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TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Hoquiam Timberland Library, Hoquiam, WA 98550

October 17, 1984

I N D E X

AGENDA ITEM NO.		Page No.
1	Approval of Minutes	
	A. Approval of Minutes of the September 19, 1984 Meeting	1
	B. Approval of Correction in August 15, 1984 Minutes	1
2	Approval of Vouchers	2
3	Reports	
	A. Board Committees	
	(1) South Mason - Alice Harris	2
	(2) Ocean Park - Paul Polillo	3
	B. Timberland Attorney - Herbert H. Fuller	4
	C. Library Director - Louise E. Morrison	4
	D. Assistant Director, Public Services - Mary Ann Shaffer	4
	E. Assistant Director, Central Services - Sally Loken	4
	F. Assistant Director, Management Services - Michael Crose	5
	G. WILL Workshop	6
4	Correspondence	
	A. Invitation from Lacey Timberland Library Board to meet at the Lacey Library in February 1985	7
	B. 9/20/84 letter from Pacific Crest Realty re sign on South Mason Library property	7
	C. 10/16/84 invitation to attend tenth anniversary of the Timberland South Mason Library	8
5	Unfinished Business	
	A. Consider extension of agreement with architect for Ocean Park	8
6	New Business	
	A. Decision re Internship for Chapple Langemack	10, 11

TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES MEETING
INDEX, Cont.
10/17/84

AGENDA ITEM
NO.

Page No.

- | | | | |
|---|----|---------------------------------------------------------|----|
| 6 | B. | Ratification of 10/10/84 Conference Call re South Mason | 9 |
| | C. | Ratification of 10/10/84 Conference Call re Ocean Park | 9 |
| | D. | Decision re February 1985 meeting site | 7 |
| | E. | Thurston County Sheriff's Department Request | 9 |
| 7 | | Other Agenda Items | |
| | A. | November meeting date _____ | 10 |
| | B. | TRL Board's Bylaws | 10 |
| | C. | Retirement Tea | 10 |

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Hoquiam Timberland Library, Hoquiam, WA 98550

October 17, 1984

M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voege, Chair - Grays Harbor County
Doris Fourre - Thurston County
Alice Harris - Mason County
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Jean Haakenson - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Michael Crose, Assistant Director, Management Services
Chapple Langemack, North Mason Librarian
Chris Livingston, Hoquiam Librarian
Chris Peck, Aberdeen Librarian
Donna Stahl, Sr. Community Library Asst., Aberdeen
Bev Westfall, Westport Librarian

Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Harold Huhta, Vice-Chair, Hoquiam Library Board
William Langemack
Charles Murray, Chair, Hoquiam Library Board
Mrs. Charles Murray
Carl Wilson, Hoquiam Library Board

Chair Dorothy Voege called the meeting to order at 7:30 p.m.

AGENDA ITEM

NO.

- | | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Approval of Minutes |
| | A. Approval of Minutes of the September 19, 1984 Meeting |
| 84-59 | LARRY PARSONS MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 19, 1984 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. |
| | B. Approval of Correction in August 15, 1984 Minutes |
| 84-60 | DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE AUGUST 15, 1984 MEETING AS CORRECTED (PAGE 4, AGENDA ITEM 3D, SECOND PARAGRAPH, SIXTH LINE, CHANGED FROM "\$8,000 INVESTED AND ANOTHER \$3,000" TO "\$82,000 |

1B INVESTED AND ANOTHER \$3,000"); ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Voege stated that payroll and payroll-related vouchers had amounted to \$266,695.35 for September, 1984.

84-61 ALICE HARRIS MOVED TO APPROVE EXPENSE VOUCHERS NO. 15239 THROUGH NO. 15431 IN THE AMOUNT OF \$119,473.21; DORIS FOURRE SECONDED THE MOTION.

