

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
September 16, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on September 16, 2020 at the Centereach Building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	Member
Mrs. Lisa Mitnick	-	Member
Mrs. Jacqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business & Personnel
Mrs. Christina Blount	-	Administrative Assistant
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the minutes of the board meeting held on August 19, 2020.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, that the Board move into executive session at 6:33 p.m. for matters of personnel.

Motion carried unanimously.

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, that the Board conclude executive session at 6:36 p.m.

Motion carried unanimously.

#### PERSONNEL POLICY- FULL-TIME PERSONNEL

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to revise the Full-Time personnel policy to read as follows:

The workweek established for full-time personnel is based on the needs of the Library and assigned as the Director may deem necessary. Full-time employees normally work a 35-hour workweek, exclusive of meal breaks. The Director and Assistant Directors as exempt employees work a varied schedule.

Upon written request, full-time employees may be granted reduced hours workweeks (between 20 and 30 hours per week) due to personal issues. The duration of these assignments and the number of hours scheduled per week will be at the discretion of the Director. While in this status, salary will be the hourly rate of the appropriate full-time pay scale. Employee benefits, increment time, and service credit will be pro-rated.

Failure to return to full-time status by the date specified may result in either termination proceedings or assignments to part-time status. Full-time employees who have been re-assigned to part-time status will be paid according to the part-time pay scale appropriate to their positions, and will receive employee benefits as authorized for part-time personnel.

Motion carried unanimously.

#### PERSONNEL POLICY -HEALTH INSURANCE

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor, to revise the Health insurance Policy to read as follows:

The Library is a participating agency in the New York State Health Insurance Empire Plan.

Full-time professional employees enrolled in the Plan shall contribute 10% of the cost of health insurance premiums for individual coverage and 20% of the cost of the difference between individual and family/domestic partner premiums for family/domestic partner coverage.

Full-time non-professional employees enrolled in the Plan shall contribute 10% of the cost of health insurance premiums for individual coverage and 15% of the cost of the difference between individual and family/domestic partner premiums for family/domestic partner coverage.

Full-time employees who retire from the Middle Country Public Library by way of applications through the New York State Retirement System, have completed ten or

more years of full-time service to the Library; and are working full-time (35 hours per week) at the time of retirement shall make contributions in accordance with the NYSHIP Plan 90/85 contribution rate.

While employed, employee contributions shall be computed and paid on a bi-weekly basis. During retirement, employee contributions will be deducted from their New York State Retirement pension.

Employees who choose not to enroll in the Health Plan for which they are eligible will be reimbursed 25% of the cost of the individual premium. This payment shall be computed and paid on a bi-weekly basis, and will cease whenever the employee becomes re-enrolled in the Health Plan.

Motion carried unanimously.

### LEAVES OF ABSENCE

A motion was made by Mrs. Mitnick, seconded by Mr. Hocter, to revise the Leaves of Absence policy to read as follows:

Upon written request, unpaid leaves of absence of up to one year, not authorized under the Family and Medical Leave Act or any other Federal or State law, may be granted by the Director only if not detrimental to the service of the Library. Extended unpaid leaves of absence may be recommended by the Director, with final approval by the Board. After returning from an unpaid leave of absence, an employee must work one year before being eligible for another leave.

Motion carried unanimously.

### INNOVATIVE INTERFACES SIERRA MIGRATION TO CLOUD BASED HOSTING

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to approve the Innovative Interfaces agreement to migrate Sierra & Encore /ContentPro (if necessary) from on-premises servers to a cloud based hosting subscription at a cost not to exceed \$22,000 for the first year, with a one-time migration fee of \$8,200 (20% discount if accepted by September 30, 2020; and to purchase the Vega discovery product, currently in development, as a cloud based hosting subscription a cost of \$10,450 per year with a one-time implementation fee of \$2,500; and to enter a 3 year renewal agreement for current Innovative products to lock in a 3% annual increase to all maintenance and subscription fees.

Motion carried unanimously.

### OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mr. Hocter, seconded by Mrs. Schott, to remove from

inventory the following equipment that is obsolete or incompatible with existing Library computer equipment and to either discard the equipment or offer the equipment to local community agencies.

Category	Tag	Model	Serial Number
Barcode Scanner	008160	Symbol mini barcode scanner	(M1N77M84R)
Barcode Scanner	008161	Symbol mini barcode scanner	(M1N77G69J)
Barcode Scanner	008162	Symbol mini barcode scanner	(M1N77G69M)
Barcode Scanner	008163	Symbol mini barcode scanner	(M1N77G70A)
Barcode Scanner	008164	Symbol mini barcode scanner	(M1N77G69R)
Barcode Scanner	008165	Symbol mini barcode scanner	(M1N77G69K)
Barcode Scanner	008166	Symbol mini barcode scanner	(M1N77M84N)
Barcode Scanner	008181	Symbol mini barcode scanner	(M1N77G69N)
Barcode Scanner	008182	Symbol mini barcode scanner	(M1N49B78H)
Barcode Scanner	008183	Symbol mini barcode scanner	(M1N77G69P)
Computer-Misc	No tag	470415 Iomega 3.5 inch External Floppy disc Drive	
Computer-Misc	No tag	470415 Iomega 3.5 inch External Floppy disc Drive	
Computer-Misc	no tag	470415 Iomega 3.5 inch External Floppy disc Drive	
Computer-Misc	No tag	470415 Iomega 3.5 inch External Floppy disc Drive	
Computer-Misc	No tag	MagTek Centurion Mini Magnesafe (for SelfCheck)	
Computer-Misc	007919	Media Station with TV Tuner	
Computer-Misc	002234	Raritan Compu Mon/KB Switch DDS1339 (PS/204AT)	
Computer-Misc	002234	DDS1339 8 channel KVM for servers 8 port switch	
Computer-Misc	No tag	8203 Trac Card Reader	823046
CPU	008054	HP Compaq 6000 All-In-One	MXL1211XO8
CPU	008235	HP Compaq 6005 Pro Small Form Factor	2UA14403SP
CPU	008236	HP Compaq 6005 Pro Small Form Factor	2UA14403SQ
CPU	008237	HP Compaq 6005 Pro Small Form Factor	2UA14403SR
CPU	008584	HP Elite 8300 Mini Tower	2UA32520DQ
CPU	008585	HP Elite 8300 Mini Tower	2UA32520DR
CPU	008586	HP Elite 8300 Mini Tower	2UA32520DS
CPU	008587	HP Elite 8300 Mini Tower	2UA32520DT
CPU	008588	HP Elite 8300 Mini Tower	2UA32520DV
CPU	008589	HP Elite 8300 Small Form Factor	2UA32520CY
CPU	008590	HP Elite 8300 Small Form Factor	2UA32520CZ
CPU	008591	HP Elite 8300 Small Form Factor	2UA32520DB
CPU	008592	HP Elite 8300 Small Form Factor	2UA32520DC
CPU	008593	HP Elite 8300 Small Form Factor	2UA32520DD

