

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

DECEMBER 18, 2018

CALL TO ORDER

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Delegations wishing to be recognized on any agenda item are to identify themselves at the point on the agenda they wish to be recognized.

2. APPROVAL OF THE AGENDA

ACTION NEEDED: Consider a motion to approve the agenda as presented or amended at the meeting.

3. CONSENT AGENDA

- a. Minutes
- b. Personnel
- c. Statistical Report
- d. Payment of Bills
- e. Gifts

4. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses.

5. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the November 2018 Financial Report.

6. OLD BUSINESS

a. ProQuest Contract

The Board will discuss the latest draft version of the ProQuest contract and advise the Director on how to proceed with negotiation or to withdraw from the discussion for the potential agreement.

ACTION NEEDED: Consider a motion to approve the contract with ProQuest for the digitization of local history materials and licensing agreement or advise staff to act otherwise.

7. NEW BUSINESS

a. AMENDED ANNUAL APPROPRIATION RESOLUTION FOR 2018

The Fiscal Officer will present an amended Annual Appropriation Resolution for 2018.

ACTION NEEDED: Consider a motion to approve the amended Annual Appropriation Measure for 2018 as presented or amended at the meeting, and to authorize the Fiscal Officer to make appropriation adjustments within the fund totals in order to balance the appropriations at year-end.

b. TEMPORARY APPROPRIATION RESOLUTION FOR 2019

The Fiscal Officer will present a Temporary Appropriation Resolution for 2019.

ACTION NEEDED: Consider a motion to approve the Temporary Appropriation Measure for 2019 as presented or amended at the meeting.

c. REQUEST FOR ADVANCE OF TAXES COLLECTED

The Fiscal Officer requests approval of a resolution to authorize the request for advance payment from the County Auditor of property taxes collected during the year 2019, as authorized under Section 321.24 of the Ohio Revised Code.

ACTION NEEDED: Consider a resolution to authorize the Fiscal Officer to request advance payment from the County Auditor of property taxes collected during the year 2019, as authorized under Section 321.24 of the Ohio Revised Code.

d. EXPANDING ACCESS

Erin Francoeur will lead a discussion of some preliminary ideas for expanding access to the Library and its services including permanent Wi-Fi installations, material vending machines, and bike lending.

NO ACTION NEEDED

e. ARCHIVE SPACE

Erin Francoeur will lead a discussion on the proposed layout and initial cost estimates for the proposed archive space in Local History.

NO ACTION NEEDED

f. BED BUGS

Many of the central Ohio libraries have been experiencing issues with bed bugs. Erin Francoeur will lead a discussion on the Board's priorities for prevention, treatment, and exposure to bed bugs.

NO ACTION NEEDED

g. SIDEWALK REPLACEMENT

The City of Westerville has reached out to the library with a proposed sidewalk expansion project and retaining wall for the front of the library. With the construction work that will be happening on State St. in 2019, the Library's front sidewalk will have to be torn out and replaced. Erin Francoeur will lead a discussion of the design, options, and proposal that the City has put forth. Please see attached design layout.

NO ACTION NEEDED

8. INFORMATION ITEMS

a. Director's Report

i. New Board Members

The Westerville City School District approved Jon Walden and Nathan Ericson to fill the open Library Board positions effective January 2019. They will be attending the December Board meeting to begin getting acquainted, if their schedules allow. Erin Francoeur and Shawn Smith will schedule a meeting with them in early January to start the orientation process.

ii. Local History Manager Position

Beth Weinhardt has announced her retirement from the Library effective January 25, 2019. The Library will be hosting a retirement party for her on Monday, January 21, 2019 with details to follow. The position was posted in November and over 50 applications have been received. Interviews are scheduled to take place the week of December 17, 2018.

iii. Innovation Lab Progress

Many of the materials required for the computer move and innovation lab were purchased prior to the close of fiscal year 2018. The Library staff team met to put together a rough timeline of actions for the coordination of the renovation process. We expect that the first step of moving the computers to their new location will be complete by the end of the first quarter of 2019.

b. Department Reports

Attached is a summary of the monthly department reports.

c. Customer Comments

Attached is a summary of Customer Comments.

9. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|----------------|
| 1. Finance & Facilities | Shawn Smith |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Julie Mujic |
| 4. Technology | Mary Lightbody |

10. BOARD DISCUSSION ITEMS

11. LIBRARY FOUNDATION REPORT

12. FRIENDS OF THE LIBRARY REPORT

13. IMPORTANT DATES

- a. Martin Luther King Jr. Breakfast – Monday, January 21, 2019 7:30-9:30 AM at Villa Milano
- b. Next Board Meeting – Tuesday, January 22, 2019 at 7:00 PM in the Board Room

14. EXECUTIVE SESSION

ACTION NEEDED: Consider a motion to move into Executive Session to discuss the compensation of a public employee (Fiscal Officer and Executive Director, specifically).