Mr. Parsons noted that there are two vouchers for A T & T. Mr. Crose said that since the divestiture of Bell Telephone, it is not unusual to receive several different billings since they don't come from the same billing centers. Mrs. Fourre questioned voucher No. 15286 to Interlocal Cooperative Purchasing in the amount of \$50.00. Mr. Crose said that this is an annual payment which allows TRL to use state purchasing contracts for supplies and equipment. Mr. Polillo noted voucher No. 15312 to Ocean Park Mini Storage and asked if Bonnie Sayce checks on the materials stored there. Mr. Crose said that she does this frequently and everything is in good condition since the storage is climate controlled. Mrs. Harris questioned voucher No. 15313 to Olson/Rowe in the amount of \$1,906.25 and asked what this covers. Mr. Crose replied that this is through the draft of the Request for Proposals which the Board received last week. Mr. Parsons questioned voucher No. 15335 to Savin of Washington in the amount of \$6,737.27 and Mr. Crose said that this is for two photocopy machines for the Packwood and South Mason Libraries.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) South Mason - Alice Harris

Mrs. Harris reported that TRL has rented the facility which houses the South Mason Library for the past 10 years and the lease terminated on October 14, 1984. For the past two years, Mrs. Harris said that the South Mason Building Committee and the TRL Board have been examining in some detail the various options available to continue housing the South Mason Library. She said that the committee and the Board have come to the conclusion that TRL should purchase the existing property where the library is housed rather than enter into a new lease agreement at a higher rent. In the past few months, Mrs. Harris said that the Board has directed Mike Crose to explore various methods of financing the property. She said that in a conference call on October 10, 1984, the Board made the decision to seek the appropriate bank

3A(1) financing. The ratification of this decision is in Agenda Item 6B.

(2) Ocean Park - Paul Polillo

Mr. Polillo reported that the Board is planning to build a new library at Ocean Park. He said the building committee will be meeting in about a week and a half and he would like Mr. Crose at that time to explain the building plans to the committee. Since Mr. Polillo has missed the past two Board meetings, he asked Mr. Crose to report further on this. Mr. Crose said that the Board agreed in a conference call on October 10, 1984 arranging for advertising the Request for Proposals which has gone out for advertising in newspapers in the five counties which TRL serves and in the Seattle Journal of Commerce. He said that the advertising officially began today and there have already been seven inquiries. Mrs. Voegel asked if there is any way that the Board can legally give preferential treatment in this matter and Mr. Crose stated that he did not think that would be possible since there is a provision for analyzing these proposals on a point system. He said that TRL has certainly done its best to keep as much of the project as possible in the local area. Mr. Crose said that the advertising process is required to take 30 days and then the staff and the Board will proceed from there.

Mr. Polillo further reported that he has just been informed by the owner of the property where the bookmobile (which houses the Ocean Park library) is situated that the owner has plans to expand on this property beginning on the 1st of November. Therefore, the bookmobile will have to be moved. Mr. Polillo suggested that the bookmobile be moved to the property which TRL is purchasing on which the new Ocean Park Library will be built. He said there is plenty of room and power will have to be brought onto the property anyway when construction begins. Mr. Polillo said that one of his concerns is that the bookmobile engine has not been started in a long time. Mrs. Morrison commented that she thinks the Pacific County Commissioners could agree to this since they would know that it would be for a short period of time. Mrs. Harris said that at one time the Board had discussed the possibility of placing the bookmobile on the school property and wondered if this would be possible. Mr. Polillo said that he does not recommend this; however, he said that cars could probably park on the school grounds. Mr. Polillo said that he and Mr. Crose have discussed this and feel that the northeast corner of the property would be a good place for the bookmobile. Mrs. Morrison noted that phone lines would have to be moved also. It was agreed that staff should proceed with this immediately.

Mr. Crose reminded the Board that about three months ago the Board approved \$10,000 for site improvements so staff can proceed with no further Board action. Mr. Parsons expressed his concern that having the bookmobile parked on

- 3A(2) the property not interfere with construction of the new library. Mr. Crose said that the bookmobile could be parked in the proposed parking area and he sees no problem with this.

