

## **North Suburban Library District**

Regular Session

7/20/2017

**Present:** Jane Burden, Steve Sinkiawic, Rachel Parry, Tom Powers, Sara Porter. **Absent:** Gary Welden, Nick Nelson. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, IL and was called to order by Jane at 5:29 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the June 15, 2017 regular meeting and the June 15, 2017 closed session meeting was made by Rachel and seconded by Sara. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, the yearend financial summary and the fiscal financial summary. Motion to approve the four reports was made by Tom and seconded by Jane. Motion carried.

### **New Business:**

- Mary reviewed statistic reports of the library's performance for the year. She also reviewed an IPLAR statistical comparison of similar libraries in the Northern Illinois region. Programs, population, revenue, buildings size, and many other attributes were compared.
- The draft of the Budget and Appropriations ordinance #2017-03 was distributed and will be voted on at the August meeting.

### **Librarian's Report:**

- Fund raising meals for the trustees were purchased and given to the attending trustees.
- The program for the next all staff meeting will address dealing with difficult patrons.
- Chamber picnic is August 7. All are invited.
- Discussed variations and the causes of final expenditures vs budget.
- Suggested that with debt certificate being paid down, it will soon be time to create another loan to continue renovation efforts. Loves Park children's area is in need of upgrading, the Roscoe roof needs to be redone. Will soon be time to progress to Phase II of the renovation scheme.

**Committee Reports:** None

**Unfinished Business:** none

**Correspondence:** Letters to the trustees regarding the annexation of property by the City of Beloit.

**Board Discussion:** None

Motion to adjourn was made at 6:40 PM by Steve and seconded by Sara. Motion carried.

## North Suburban Library District

8/17/2017

### Budget and Appropriations Hearing

August 17, 2016 at 5:00 p.m. in the North Suburban Library Board Room

The trustees of the North Suburban Public Library District held a public hearing on the Tentative Budget and Appropriation Ordinance for fiscal year 2017-2018 at the main library at 6340 North Second Street, Loves Park, Illinois, on August 17, 2016, at 5:00 p.m.

Public/Public Comments: None

### Regular Session

**Present:** Steve Sinkiawic, Rachel Parry, Tom Powers, Gary Welden, Nick Nelson.

**Absent:** Jane Burden, Sara Porter. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, IL and was called to order by Nick at 5:28 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the July 20, 2017 regular meeting was made by Steve and seconded by Gary. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary. Motion to approve the three reports was made by Nick and seconded by Tom. Motion carried.

### Librarian's Report:

- Mary briefly reviewed the contents of the "Love your Library Survey", presenting each trustee with a binder containing survey results. Results are also available on the 'One Drive'.
- Statistical reports in the new format were reviewed for June and July. A community survey was briefly discussed.
- The Traverse migration went well and the system is working.
- The completed IPLAR report is going to the State.
- Request for any address/telephone updates from the Trustees was made.
- The Fall Newsletter is being mailed after Labor Day.
- October 26<sup>th</sup> is the Parks Chamber dinner.

**Committee Reports:** None

**Unfinished Business:** The Budget and Appropriations Ordinance was modified to include \$25,000 of revenue, to be received, from the Machesney Park TIF district. No further questions were heard. Motion to accept Ordinance #2017-03 was made by Steve and seconded by Gary. Motion carried.

### New Business:

- Discussion concerning the future of the NIC consortium was held. This is a difficult problem for NSLD as well as the other libraries in NIC due to the possibility of a cost increase for the switch to a hosted service, new software and

additional administrative/tech costs. The trustees agreed that Mary should work with a consultant to help decide how to best resolve this problem.

**Correspondence:** Parks Chamber dinner October 26; Nick Nelson will be the new Chamber board president. There will also be a golf day 9/14.

**Board Discussion:** None

Motion to adjourn was made at 7:14 PM by Steve and seconded by Tom. Motion carried.

## **North Suburban Library District**

Regular Session

9/21/2017

**Present:** Nick Nelson, Tom Powers, Steve Sinkiawic, Rachel Parry, Gary Welden, Sara Porter. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Joyce Kohley. **Guest:** Rob McGee, RMG Consultants.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, IL and was called to order by Nick at 5:29 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the 8/17/17 meeting was made by Rachel and seconded by Gary. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary. Motion to approve the three reports was made by Tom and seconded by Nick. Motion carried.