(Requires a roll call vote)

Ms. Creed	_____
Ms. Hodek	_____
Ms. Lightbody	_____
Ms. McDaniel	_____
Ms. Mujic	_____
Mr. Shinnock	_____
Mr. Smith	_____

15. ADJOURNMENT

The Board of Trustees of the Westerville Public Library met in regular session Tuesday December 18, 2018. Mr. John Shinnock called the meeting to order at 7:00 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, Ms. Melissa Hodek, Ms. Mary Lightbody, Ms. Deanna McDaniel, Mr. John Shinnock, and Mr. Shawn Smith.

ALSO PRESENT: Ms. Erin Francoeur, Executive Director; Mr. Dan Griscom, Fiscal Officer; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; and Ms. Darlene Lawson, Administrative Assistant.

Guests: Jon Walden, Incoming Trustee 2019; Cheryl Bean, Page Supervisor; Ashley Gahm, Customer Services Assistant Manager; Erin Kelsey, Adult Services Manager; Julie Kerns, Outreach Manager; Belinda Mortensen, Collection Development Manager; Tamara Murray, Marketing Manager; Jen Thomas, Customer Services Manager; Beth Weinhardt, Local History Manager.

Not Present: Ms. Julie Mujic, Trustee

BOARD MEMBER INTRODUCTION

Jon Walden was introduced as a new incoming Board member in 2019, replacing Deanna McDaniel. Nathan Ericson was unable to attend; he will fill Mary Lightbody's remaining term through 2020.

BOARD MEMBER RECOGNITION

Erin Francoeur presented a plaque to trustee Deanna McDaniel for her seven years of service and to Mary Lightbody for her five years of service on the Board of Trustees. The Board thanked them for their service to the Board, the Library, and the Community.

Resolution 120 – 18

APPROVAL OF THE AGENDA

Mr. Smith moved to approve the agenda as presented.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

CONSENT AGENDA

a. Minutes – November 2018

The minutes for November 2018 were approved as presented.

b. Personnel – December 2018

The December 2018 Personnel Calendar was approved as presented.

c. Statistical Report – November 2018

The November 2018 Statistical Usage Report was approved as presented.

d. Payment of Bills – November 2018

November 2018 bills in the amount of \$427,412.67 were approved for payment.

e. Gifts – November/December 2018

The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

\$30.04 from Ruth Deacon

\$25.00 from Isabelle and Herbert Baur

\$50.00 from Patricia Kirby

\$25.00 from Rick and Terri Myser, in memory of Mary Myser

\$100.00 from Gisele Sutherland, in memory of Jean Frances Robinson

\$100.00 from Lara Tomas, in memory of Jean Frances Robinson

Restricted:

\$342.58 in books and a \$100 check from Huber Ridge Elementary PTA, for Little Free Libraries

\$35,391.65 from Friends of the Westerville Library, for furniture (\$34,107), the Wizards & Wands event (\$500.00) and a cashier's stool for the Friends' shop (\$784.65)

\$50.00 from Dawn Mericle, for a children's book in honor of Joshua Skinner (\$25.00) and for a children's book in honor of Leah Skinner (\$25.00)

REPORT BY THE FISCAL OFFICER

Mr. Griscom, Fiscal Officer, presented the monthly financial report.

Resolution 121 – 18

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. McDaniel moved to approve the November 2018 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

OLD BUSINESS

Resolution 122 - 18

a. ProQuest Contract

The Board discussed the latest draft version of the ProQuest contract.

Ms. McDaniel moved to approve the contract with ProQuest for the digitization of local history materials and licensing agreement.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

NEW BUSINESS

Resolution 123 - 18

a. AMENDED ANNUAL APPROPRIATION RESOLUTION FOR 2018

2018 AMENDED ANNUAL APPROPRIATION RESOLUTION

December 18, 2018

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 18th day of December, 2018 at the Library with the following members present:

Heather Creed
 Melissa Hodek
 Mary Lightbody
 Deanna McDaniel
 Julie Mujic (absent)
 John B. Shinnock
 Shawn Smith