Mr. Law arrived at 7:55 p.m. He said that he had business in Tacoma and then had to drive directly to Hoquiam and he apologized for arriving late.

- 3A(2) Mr. Parsons commended both Paul Polillo and Alice Harris for the tremendous job they have done on the Ocean Park and South Mason Building Committees.

Mrs. Harris said that when she read the draft of the Request for Proposals she did not find mentioned anywhere any provision for a staff room and she hopes that there will be a place provided for staff only. Mr. Crose said that the work room is designed in such a way that it will be comfortable for staff. Mrs. Harris asked if there are plans for putting plumbing in the meeting room. Mr. Crose said that the meeting room will back on the restrooms and this could easily be done. He said that no plans have been finalized at this point. Mrs. Harris said that she wanted to bring this up so that when the committee meets again, it will be something for members to consider. She said that she thinks a staff room is very important in any library facility.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he has been working with Mr. Crose on the South Mason and Ocean Park facilities.

C. Library Director - Louise E. Morrison

Mrs. Morrison reported that most of the last month was spent in recruiting, weeding through applicants, choosing applicants for interviews, and writing letters to all of the applicants for the Assistant Director, Public Services position. She said that Mary Ann Shaffer has been hired in this position. Mrs. Morrison said that she has also been working with staff on a Problem Patron Manual which is being developed for the libraries and in the course of that, staff has also been considering an "acceptable patron behavior" policy for the Board to consider at a later date.

Mrs. Morrison said that the new Systems Librarian will begin on November 1, 1984.

D. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer referred to her written report.

E. Assistant Director, Central Services - Sally Loken

Ms. Loken referred to her written report. She also called the Board members' attention to another sheet in their folders which shows the new patron registrations

3E January-September 1984. Ms. Loken said that the microfiche catalogs for the year came in recently and the bill came today. She said that the total cost for TRL's fiche catalogs, which are purchased three times a year, is only \$22,155.84 which is considerably less than staff costs would be to maintain a single card catalog, let alone produce it for distribution.

F. Assistant Director, Management Services - Mike Crose

Mr. Crose said that Board members received his written report with last week's memo. He said that TRL is at that point in the year where expenditures begin to exceed revenues. He said he is optimistic that the collection of the second half of property taxes will put TRL on a sound financial basis again. Mr. Crose further reported that he has been working with the County Assessors in the five counties trying to establish the assessed value of Timberland for 1985 tax purposes. He said the only thing now available are new construction figures. He said that utility values are not yet available to the County Assessors from the state and they don't expect these for another three or four weeks. Mr. Crose said that he does not expect the Board will be able to consider adopting the property tax levy rate for 1985 until its December meeting.

As reported earlier, Mr. Crose said that he has advertised for proposals for construction of the Ocean Park Library. He said that staff has received no authorization from the Board to continue using architect Ron Rowe's services. He requested that the Board authorize retaining Ron Rowe through the proposal evaluation process and would also like to retain him through the construction of the building to its final stages. See Agenda Item 5A.

Mr. Crose reported that he has been working with Rainier Bank regarding financing for the South Mason Library. He said the property must be appraised for the records to establish that it is worth the \$125,000 that TRL is paying for it. He stated that he was surprised to learn that the cost of appraisal of commercial property can cost from \$1,000 to \$2,000. Therefore, he said he talked with a representative of Rainier Bank to see if the bank would accept the opinion of what is known as an MAI appraiser. Mr. Crose said that the bank representative is checking with the head office to see if this would be acceptable particularly since TRL is a public agency. He said this type of appraisal would hold the cost down to about \$1,000. He said that the financing is tied to the prime rate which has dropped by .5% since TRL first began negotiations on this property.

Mr. Crose requested adding one item to the agenda. He said that the Thurston County Sheriff's Department has requested the use of TRL's Service Center for canine training in the evenings. He said that he has had to go to the Service Center several times in response to alarms

3F

and appreciates the fact that the dogs enter the building first. This was added to New Business in Agenda Item 6E.