CPU	008594	HP Elite 8300 Small Form Factor	2UA32520DF
CPU	008595	HP Elite 8300 Small Form Factor	2UA32520DG
CPU	008596	HP Elite 8300 Small Form Factor	2UA32520DH
CPU	008597	HP Elite 8300 Small Form Factor	2UA32520DJ
CPU	008598	HP Elite 8300 Small Form Factor	2UA32520DK
CPU	008599	HP Elite 8300 Small Form Factor	2UA32520DL
CPU	008600	HP Elite 8300 Small Form Factor	2UA32520DM
CPU	008601	HP Elite 8300 Small Form Factor	2UA32520DN
CPU	008602	HP Elite 8300 Small Form Factor	2UA32520DP
CPU	008603	HP Elite 8300 Small Form Factor	2UA32520D0
CPU	008604	HP Elite 8300 Small Form Factor	2UA32520D1
CPU	008605	HP Elite 8300 Small Form Factor	2UA32520D2
CPU	008606	HP Elite 8300 Small Form Factor	2UA32520D3
CPU	008607	HP Elite 8300 Small Form Factor	2UA32520D4
CPU	008608	HP Elite 8300 Small Form Factor	2UA32520D5
CPU	008609	HP Elite 8300 Small Form Factor	2UA32520D6
CPU	008610	HP Elite 8300 Small Form Factor	2UA32520D7
CPU	008611	HP Elite 8300 Small Form Factor	2UA32520D8
CPU	008612	HP Elite 8300 Small Form Factor	2UA32520D9
CPU	008637	HP Compaq 8300 Elite AIO	MXL3251GZC
CPU	008638	HP Compaq 8300 Elite AIO	MXL3251GZD
CPU	008639	HP Compaq 6300 Elite AIO	MXL32604VJ
CPU	008640	HP Compaq 6300 Elite AIO	MXL32604VK
CPU	008641	HP Compaq 6300 Elite AIO	MXL32604VL
CPU	008642	HP Compaq 6300 Elite AIO	MXL32604VM
CPU	008643	HP Compaq 6300 Elite AIO	MXL32604VN
CPU	008644	HP Compaq 6300 Elite AIO	MXL32604VP
CPU	008645	HP Compaq 6300 Elite AIO	MXL32604VQ
CPU	008646	HP Compaq 6300 Elite AIO	MXL32604VR
CPU	008647	HP Compaq 6300 Elite AIO	MXL32604VS
CPU	009124	Zbox Nano -ID62	G132400001892
CPU	009032	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTH
CPU	009033	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTJ
CPU	009034	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTK
CPU	009035	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTL
CPU	009036	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTM
CPU	009037	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTN
CPU	009038	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTP
CPU	009039	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTQ
CPU	009040	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTR
CPU	009041	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTS

CPU	009042	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTT
CPU	009043	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTV
CPU	009044	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTW
CPU	009045	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTX
CPU	009046	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTY
CPU	009047	HP EliteOne 800 G1 All-In-One 23in	MXL4232QTZ
CPU	009048	HP EliteOne 800 G1 All-In-One 23in	MXL4232QV0
CPU	009049	HP EliteOne 800 G1 All-In-One 23in	MXL4232QV1
CPU	008990	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHB
CPU	008991	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHC
CPU	008992	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHD
CPU	008993	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHF
CPU	008994	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHG
CPU	008995	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHH
CPU	008996	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHJ
CPU	008997	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHK
CPU	008998	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHL
CPU	008999	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHM
CPU	009000	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHN
CPU	009001	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHP
CPU	009002	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHQ
CPU	009003	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHR
CPU	009004	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHS
CPU	009005	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHT
CPU	009006	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHV
CPU	009007	HP EliteDesk 800 G1 Small Form Factor	2UA4241BHW
CPU	009008	HP EliteDesk 800 G1 Small Form Factor	2UA4241BH6
CPU	009009	HP EliteDesk 800 G1 Small Form Factor	2UA4241BH7
CPU	009010	HP EliteDesk 800 G1 Small Form Factor	2UA4241BH8
CPU	009011	HP EliteDesk 800 G1 Small Form Factor	2UA4241BH9
CPU	009012	HP EliteDesk 800 G1 Small Form Factor	2UA4250PZX
CPU	009013	HP EliteDesk 800 G1 Small Form Factor	2UA4250PZY
CPU	009014	HP EliteDesk 800 G1 Small Form Factor	2UA4250PZZ
CPU	009015	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0B
CPU	009016	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0C
CPU	009017	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0D
CPU	009018	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0F
CPU	009019	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0G
CPU	009020	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0H
CPU	009021	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q0J
CPU	009022	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q00