Mr. Smith moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2018 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund	2018 Amended Appropriation
1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,270,000.00
1400 Retirement Benefits	447,600.00
1600 Insurance Benefits	631,100.00
1900 Other Employee Benefits	<u>28,000.00</u>
Total Salaries and Benefits	4,376,700.00
2000 Supplies	
2100 General Administrative Supplies	171,600.00
2200 Property Maintenance/Repairs, Supplies & Parts	27,000.00
2300 Motor Vehicle Fuel, Supplies & Parts	2,300.00
2500 Supplies Purchased for Resale	40,500.00
2900 Other Supplies	<u>-</u>
	241,400.00
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	51,600.00
3200 Communication, Printing and Publicity	55,500.00
3300 Property Maintenance, Repair & Security	770,500.00
3400 Insurance	31,500.00
3500 Rents & Leases	210,000.00
3600 Utilities	195,000.00
3700 Professional Services	333,100.00
3800 Library Material Control	55,500.00
3900 Other Contracts and Professional Services	<u>3,000.00</u>
	1,705,700.00

	2018 Amended <u>Appropriation</u>
4000 Library Materials & Information	
4100 Books	467,000.00
4200 Periodicals/Software/Internet Services	270,000.00
4300 Audiovisual Materials	425,500.00
4600 Inter-Library Loan Fees/Charges	9,500.00
4700 Library Material Repair & Restoration	-
4900 Other Library Materials	19,000.00
	<u>1,191,000.00</u>
5000 Capital Outlay	
5400 Building Improvements	100,000.00
5500 Furniture & Equipment	196,300.00
5700 Motor Vehicles	-
5900 Other Capital Outlay / Reserves	-
	<u>296,300.00</u>
6000 Debt Service	
6100 Redemption of Principal	-
6200 Interest Expense	-
	<u>-</u>
7000 Other Expenses	
7100 Dues and Memberships	13,400.00
7200 Taxes and Assessments	5,600.00
7300 County Auditor and Treasurer Fees	65,000.00
7500 Refunds and Reimbursements	2,500.00
7900 Other Miscellaneous Expenses	-
	<u>86,500.00</u>
9000 Interfund Transfers	
9900 Transfers Out	-
	<u>-</u>
Grand Total General Fund	7,897,600.00
<u>Special Revenue Funds:</u>	
Imagination Library	
4100 Books	52,000.00
LSTA Grant	
2100 Program Supplies	2,046.00
3700 Professional Services	-
5500 Equipment	2,802.00
Total LSTA Grant Fund	<u>4,848.00</u>
Vernon Literacy Grant	
3700 Professional Services	1,000.00
Total Vernon Literacy Grant Fund	<u>1,000.00</u>
Total Special Revenue Funds	57,848.00
<u>Capital Funds:</u>	
Building and Repair Fund	
5900 Other Capital Outlay	2,461,343.00
9900 Transfers Out	-
Grand Total Building Fund	<u>2,461,343.00</u>

Agency Funds:

Flexible Spending Account 9,000.00

TOTALS BY FUND		2018 Amended <u>Appropriation</u>
101	GENERAL FUND	7,897,600.00
210	IMAGINATION LIBRARY	52,000.00
211	LSTA GRANT	4,848.00
212	VERNON LITERACY GRANT	1,000.00
401	BUILDING AND REPAIR FUND	2,461,343.00
801	FLEXIBLE SPENDING ACCOUNT	9,000.00
GRAND TOTAL - ALL APPROPRIATIONS		10,425,791.00

Ms. Hodek seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Ms. Creed	Aye
Ms. Hodek	Aye
Ms. Lightbody	Aye
Ms. McDaniel	Aye
Ms. Mujic	(absent)
Mr. Shinnock	Aye
Mr. Smith	Aye

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, Franklin County, ss.

I, Daniel C. Griscom Fiscal Officer of the Board of Trustees of the Westerville Public Library, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness by my signature, the 18th day of December, 2018.

Fiscal Officer of the Board of Trustees of the

Westerville Public Library

Franklin County, Ohio

Resolution 124 - 18

b. TEMPORARY APPROPRIATION RESOLUTION FOR 2019

2019 TEMPORARY APPROPRIATION RESOLUTION
December 18, 2018

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 18th day of December, 2018 at the Library with the following members present:

Heather Creed
 Melissa Hodek
 Mary Lightbody
 Deanna McDaniel
 Julie Mujic (absent)
 John B. Shinnock
 Shawn Smith