Mrs. Voegel thanked Mr. Law for his suggestion to take a long look at financing for the South Mason Library. Mr. Crose said that he appreciates the fact that Mr. Law urged holding up this process until staff could look at other areas of financing. Mr. Law said that he thinks Jean Haakenson deserves recognition, too. That was agreed.

Mr. Parsons asked if there will be any impact on TRL due to Weyerhaeuser closing down its mill in Raymond. Mr. Crose said that he has had numerous conversations with government officials in both Lewis and Pacific Counties. He said that it is difficult at this point to assess what the impact will be. He said this has happened simultaneously with the change in the laws for timber tax distribution. Mr. Law commented that in the recent debates between the governor candidates, the timber industry has been discussed and the candidates' views differ considerably. He said that at least the debate is there and some people are looking ahead that several years from now the industry may not be any better and will probably be worse. He said that in long-range financing of libraries, since some libraries rely on those trees so much, TRL should be thinking about this. Mr. Crose said he agrees and said that it appears that the supplemental funding bill for libraries has an excellent chance of passage in 1985, which could be the beginning of a solution for this problem. He said he thinks libraries have to be in the forefront asking for a share of new revenues generated.

Mrs. Fourre noted that circulation is down and wondered if this is because films are not circulating. She said this is interesting since so many new patrons have been registered. Ms. Loken said that films not circulating is partly responsible. She said that if taken building by building, circulation is up in some, down in some and about the same in others.

G. WILL Workshop

Mrs. Voegel asked Mr. Parsons and Mrs. Fourre to report on the Washington Library Trustees Association Workshop in Library Leadership. Mrs. Voegel said this was an excellent workshop and she found that there is a great need for trustee education.

Mr. Parsons reported that Dorothy Voegel found out the night before that she would be introducing all of the speakers and she did an excellent job. He said that the workshop was very good except the keynote speaker was one of the worst he has ever heard. He said that Ron Dubberly and Herb Mutschler, Library Directors of Seattle Public and King County Libraries, spoke on the censorship problems they are currently having. He said the issue is more than having Playboy in the libraries and there appears to

3G be a lot of politics and emotions involved. He said he tends to think this is an organized effort and it can happen in any library.

Mrs. Fourre agreed that it was a good workshop and that she enjoyed meeting the people from all types of libraries in the state. She said the workshop started at 7:30 a.m. and ran through to 9:00 p.m. and that many subjects were covered.

Mrs. Voegel said that all the TRL Board members who attended agreed that the keynote speaker was not good. She said the keynote speaker did not do her homework. Mrs. Voegel said that two speakers talked about library funding. One of the speakers could not address timber funding and since Mike Crose was present at the workshop Mrs. Voegel said that she thought he would be a good one to talk about timber taxes. She said that he did a fine job considering he had no preparation. Mrs. Voegel said she was most impressed with the enthusiasm and commitment of the trustees present. She said everyone was engrossed and actively taking part. Mrs. Voegel commented that she thinks that most trustees went back to their libraries with ideas they will try and that they will take positions of aggressive leadership in their communities. One of the speakers she was most impressed with was a woman from the Washington State School Directors Association. She said they do a good job of educating their boards and she had a manual which she went through and translated into library lingo. Mrs. Voegel suggested that librarians check with their local superintendents and request this manual to run through with their local trustees.

4 Correspondence

A. Invitation from Lacey Timberland Library Board to meet at the Lacey Library in February 1985

Mrs. Voegel said this would be the February 20 meeting.

6 New Business

D. Decision re February 1985 meeting site

84-62 LARRY PARSONS MOVED THAT THE TRL BOARD WILL MEET AT THE LACEY TIMBERLAND LIBRARY ON FEBRUARY 20, 1985; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Correspondence

B. 9/20/84 letter from Pacific Crest Realty re sign on South Mason Library property

Mrs. Voegel read the letter as follows:

"Roger D. Lovitt, surveyor, has informed us that our sign is on the corner of your library property in Mason County. We have inspected the line and see that

4B

it is true. We would appreciate your consideration in allowing us to keep the sign there for the time being as it does not appear to obstruct anything at this time. At any time that it does get in the way of any library activity we would of course move the sign. We would appreciate a reasonable notice time such as 30 days for removal. To eliminate any question of adverse possession, Mr. Lovitt suggested that possibly you would want to work up a simple rental agreement in the form of a letter of permission and charge a nominal rent, like \$1.00 per year.