CPU	009023	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q01
CPU	009024	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q02
CPU	009025	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q03
CPU	009026	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q04
CPU	009027	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q05
CPU	009028	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q06
CPU	009029	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q07
CPU	009030	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q08
CPU	009031	HP EliteDesk 800 G1 Small Form Factor	2UA4250Q09
CPU	009600	MSI Cubi Mini	MSB096F7S0103739
CPU	008863	MSI Cubi Mini	MSB096F7S0104781
CPU	008864	MSI Cubi Mini	MSB096F7S0104779
CPU	009609	MSI Cubi Mini	MSB096F7S0199003
CPU	008879	MSI Cubi N (N-010BUS)	MSB120G5S0102631
CPU	009933	MSI Cubi N Barebone MiniPC Kit	MSB120G9S0102374
CPU	009934	MSI Cubi N Barebone MiniPC Kit	MSB120G9S0102404
CPU	005993	Twinmicro	30000000048979
CPU	No tag	Dell Optiplex 745	JYZNYC1 (replacement)
CPU	007125	Dell Studio XPS 435T	9W56BK1
CPU	007636	HP Compaq 8100 elite Convertible MiniTower	2UA0250N6Z
CPU	007648	HP Compaq 8100 elite Convertible MiniTower	2UA0250N7H
Laptop	008487	HP Probook 4540S Notebook PC with 4 year warranty	2CE30719SN
Laptop	008488	HP Probook 4540S Notebook PC with 4 year warranty	2CE30719SP
Laptop	009470	Dell Latitude 15 5000 Series	18GMV32
Laptop	009471	Dell Latitude 15 5000 Series	3FGMV32
Laptop	009472	Dell Latitude 15 5000 Series	478RV32
Laptop	009473	Dell Latitude 15 5000 Series	56GMV32
Laptop	009474	Dell Latitude 15 5000 Series	5BGMV32
Laptop	009475	Dell Latitude 15 5000 Series	9C8RV32
Laptop	009476	Dell Latitude 15 5000 Series	B48RV32
Laptop	009477	Dell Latitude 15 5000 Series	B88RV32
Laptop	009478	Dell Latitude 15 5000 Series	BCGMV32
Laptop	009479	Dell Latitude 15 5000 Series	CJMRV32
Laptop	009480	Dell Latitude 15 5000 Series	CVFRV32
Laptop	009481	Dell Latitude 15 5000 Series	CXTMV32
Laptop	009482	Dell Latitude 15 5000 Series	FDGMV32
Laptop	009483	Dell Latitude 15 5000 Series	FGGMV32
Laptop	009484	Dell Latitude 15 5000 Series	JBGMV32
Laptop	007129	MacBook Z0H1000VK	W89321RS9GV
Miscellaneous	009112	MakerBot Replicator Desktop 3D Model # MP05825	R50016506
Miscellaneous	009113	MakerBot Replicator Desktop 3D Model # MP05825	R50016521

