/01	6182	2252	36.45%

Adult Programming Report:

Total Adult & Senior Programs:	June 2023
In Person:	78
Virtual:	46
One-on-One Sessions	40

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Total Adult Programs:	124
Total Attendees:	1893

Adult Programming

On Saturday, June 17 we kicked off our Summer Reading program and Outdoor Concert Series with Willa Bassen's, BRILL-IANT: The Songwriters of NYC's House of Hits. Patrons had a great time dancing and singing along to the music.

Thanks to the generosity of Assemblywoman Jodi Giglio, a number of our patrons took advantage of the discounted NYS Safe Boating Certification Course.

This month Karen Thum held a discussion on the book, Montauk. During the discussion, the author, Nicola Harrison joined in via Zoom to answer questions about her experiences and motivations while writing the book.

Processing & Receiving: David Troyan

Technical Services deleted 607 items and added 741 items in June.

With the start of the new fiscal year, Technical Services is happy to have the full budgets. There are a lot of patron requests and newly published books for the summer. We're working hard at maintaining a consistent level of collection development throughout the year. Without the extensive adult weeding that was undertaken last year, it will be easier to predict the amount of collection development month-to-month. We'll also reevaluate the authors that we received through Automatically Yours. This will be in conjunction with the Adult Services Department.

We've begun to examine our adult media collection. DVDs that have circulated many times are the first collection that was evaluated, but not the last. Books on CDs and Music CDs will also be evaluated for utility in our collection. There's been a goal set for reducing our collection of these items. The Library benefits when its collections are neat and inviting. By weeding the uncirculated and overworn media, we're ensuring a healthier and more inviting collection. This will lead to greater circulation.

Cassie and David completed PALS statistical products and procedures training. It has been a benefit to attend these sessions and the tools will be used to assist in collection development and weeding. It was especially valuable to have a review of Decision Center. It is a powerful tool for collection analysis. Thanks to SCLS/PALS for hosting these sessions. We gained so much insights into their use and utility.

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Alison attended her first LILRC talk. It was on Pollinator Gardens. This topic is very much of interest to her as it meshes with her education.

David has worked on the website and continues to prepare for the redesign by removing unneeded and outdated files.

Website Statistics

Unique Visitors: 4,777

Number of Visits: 8,794

Pages: 56,652

Hits: 492,901

Bandwidth: 105.27 GB

Public Computer Usage Statistics

Computers: 44

Sessions: 929

Minutes: 39,350

Ave Time: 42.36

Patron Services: Ben Granger

Total Checkouts	5,723
Total Check Ins	5,356
Renewals	582
Holds	551
New Patrons	116
Curbside Items	14
Curbside Appointments	7

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Door Count	12,417
Internal Use	148
Self-Check Out: Patrons	335
Self-Check Out: Items	363
Notary Appointments	119

Achievements:

- New employee, Bonnie Zellner, is fitting in great at circulation and is fully trained on circulation and computer lab duties.
- The Structures of Sound album club continues to do well, and attendance is expected to grow for July since the club is being promoted at the library's Alive on 25 booth.
- The "Summer Tour" booklets and stamps are ready for when the event starts on July 1st.
-

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 39 Held/ 4 Canceled

Total Infant Program Sessions: 0 class/ 0 attendance

Total Toddler Program Sessions: 5 classes/ 103 attendance

Total Preschool Program Sessions: 4 classes/ 71 attendance

Total Family Program Sessions: 2 classes/ 82 attendance

Total School Age Program Sessions: 6 classes/ 61 attendance

Total Teen Program Sessions: 17 classes/ 22 attendance

Passive Programming Activities: 3 activities/ 48 attendance

Teen Volunteers: 10

Community Service Hours Earned: 10

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Number of Teens in Loft throughout the Month: 151

Video Game Usage: 47

Reference Questions

Total Children's Reference Questions: 514

Total Teen Reference Questions: 161

Monthly Focus:

- We visited Phillips, Roanoke, and Aquebogue for our Summer Reading Visits
- Lauren, Vivien, and Tom worked with the 5th and 6th grade students at Aquebogue on mobile programming involving our Breakout EDU boxes. Students were given clues to break out of the Summer themed escape room box.
- Since the start of Summer Reading, we have seen many new students up in our Teen Loft using our computers, gaming systems, and art cart.
- Vivien held a Virtual Escape Room with our tweens which was very popular.
- Lily made Puffy Sidewalk Chalk with students in grades K-2 and they had a blast using their creation to draw designs outside.
- Vivien and Karen participated in the first Alive on 25 on 6/30.
- We currently have 261 children/teens signed up for Summer Reading
- Lauren participated in the Say No to Drugs March for CAP at Pulaski Street School on 6/9.
- We had 4 second grade classes from Roanoke Elementary School come for library visits on 6/15.
- We held the East End STEAM Faire here at RFL. Riverhead was able to host a table to show other libraries the different kinds of maker equipment we have and how it works.

Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

7.12.23 David Friedrich entertained a motion to approve the Personnel and Payroll April
1449 report. Motion was moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.

7.12.23
1450

RESOLUTION # 23-473

APPROVED

APPROVAL TO HIRE TESSA KLAHR AS A YFS TEMPORARY PART TIME PAGE

David Friedrich offered the following resolution, which was seconded by Carlos Alvarez

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire Tessa Klahr, as a Youth & Family Services Temporary Part Time Page at the hourly rate of \$15.00, effective July 17, 2023 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

7.12.23

Resolution #23-474

1451

APPROVAL TO ELIMINATE THE HEAD CUSTODIAN POSITION

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to eliminate the Head Custodian Position effective July 14, 2023, 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 Friedrich Yes Chinese Yes

APPROVED

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

**7.12.23
1452**

RESOLUTION #23-475

APPROVAL TO INCREASE THE ANNUAL SALARY OF SUSAN CULVER

David Friedrich offered the following resolution, which was seconded by Gina Chinese

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to increase the salary of Business Manager, Susan Culver to the bi-weekly amount of \$2,884.62, effective July 17, 2023 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

**7.12.23
1453**

RESOLUTION #23-476

APPROVED

**APPROVAL TO HIRE ROBERT P. HAUGHIE, JR. AS THE BUILDING
MAINTENANCE MANAGER**

David Friedrich offered the following resolution, which was seconded by William Sandback

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire Robert P. Haughie, Jr. as the Building Maintenance Manager at the biweekly rate of \$2,500.00, effective July 17, 2023 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

BUILDINGS, GROUNDS & EQUIPMENT:

**7.12.23
1454**

RESOLUTION #23-480

**APPROVAL TO HIRE THE FACILITIES MANAGEMENT GROUP FOR PROGRAM
MANAGEMENT SERVICES FOR HVAC PROJECT**

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 to hire The Facilities Management Group for HVAC project based on the fixed fee range on the attached proposal, effective July 12, 2023 and authorizes the Board President to execute the agreement on behalf of the Library.

APPROVED

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

THE VOTE

O'Hare Yes Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

POLICY, BYLAWS & OBJECTIVES: (Nelson)

**7.12.23
1455**

RESOLUTION #23-477

APPROVAL TO ADOPT A NOTARY SERVICES POLICY

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to adopt a Notary Services Policy effective July 12, 2023 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

APPROVED

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

**7.12.23
1456**

RESOLUTION #23-478

APPROVAL TO ADOPT A NURSING MOTHERS IN THE WORKPLACE POLICY

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to adopt a Nursing Mothers In The Workplace Policy effective July 12, 2023 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

**7.12.23
1457**

RESOLUTION #23-479

APPROVAL TO AMEND THE WHISTLEBLOWER POLICY

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to amend the Whistleblower Policy effective July 12, 2023 and authorizes the Board President to execute the agreement on behalf of the Library.

APPROVED

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

THE VOTE

O'Hare Yes Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

FINANCE: (Chinese)

**7.12.23
1458**

RESOLUTION #23-481

APPROVAL TO AMEND THE BUDGET TO MOVE FUNDS FROM THE HEALTH INSURANCE LINE TO THE NEWLY CREATED OTHER EMPLOYEE BENEFITS LINE

Gina Chinese offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to amend the budget and move \$2,500.00 which covers the cost of the Employee Assistance Program from the Health Insurance Line to the newly created Other Employee Benefits Line in the Operating Budget, effective July 12, 2023 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Yes

APPROVED

**The Resolution Was Thereupon Duly Declared Adopted
July 12, 2023**

FUNDRAISING: (Berdinka) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

FRIENDS: (Sandback) There was no Friends meeting this month. In speaking with some of the members of the Friends, they mentioned the heat and asked if it was possible to get air conditioning in the Yellow Barn. Kerrie will look into the possibility of a ductless air conditioning unit.

SCLS: (Bergmann) Nothing to report

UNFINISHED BUSINESS: Kerrie gave an update on the flood the Library had in the basement due to the amount of rain that we had early in the morning on Monday, July 10th.

NEW BUSINESS:

7.12.23 President O'Hare entertained a motion to approve the future meeting dates. The
1459 motion was moved by Susan Berdinka and seconded by William Sandback.
Motion Carried.

The Oath was administered to new trustee Janet Vuturo and signed.

President O'Hare opened the nominations for the 2023 - 2024 Board of Trustee Officers. William Sandback recommended publishing a slate going forward.

7.12.23 Janet O'Hare nominated Susan Berdinka as Treasurer, vote was unanimous.
1460 **Motion Carried.**

7.12.23 Janet O'Hare nominated William Sandback as Secretary, vote was unanimous.
1461 **Motion Carried.**

7.12.23 Susan Berdinka nominated Jeff Zeiger as Vice President. William Sandback
1462 nominated David Friedrich as Vice President. The vote was four for Jeff Zeiger and four for David Friedrich. It was decided that new Trustee Janet Vuturo would cast the deciding vote. Janet Vuturo voted in favor of David Friedrich. David Friedrich was re-elected as vice president.
Motion Carried.

7.12.23 Susan Berdinka nominated Janet O'Hare as the President, vote was unanimous.
Janet O'Hare was re-elected as vice president.

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1463 Motion Carried.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

7.12.23 President O'Hare entertained a motion to adjourn to executive session. Motion
1464 was moved by Susan Berdinka and seconded by William Sandback.
Motion Carried.

Meeting adjourned to executive session at 7:08 pm.

7.12.23 President O'Hare entertained a motion to enter into executive session. Motion
1465 was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Executive session was called to order at 7:11 pm.

7.12.23 President O'Hare entertained a motion to adjourn the executive session. Motion
1466 was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Executive session was adjourned at 7:37 pm.

7.12.23 President O'Hare entertained a motion to move back to the regular meeting.
1467 Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Regular meeting was called to order at 7:38 pm.

7.12.23 President O'Hare entertained a motion to adjourn the July 12, 2023 regular
1468 meeting of the Board of Trustees. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

Meeting was adjourned at 7:39 pm.

Respectfully submitted,
William Sandback / smc