Ms. Creed moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2019 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund		2019 Temporary Appropriation
1000	Salaries & Benefits	
	1100 Salaries and Leave Benefits	3,510,000.00
	1400 Retirement Benefits	491,400.00
	1600 Insurance Benefits	654,416.00
	1900 Other Employee Benefits	<u>31,700.00</u>
	Total Salaries and Benefits	4,687,516.00
2000	Supplies	
	2100 General Administrative Supplies	169,352.00
	2200 Property Maintenance/Repairs, Supplies & Parts	27,810.00
	2300 Motor Vehicle Fuel, Supplies & Parts	2,300.00
	2500 Supplies Purchased for Resale	41,200.00
	2900 Other Supplies	<u>-</u>
		240,662.00
3000	Purchased & Contracted Services	
	3100 Travel & Meeting Expenses	49,200.00
	3200 Communication, Printing and Publicity	55,500.00
	3300 Property Maintenance, Repair & Security	795,165.00
	3400 Insurance	37,500.00
	3500 Rents & Leases	144,000.00
	3600 Utilities	207,000.00
	3700 Professional Services	321,250.00

3800	Library Material Control	55,800.00
3900	Other Contracts and Professional Services	<u>3,000.00</u>
		1,668,415.00
		2019 Temporary Appropriation
4000	Library Materials & Information	
4100	Books	412,000.00
4200	Periodicals/Software/Internet Services	256,000.00
4300	Audiovisual Materials	450,500.00
4600	Inter-Library Loan Fees/Charges	6,000.00
4700	Library Material Repair & Restoration	-
4900	Other Library Materials	<u>20,000.00</u>
		1,144,500.00
5000	Capital Outlay	
5400	Building Improvements	100,000.00
5500	Furniture & Equipment	193,300.00
5700	Motor Vehicles	-
5900	Other Capital Outlay / Reserves	<u>-</u>
		293,300.00
6000	Debt Service	
6100	Redemption of Principal	-
6200	Interest Expense	<u>-</u>
		-
7000	Other Expenses	
7100	Dues and Memberships	13,800.00
7200	Taxes and Assessments	5,600.00
7300	County Auditor and Treasurer Fees	64,000.00
7500	Refunds and Reimbursements	2,800.00
7900	Other Miscellaneous Expenses	<u>-</u>
		86,200.00
9000	Interfund Transfers	
9900	Transfers Out	<u>-</u>
		-
	Grand Total General Fund	8,120,593.00
	<u>Special Revenue Funds:</u>	
	Imagination Library	
4100	Books	<u>54,000.00</u>
	Total Imagination Library	<u>54,000.00</u>
	LSTA Grant	
2100	Program Supplies	<u>78.00</u>
	Total LSTA Grant Fund	<u>78.00</u>
	Vernon Literacy Grant	
3700	Professional Services	<u>840.00</u>
	Total Vernon Literacy Grant Fund	<u>840.00</u>
	Total Special Revenue Funds	54,918.00
	<u>Capital Funds:</u>	
	Building and Repair Fund	
5900	Other Capital Outlay	691,756.00

9900 Transfers Out	1,769,587.00
Grand Total Building Fund	2,461,343.00

Agency Funds:

Flexible Spending Account	9,000.00
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TOTALS BY FUND

		2019 Temporary <u>Appropriation</u>
101	GENERAL FUND	8,120,593.00
211	LSTA GRANT	78.00
212	VERNON LITERACY GRANT	840.00
401	BUILDING AND REPAIR FUND	2,461,343.00
801	FLEXIBLE SPENDING ACCOUNT	<u>9,000.00</u>

GRAND TOTAL - ALL APPROPRIATIONS	10,645,854.00
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Ms. Hodek seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Ms. Creed	<u>Aye</u>
Ms. Hodek	<u>Aye</u>
Ms. Lightbody	<u>Aye</u>
Ms. McDaniel	<u>Aye</u>
Ms. Mujic	<u>(absent)</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, Franklin County, ss.

I, Daniel C. Griscom Fiscal Officer of the Board of Trustees of the Westerville Public Library, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Temporary Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness by my signature, the 18th day of December, 2018.

Fiscal Officer of the Board of Trustees of the

Westerville Public Library

Franklin County, Ohio

Resolution 125 - 18

c. REQUEST FOR ADVANCE OF TAXES COLLECTED

The Fiscal Officer requests approval of a resolution to authorize the request for advance payment from the County Auditor of property taxes collected during the year 2019, as authorized under Section 321.24 of the Ohio Revised Code.

Mr. Smith moved to authorize the Fiscal Officer to request advance payment from the County Auditor of property taxes collected during the year 2019, as authorized under Section 321.24 of the Ohio Revised Code.

Seconded by Ms. Creed.

The Chair declared the motion passed.

d. EXPANDING ACCESS

Erin Francoeur led a discussion of some preliminary ideas for expanding access to the Library and its services including permanent Wi-Fi installations, material lending machines, and bike lending. *The Board encouraged her to continue exploring these paths of opportunities.*

NO ACTION NEEDED.

e. ARCHIVE SPACE

Erin Francoeur discussed the proposed layout and initial cost estimates for the proposed archive space in Local History.