"Please advise us on your desire in regards to the sign."

Since the Board members had several questions such as where the sign is located, the size of it, when the sign was installed, how the mistake occurred, etc. it was agreed that this be postponed until the Board has further information. Mr. Law suggested that someone take several snapshots of the sign and the property line. He expressed concern with setting a precedent of allowing someone to place a private sign on library property.

C. 10/16/84 invitation to attend tenth anniversary of the Timberland South Mason Library

Mrs. Voege read the letter from Kitty Schiltz, South Mason Librarian, as follows:

"I am writing on behalf of the South Mason Friends of the Library to invite you and the Timberland Regional Library Board to the tenth anniversary of the Timberland South Mason Library. We will be having an open house on November 10 with refreshments and entertainment at 3 pm. Hope you can come."

Mrs. Voege said that if Board members attend the anniversary celebration, they can see the sign in question.

5

Unfinished Business

A. Consider extension of agreement with architect for Ocean Park

Mr. Crose said that the Board had agreed to retain Ron Rowe through development of the Request for Proposals and he thinks it would be wise to retain Mr. Rowe through completion of the project.

84-63

DON LAW MOVED TO RETAIN ARCHITECT RON ROWE THROUGH COMPLETION OF CONSTRUCTION OF THE OCEAN PARK LIBRARY; PAUL POLILLO SECONDED THE MOTION.

Mrs. Voege asked how much this would cost. Mr. Crose said that Mr. Rowe has been retained on an hourly basis at \$55 per hour and to date Mr. Rowe has been paid about \$2,000. He pointed out that another architect's offer to develop specifications for 7% of the project would have

- 5A cost about \$10,000. Mr. Crose said that there already have been a number of requests for the RFP. He said he will do a preliminary review of the proposals and probably discard some of them, and then he and Mr. Rowe would review them. Mrs. Voegel asked if Mr. Rowe would be doing on-site inspections and Mr. Crose said he would like to discuss with Mr. Rowe how this would be handled. He pointed out that Mr. Rowe's firm handled the Packwood project and Mrs. Voegel said that she is pleased with his work.

MOTION CARRIED UNANIMOUSLY.

6 New Business

B. Ratification of 10/10/84 Conference Call re South Mason

Mrs. Morrison said that in the conference call the Board authorized Mr. Crose to proceed to seek financing through a bank rather than through a contract with the owner of the property.

- 84-64 DORIS FOURRE MOVED TO RATIFY THE CONFERENCE CALL ON 10/10/84 REGARDING FINANCING FOR THE SOUTH MASON PROPERTY; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Ratification of 10/10/84 Conference Call re Ocean Park

Mrs. Morrison said that in the same conference call, the Board accepted the draft of the specifications prepared by Ron Rowe for the Ocean Park Library in order that the specifications could be advertised and proposals received in time for the Board to take action at its November meeting.

- 84-65 PAUL POLILLO MOVED TO RATIFY THE CONFERENCE CALL ON 10/10/84 REGARDING THE OCEAN PARK LIBRARY SPECIFICATIONS; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Thurston County Sheriff's Department Request

- 84-66 LARRY PARSONS MOVED TO ALLOW THE THURSTON COUNTY SHERIFF'S DEPARTMENT TO USE THE TRL SERVICE CENTER FOR CANINE TRAINING; DON LAW SECONDED THE MOTION.

Mr. Law asked what is involved in this training. Mr. Crose stated that deputies would use the Service Center late at night and they would situate several people in the building and allow the dogs to search for them. He said the Sheriff's Department is impressed with the layout of the Service Center and feels it would be a good training area for the dogs.

MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

7 A. November Meeting Date

Mrs. Harris noted that the November Board meeting is scheduled the evening before Thanksgiving and suggested that this be changed.

84-67

LARRY PARSONS MOVED THAT THE BOARD HOLD ITS NOVEMBER MEETING ON TUESDAY, NOVEMBER 20, AT THE SERVICE CENTER; DON LAW SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Law requested that the secretary call Board members the week before and remind them of the change. Mrs. Morrison said that she will get the Board memo out earlier the week before, too.

6 New Business

A. Decision re Internship for Chapple Langemack

Mrs. Voege said that this is an item which could be discussed in Executive Session or in general session. She said that the Board has to meet in Executive Session this evening to discuss negotiations. It was agreed that this agenda item will also be discussed in Executive Session. Ms. Shaffer said that the Board may wish to address questions to Ms. Langemack and the Board requested that Ms. Langemack remain for the Executive Session. It was agreed that the Board would recess for Executive Session and reconvene the meeting to announce the Board's decision.

7 Other Agenda Items

B. TRL Board's Bylaws

Mr. Parsons commented that after the WILL workshop he discussed with Mrs. Morrison the need to update the Board's Bylaws. He requested that Mrs. Morrison send to all Board members her memo to him regarding this.

C. Retirement Tea

Chris Peck reminded everyone of the tea honoring Aberdeen staff member Mary Olesen on her retirement on Friday, October 26, 3:00-5:00 p.m. at the library. She said that Ms. Olesen has worked at the Aberdeen Library for about 25 years. Mrs. Voege commented that Ms. Olesen was planning to retire earlier but stayed on through Chris Peck's leave. She encouraged anyone who can to come to the tea.

Mrs. Voege thanked the Hoquiam Board and staff for the invitation to meet at the Hoquiam Library. Mr. Murray said that it was a pleasant evening and he is sure he speaks for other Hoquiam Board members as well.

The meeting recessed at 8:55 p.m. The Board met in Executive Session

for the purpose of discussing negotiations and the internship for Chapple Langemack. The Board reconvened at 10:05 p.m.

6 New Business

A. Decision re Internship for Chapple Langemack

84-68


DON LAW MOVED THAT THE PROPOSAL AS PRESENTED IN SUBSTANCE BE AGREED TO WITH THE FOLLOWING PROVISOS: (1) THAT CHAPPLE LANGEMACK BE REQUIRED TO COME BACK TO TIMBERLAND FOR ONE YEAR AFTER HER INTERNSHIP AS A CONTRACTUAL REQUIREMENT AND IF THAT ELEMENT OF THE CONTRACT IS NOT MET THAT SHE BE OBLIGATED TO REPAY TO TIMBERLAND THE SIX-MONTH COMPENSATION SHE WILL RECEIVE FROM TIMBERLAND WHILE IN THE INTERNSHIP, INCLUDING BENEFITS; AND (2) THAT IN RECOGNITION OF MS. LANGEMACK'S VALUE TO TIMBERLAND AND THE FACT THAT MS. LANGEMACK WOULD NOT BE TERMINATED DURING THE 18-MONTH PERIOD, THAT IF THE BOARD DECIDES NOT TO CONTINUE THIS PROGRAM AT THE END OF THE 18 MONTHS THAT THERE WILL BE A POSITION IN TIMBERLAND FOR MS. LANGEMACK. MRS. HARRIS SECONDED THE MOTION.

Mr. Fuller said that as he understands it, the motion sets forth a statement of intent and does not assume that either Ms. Langemack or the Board will be bound by this action tonight but that it will be reduced to a written contract that both the Board and Ms. Langemack will accept. Mr. Law said that is his intent and hopefully the contract will be ready by next month's meeting.

MOTION CARRIED UNANIMOUSLY.

There was no further business and the meeting adjourned at 10:10 p.m.


SECRETARY


CHAIR