**Librarian's Report:** Proceeded directly to the NIC project. Three options are possible: 1. NIC Consortium remains; 2. Move to another consortium; 3. Go to a stand alone system. Rob McGee presented his credentials and experience with Libraries and Library consortiums. He explained what progress that was made with gathering information regarding the options available to the Library District.

- The newsletter has been distributed;
- The Roscoe parking lot is done and we are working on signage now.
- The audit has been completed, will have report in November;
- NSLD was at the Senior Expo. 532 people visited the booth;
- The October book sale is coming up.
- Thursday October 26 is the Chamber dinner.

### **New Business:**

- No need for a Black Border notice this year.
- Motion to pass the Resolution to Determine the Estimate of Funds was made by Steve and seconded by Sara. Motion carried.
- FOIA officers remain as Mary Petro and Joyce Kohley.
- December meeting will be cancelled, unless there is a need for one.

**Committee Reports:** None

**Unfinished Business:** none

**Correspondence:** None

**Board Discussion:** None

Motion to adjourn was made at 7:16 PM by Steve and seconded by Rachel. Motion carried.

## **North Suburban Library District**

Regular Session

10/19/2017

**Present:** Jane Burden, Tom Powers, Rachel Parry, Gary Welden. **Absent:** Nick Nelson, Steve Sinkiawic, Sara Porter. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, IL and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the 9/21/17 meeting was made by Rachel and seconded by Tom. Motion carried.

**Treasurer's Report:** Tom reviewed the treasurers' report, the bills paid report, and the financial summary. Detail of "miscellaneous" payee account to be emailed to trustees. Motion to approve the three reports was made by Tom and seconded by Jane. Motion carried.

### **Librarian's Report:**

- Mary reported a letter had been received from the State of Illinois advising that no chargeback would be made for past Corporate Replacement Tax disbursements.
- An overview of renovation expenses was distributed.
- The Loves Park Friends of the Library are discontinuing operations.
- Blue Cross/Blue Shield started 8/1/17. Provision has been made for those who have used up their deductible to accommodate a potential \$400 employee exposure.
- Two patrons got a 30 day warning letter.
- The latest survey continues to be worked on by the Supervisors.
- NSLD will be a school emergency plan site.
- Furniture being updated in Roscoe – should be arriving soon.
- Book Sale proceeds increased this year over last by \$697.
- Reminder that the Chamber dinner will be held on the 26<sup>th</sup>.

### **New Business:**

- Motion to adopt Ordinance for Levy and Assessment of Taxes 2017-04 made by Jane, seconded by Rachel. Motion carried.
- The last air conditioner to be replaced will be done next Spring; cost of \$44,000 approximately.
- Information on the annual report was distributed. Can also be found on the website.

**Committee Reports:** None

**Unfinished Business:** none

**Correspondence:** None

**Board Discussion:** 75<sup>th</sup> anniversary is just a couple of years away.

Motion to adjourn was made at 6:24 PM by Gary and seconded by Jane. Motion carried.

## **North Suburban Library District**

Regular Session

11/17/2017

**Present:** Jane Burden, Tom Powers, Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter, Gary Welden. **Staff Members:** Mary Petro, Joyce Kohley, Nicole Johnson, Josh Hancock. **Guests:** Mark Trotter of Siepert & Assoc., Debbie Bloom, Ida Public Library, Jane Lenser, Cherry Valley Library.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, IL and was called to order by Jane at 5:01 P.M.

**Public Comments:** None

### **New Business:**

- Mark Trotter reviewed the 2017 financial audit report. Stated that audit went well and also that the 'modified cash basis' method of accounting will be acceptable for state reporting for 2017 and 2018.
- Rob McGee, via internet connection, went over his Plans and Recommendations Report for NSLD. His recommendation was to move to a new consortium. His review concluded at 6:15 PM. Board discussion followed.
- Jane made a motion to accept Mr. McGee's report and his recommendation to move to another consortium with the NIC Group, as a whole, if possible. Steve seconded the motion. Roll call vote is conducted with 7 ayes and 0 nays.

**Approval of Minutes:** Motion to accept the minutes of the 10/19/17 meeting was made by Rachel and seconded by Nick. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary. Motion to approve the three reports was made by Steve and seconded by Sara. Motion carried.

### **Librarian's Report:**

- All staff meeting on the 17<sup>th</sup> focused on buyer training.

### **Committee Reports:** Board Development

- Per Capita Grant is due in January;
- Security will be reviewed as part of our safety and security procedures.

**Unfinished Business:** Motion to approve the 12/20/18 closing dates was made by Rachel and seconded by Sara. Motion carried.

**Correspondence:** Postcard from Parks Chamber regarding December 6 open house.

**Board Discussion:** None

Motion to adjourn was made at 6:42 PM by Nick and seconded by Gary. Motion carried.

## **North Suburban Library District**

Regular Session

1/10/2018

**Present:** Jane Burden, Tom Powers, Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter, Gary Welden. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 5562 Clayton Circle, Roscoe Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the 11/16/17 meeting was made by Rachel and seconded by Gary. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary reports for November and December. Motion to approve the six reports was made by Steve and seconded by Tom. Motion carried.

### **Librarian's Report:**

- Donation boxes have been added at both NSLD locations;
- Winter newsletter was mailed out last week;
- eRate money of \$40,296.56 has been received;
- Roscoe lights are being replaced with energy efficient LED lamps. Rebates will come for that in the future;

**Committee Reports:** None

**Board Development:** Per Capita grant requirements highlight safety and security. Loves Park and Roscoe police departments will be helping us with security training for the staff.

**New Business:** Sexual Harassment policy was discussed. Motion to pass Sexual Harassment Ordinance #2018-01 was made by Jane and seconded by Nick. Motion carried.

**Unfinished Business:** ILS project update. Mary relates news of recent meeting with NIC Directors, PrairieCat and Rails. Rails states they will pay costs of transfer.

### **Correspondence:**

- Donation of \$200 with a note of praise was received at Roscoe.
- Reminder: Parks Expo is coming up.

**Board Discussion:** None

Motion to adjourn was made at 6:45 PM by Nick and seconded by Steve. Motion carried.

## **North Suburban Library District**

Regular Session

3/01/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter.

**Absent:** Tom Powers, Gary Welden. **Staff Members:** Mary Petro, Joyce Kohley. **Guest:** **Dennis Hildebrandt, of** Siebert Accounting.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the January meeting was made by Nick and seconded by Sara. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary report for January. Motion to approve the three reports was made by Steve and seconded by Nick. Motion carried.

### **Librarian's Report:**

- Larson & Darby, RJC and Miller Engr. Came to NSLD to look over pumps and other equipment failures;
- Shingles will be replaced this Spring on some outbuildings;
- Curling carpet squares will be replaced in April;
- Lighting updates are continuing thru the State rebate program;
- Sue Foley, longtime volunteer, passed away last month;
- Winnebago County Chairman Haney will be at our next meeting with a State of the County update.
- A Buffalo Wild Wings fund raiser is coming up soon;
- NSLD is a site for the Discovery Center 'Curious George' program.

**Committee Reports:** None

### **Board Development:**

- Work has started on the FY19 budget. A review of the Budget Process will be emailed to the trustees soon.
- Reviewing with staff whether DVD fees should be discontinued;
- The move to Prairie Cat is targeted for spring of 2019.

**New Business:** Dennis Hildebrandt reviewed Siepert's proposed consulting detail, benefits, processes to be reviewed including payroll outsourcing and accounting software packages that might work for NSLD. Estimated cost would be \$10,000 - \$11,500. Jane advises that the Board will vote on this at the next meeting.

Motion to accept Resolution 2018-01 recommending non-resident fee to remain at \$125.00 annually was made by Jane and seconded by Sara. Roll Call vote yielded 5 ayes, 0 nays, 2 absent. Motion Carried.

**Unfinished Business:** NIC Directors will be sending a letter requesting NSLD continue acting as the managing library for FY19. Time to end NIC is estimated to be July 1, 2019



but this could be sooner. The Rails attorney worked on the letter and NSLD attorney is working with NSLD to be sure all the legalities are covered properly.

**Correspondence:**

- Reminder: Economic Interest statements are due in May.

**Board Discussion:** Jane extends the Boards sympathies for the loss of Nerino's father.

Motion to adjourn was made at 6:40 PM by Nick and seconded by Steve. Motion carried.

## North Suburban Library District

Regular Session

3/15/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Gary Welden, Sara Porter. **Absent:** Tom Powers, Steve Sinkiawic. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:36 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the March 1 meeting was made by Rachel and seconded by Nick. Motion carried.

**Treasurer's Report:** Rachel reviewed the treasurers' report, the bills paid report, and the financial summary report for February. Motion to approve the three reports was made by Rachel and seconded by Jane. Motion carried.

Discussion was held on the Siepert consulting proposal which will entail 65-75 hours and does not include accounting software review.. Motion to accept Siepert proposal for consulting services was made by Sara, seconded by Nick. Motion carried.

### **Librarian's Report:**

- New HVAC for Children's Dept will be installed in April. NSLD must close per OSHA for a half day while crane lifts unit onto the roof;
- Curling carpet squares will be replaced in April;
- Old lighting continues to be updated with new LED thru the State rebate program;
- New furniture is being quoted and will be purchased via furniture and special projects budget lines;
- Winnebago County Chairman Haney will attend our June meeting with a State of the County report;

**Committee Reports:** None

**Board Development:** Work is beginning on the 2018-19 budget. Preliminary worksheet reviewed;

- Discontinuation of DVD rental fees was discussed. Patrons dislike fees but enjoy the collecton;
- Coupons for promotion work well, but looking for alternative programs as well;
- Corporate replacement does not need a payback;
- eRate and lighting rebates are still ongoing;
- The property tax freeze has not passed.
- Expenses: Stable changes due to retirements, furniture purchase of smaller, light weight material with smaller footprint. Funds will come from special projects budget line.
- April 19<sup>th</sup> is NSLD 75 anniversary; watch for advertising and special promotions.

**New Business:** eRate compliance CIPA hearing: (Child Internet protection Act). NSLD follows the Library Bill of Rights and access to Library Resources and Services for Minors

guidelines. The Library Bill of Rights states that parents/guardians have the exclusive right to determine their children's access to library resources and the responsibility that goes with that right.

**Unfinished Business:** A motion was made by Jane and seconded by Rachel to send a letter to the NIC libraries (Woodstock, Ida, Talcott, Rockford University, Harvard, Richmond and Cherry Valley) amending the June 27, 2017 NSLD letter sent to the NIC libraries. Motion carried.

**Correspondence:**

- Thank you letter from New Millennium Church for donated books.
- Reminder: Economic Interest Statements are due in May.

**Board Discussion:** None

Motion to adjourn was made at 6:45 PM by Gary and seconded by Rachel. Motion carried.

## **North Suburban Library District**

Regular Session

4/19/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Gary Welden, Sara Porter. **Absent:** Tom Powers, Steve Sinkiawic, Sara Porter. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the March 15 meeting was made by Rachel and seconded by Gary. Motion carried.

**Treasurer's Report:** Rachel reviewed the treasurers' report, the bills paid report, and the financial summary report for March. Motion to approve the three reports was made by Rachel and seconded by Jane. Motion carried.

### **Librarian's Report:**

- The last HVAC unit for NSLD/Loves Park was installed on the roof last Monday 4/16, it serves the Children's area.
- New furniture quotes for children's tables, chairs and maker tables have been received. Purchase will be charged to furniture and special project budget lines.
- We have received notice that NSLD was approved for the 2018 Per Capita Grant, and that we will receive the 2017 funds soon.
- Back to Books grant has been received. Funds will go to pay for award books.
- NSLD received a donation of \$1,100. Donor will receive a nice plaque on our donations board.

### **Unfinished business:**

- PrairieCat, RAILS and NIC directors are working with Innovative to get costs to move the NIC group. RAILS 2019 grant should cover the cost of moving the NIC group.

**Committee Reports:** None

### **New Business:**

- Work is continuing on the 2018-19 budget. Preliminary worksheet reviewed.
- Motion to approve the Building and Grounds Levy ordinance #2018-01 was made by Nick and seconded by Gary. Motion carried.
- Motion to approve the Sue Foley Gift Resolution was made by Jane, seconded by Nick. Roll call vote taken yielding 4 Aye, 0 Nay.

### **Correspondence:**

- Letter was received thanking NSLD staff for their outstanding service.

**Board Discussion:** None

Motion to adjourn was made at 6:40 PM by Nick and seconded by Rachel. Motion carried.

## **North Suburban Library District**

Regular Session

5/17/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter, Gary Welden. **Absent:** Tom Powers, **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the April 19 meeting was made by Nick and seconded by Rachel. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary report for April. Motion to approve the three reports was made by Nick and seconded by Sara. Motion carried.

### **Librarian's Report:**

- The new, donation funded Maker Spaces are up and running now.
- Mary reported on the book sales; this is a successful endeavor.
- NSLD has received notice of impending receipt of Per Capita Grant funds;
- Back to Books Grant for \$4,999.00 will go to pay for award books;
- Winnebago County Chairman Haney will be at our June meeting;
- Associated Bank staff will be at the August board meeting.
- Harlem yearbooks are now digitized.
- Anticipated increase of Blue Cross/Blue Shield health insurance coverage is 3.58%.

**Board Development:** Reviewed the Library System standards and the Serving Our Public for the Per Capita Grant. RAILS is preparing training information for Trustees.

### **Unfinished business:**

- PrairieCat, RAILS and NIC directors' negotiations continue and work on a plan, the costs, and other details on the move to PrairieCat continues.

**Committee Reports:** None

### **New Business:**

- Motion to approve the FY19 Working Budget was made by Steve and seconded by Jane. Motion carried.
- Motion to approve the Intergovernmental Agreement for PrairieCat was made by Jane and approved by Sara. Motion carried unanimously.

**Correspondence:** None.

**Board Discussion:** None

Motion to adjourn to closed session was made at 6:44 PM by Nick and seconded by Sara. Motion carried.

## **North Suburban Library District**

Regular Session

6/21/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter, Tom Powers, Gary Welden. **Staff Members:** Mary Petro, Joyce Kohley.

**Guests:** Jimmy Rozinsky of Spectrum Insurance.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:33 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the May 17 meeting was made by Jane and seconded by Steve. Motion carried.

Guest Jimmy Rozinsky reviewed the current health insurance coverage, and the available coverage thru Blue Cross/Blue Shield, as well possible alternative companies, Humana, Health Alliance, United Health Care. Comparisons were made of benefit coverages and costs. Cost increase from BC/BS is 3.5%, and recommendation was to stay with BC/BS Option 1, which lowers the overall premium and allows almost no negative cost to the employee.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary report for May as well as the 2018 fiscal financial summary. Motion to approve the four reports was made by Tom and seconded by Gary. Motion carried.

### **Librarian's Report:**

- The Facebook giveaway promotion is providing valuable current feedback on programs and services.
- The recent storm caused power outages at both Loves Park and Roscoe. Services were quickly restored with some minor odds and ends left to reset/repair.
- Tami Munger, Michael Platt, and Mary Packer will soon be leaving NSLD; several applications have been received and interviews will begin soon.
- A decision made by the State of Illinois allows units of government to remain on their preferred accounting system: cash or accrual.
- Amnesty programs such as Food for Fines is being heavily promoted in an effort to clean up patron records prior to PrairieCat migration.

**Committee Reports:** None

**Board Development:** None

### **Unfinished business:**

- NSLD is on the Prairie Cat agenda to be accepted. We passed our IGA's and other libraries are submitting theirs as well.
- The PrairieCat Users Group (PUG) meeting will be held in Rockford in 2019!
- Five companies will be submitting their bid document to provide building, liability and bond insurance for NSLD, subsequent to Jim McEachran's passing.
- Mary will forward copies of the bids to the trustees for their review and will schedule meetings with the representatives as needed for a 5-10 minutes talk.

**New Business:**

- Patron copier and scanner bids have been received from RK Dixon and Tracsystem. Tracsystem seems to be most cost effective since it coordinates with the currently in place Pharos system in use at NSLD. Cost to purchase is \$12,500 and annual maintenance is about \$650.00.
- Motion was made by Jane to purchase copier scanner for \$12,500 + maintenance and to study throughout the year whether to keep the same cost per copy. Rachel seconded. Motion carried.
- Motion to Accept the Prevailing Wage Ordinance #2018-02 was made by Nick and seconded by Tom. Motion carried.
- Motion to continuing purchase of Health Insurance from BC/BS Option 1 was made by Steve and seconded by Sara. Motion carried unanimously.

**Committee Reports:** None

**Correspondence:** Thank you notes were received from organizations to which we donated free books. A \$150 donation was received from the Hononegah Women's Cub

**Board Discussion:** None

Motion to adjourn was made at 7:16 PM by Jane and seconded by Gary. Motion carried.