Miscellaneous	009114	MakerBot Digitizer Model # MP03955	D00014160
Networking	005018	HP Procurve Wireless Access Point 420	TW436QB0IN
Networking	005024	HP Procurve 20 Port Switch 2824	
Networking	No tag	Netgear WG302 Router	13A958CJ003B9
Networking	No tag	Netgear RP614v3 Router	RP61151DB111334
Networking	No tag	Netgear RP614v3 Router	RP61151DB111336
Networking	No tag	Netgear FVS318 Router	FVS9151FB014095
Networking	No tag	HP Procurve Gigabit-LX-LC Mini Gbic	CN818EL0SX
Networking	No tag	HP Procurve Gigabit-LX-LC Mini Gbic	CN818EL0VT
Networking	No tag	HP Procurve Gigabit-LX-LC Mini Gbic	MY3PFE3AX6
Networking	No tag	HP Procurve Gigabit-LX-LC Mini Gbic	MY3PFE3AZS
Networking	No tag	HP Procurve Gigabit-LX-LC Mini Gbic	MY3PFE39SV
Networking	No tag	HP Procurve Gigabit-LX-LC Mini Gbic	MY3PFE3A0Q
Phone	009947	iPhone 6S 32 GB	FFNT3XSPHFLR
Phone	009948	iPhone 6S 32 GB	FFPT31FPHFLR
Phone	009949	iPhone 6S 32 GB	F17S2GS6HFLT
Phone	009950	iPhone 6S 32 GB	F17S2KXTHFLT
Phone	008425	Kyocera Duraxt Sprint Wireless Phone	A0000027BDC088
Phone	008426	Kyocera Duraxt Sprint Wireless Phone	A0000027BDC088A
Phone	008427	Kyocera Duraxt Sprint Wireless Phone	A0000027BDC08C
Phone	008428	Kyocera Duraxt Sprint Wireless Phone	A0000027BE2CAC
Printer	008243	HP Color LaserJet CM2320nf	CNF9CCJXF3
Printer	010064	HP LaserJet CP2025dn	CNGS325842
Printer	002459	HP ScanJet 6200c	SG95L1720R
Printer	005015	HP 4650dn	JPHAD10826
Printer	005362	HP 4250tn	USBX811961
Printer	005505	HP 4250dtn	CNGXH01705
Printer	005680	HP Scanjet 5590	CN65PSR1M0
Printer	006051	HP 3600n	CNWBB82175
Printer	006887	HP ScanJet G4010	CN89CA605T
Printer	006892	HP LaserJet CP2025n	CNBA800135
Printer	006898	HP LaserJet 3005n	CNG2R13294
Printer	006960	HP LaserJet CP2025n	CNDS102071
Printer	007124	HP ScanJet G4010	
Printer	007472	HP LaserJet CP2025n	CNGSC09124
Printer	007474	HP LaserJet CP2025n	CNGSC09131
Printer	007745	HP LaserJet CP2025dn	CNGS357461
Printer	008387	HP Laser Jet P1102W	VNB4W16761
Printer	008141	HP LaserJet CP2025dn	CNGS3597290
Scanner	003790	HP Scanjet 4570c	CN36PT60CD
Scanner	005361	HP ScanJet 5550c	CN4AHTA253



Server	007750	ASA 3U Storage Server with Xeon x5650 proc	23067800
Server	007926	ASA 3U Storage Server with Xeon x5650 proc	23068010
Server	007318	HP JetDirect EW2500 Print Server	
Server	007364	HP JetDirect EW2500 Print Server	CN044C81B4
Server	007364	HP JetDirect EW2500 Print Server (RSVLD-0802)	SG9A3004D8
Tablet	008244	Kindle Fire 7" Tablet	D01EA0A02034OSMW
Tablet	008296	Microsoft Surface RT 32 G	079487730252
Tablet	008297	Microsoft Surface Cover with Keyboard	016523424554
Tablet	008298	Amazon Kindle Fire HD 8.9	B0C9100425120RP1
Tablet	009330	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444500NW
Tablet	009331	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444500P6
Tablet	009332	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444500SC
Tablet	009333	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501G2
Tablet	009335	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501J5
Tablet	009336	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501J7
Tablet	009337	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501JF
Tablet	009338	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501JM
Tablet	009339	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501JX
Tablet	009340	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D0705444501MS
Tablet	009341	Amazon Fire HDX 8.9 Tablet 16 GB w 3 yr protection	B08D07054463036Q

Motion carried unanimously.

### WIRELESS SYSTEM REPLACEMENT

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to purchase LANrover Network Systems, Inc. Wireless system replacement, including service, installation and equipment, in the amount of \$14,768.26 from NYS OGS contract # PM20850.

Motion carried unanimously.

### APPROVAL OF PAYROLLS & WARRANTS

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to approve the following:

payrolls:

August 7, 2020	\$246,689.68
August 21, 2020	\$249,820.47

monthly warrant:

Warrant #2 dated August 21, 2020	\$ 28,450.08
Warrant #3 dated September 4, & 16, 2020	\$302,812.70

Motion carried unanimously.

#### APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the Report of Personnel Changes, dated August 31, 2020.

Motion carried unanimously.

#### ADJOURNMENT

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:02 p.m.