NO ACTION NEEDED.

f. BEDBUGS

Many central Ohio Libraries have been experiencing issues with bed bugs. Erin Francoeur explained how the Westerville Library has dealt with a couple of incidents when bed bugs were found in the Library's Tech Center and in some returned items.

NO ACTION NEEDED.

g. SIDEWALK REPLACEMENT

The City of Westerville reached out to the Library with a proposed sidewalk expansion project and retaining wall for the front of the Library. With the construction work that will be happening on State St. in 2019, the Library's front sidewalk will have to be torn out and replaced. Erin Francoeur shared a proposed design that the City has put forth. *The Board encouraged her to continue to work with the City and explore all options available.*

NO ACTION NEEDED.

INFORMATION ITEMS

a. Director's Report

i. New Board Members

The Westerville City School District approved Jon Walden and Nathan Ericson to fill the open Library Board positions effective January 2019. Erin Francoeur and Shawn Smith will schedule a meeting with them in early January to start the orientation process. *Mr. Walden attended the December Board meeting to begin getting acquainted.*

ii. Local History Manager Position

Beth Weinhardt has announced her retirement from the Library effective January 25, 2019. The Library will be hosting a retirement party for her on Monday, January 21, 2019 with details to follow. The position was posted in November and over 50 applications have been received. Interviews are scheduled to take place the week of December 17, 2018.

iii. Innovation Lab Progress

Many of the materials required for the computer move and innovation lab were purchased prior to the close of fiscal year 2018. The Library staff team met to put together a rough timeline of actions for the coordination of the renovation process. We expect that the first step of moving the computers to their new location will be complete by the end of the first quarter of 2019.

b. Department Reports

Attached was a summary of the monthly department reports

c. Customer Comments

Attached was a summary of Customer Comments

BOARD COMMITTEE REPORTS

1. Finance & Facilities Shawn Smith

The Committee met Dec 18, 2018 and discussed the following:

- Appropriation items approved in the meeting
- Reviewed the Credit Card Policy; a template has been received from OLC; plan to have ready for approval next month
- Emergency Management Plan
- No meeting date set for January

2. Human Resources Jack Shinnock

Did not meet – goals for the committee for 2019 are to examine other methods to recruit Board members and look at a different bonus structure for the Fiscal Officer and Executive Director.

3. Library Services & Marketing Julie Mujic

Did not meet; no report provided.

4. Technology Mary Lightbody

Did not meet; no report provided.

BOARD DISCUSSION ITEMS

1. *Appreciation was expressed to the Managers for attending the Dec. meeting*
2. *Ms. Lightbody is sorry to be leaving as a Board Member*
3. *It was noted that retiring Adult Services volunteer, Ron Doles, left an impressive list of stats for all the programs he has taught and the numerous patrons served.*

LIBRARY FOUNDATION REPORT

The Foundation did not meet in December; no report provided.

FRIENDS OF THE LIBRARY REPORT

- All positions have now been filled
- They would like to have more Friends join, and would welcome more volunteers

IMPORTANT DATES

- a. Martin Luther King Jr. Breakfast – Monday, January 21, 2019 7:30-9:30 AM at Villa Milano
- b. Next Board Meeting – Tuesday, January 22, 2019 at 7:00 PM in the Board Room

Resolution 126 – 18EXECUTIVE SESSION

Ms. Lightbody brought forth a motion to move into Executive Session at 8:10 PM to discuss the compensation of a public employee (Fiscal Officer and Executive Director, specifically).

Seconded by Ms. Creed.

Upon Roll call the vote was:

Ms. Creed	<u>Aye</u>
Ms. Hodek	<u>Aye</u>
Ms. Lightbody	<u>Aye</u>
Ms. McDaniel	<u>Aye</u>
Ms. Mujic	<u>(Absent)</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>

The Chair declared the motion passed.

Resolution 127 - 18

Ms. Lightbody made a motion that the Board move back into Regular Session at 8:17PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 128 - 18

Following the return to Regular Session, the Finance and Facilities Committee moved that the Board provide a 2.2% salary increase and a \$4,500 merit bonus for the Fiscal Officer, Mr. Dan Griscom, to reflect exceptional performance for the year.

The Chair declared the motion passed.

Resolution 129 - 18

The Human Resources Committee moved that the Board provide a 2.2% salary increase and a \$4,000 merit bonus for the Executive Director, Ms. Erin Francoeur.

The Chair declared the motion passed.

Resolution 130 - 18

ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 8:25PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary