

East Cleveland Public Library
Regular Board of Library Trustees Meeting
February 20, 2020
14101 Euclid Ave. East Cleveland, Ohio 44112
Flewellen Room 6:30 p.m.

Mr. Mays called the meeting to order at 7:08 p.m.

MP3 1293

I. CALL TO ORDER
A. ROLL CALL

Present: Mr. Mays, Ms. Shaheed, Mr. Silvera, Dr. Harris

Absent: Mr. Rashid, Ms. McClarin, Ms. Turner

A quorum exists. Present – 4; Absent - 3

Also present at the table were: Mr. Carlos Latimer (Executive Director), Mr. Cockfield (Fiscal Officer), Mr. E.F. Turner III (Exec. Admin. Assistant)

II. LIFT EVERY VOICE AND SING

(Skipped in the interest of time.)

III. APPROVAL OF THE AGENDA

- | | |
|-------------|--|
| Mr. Mays | We're going to move on through the agenda. Have you had an opportunity to peruse the agenda? Is there any changes or additions or deletions to the agenda? |
| Dr. Harris | I move for approval. |
| Ms. Shaheed | I second, |
| Mr. Mays | It's been moved and second. So, we'll approve the agenda as presented. Mr. Turner please call the roll. |

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 4

Motion passes.

Dr. Harris moved and Ms. Shaheed approval of the agenda.

Agenda approved.

IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM JANUARY 23, 2020.

Mr. Mays The next thing on the agenda is the approval of the board meeting minutes from January 23, 2020.

Mr. Silvera Mr. Chairman, I move that we accept the minutes of January 23, 2020.

Dr. Harris Second.

Mr. Mays Are there any discussion, deletions or addition to the minutes? I would like to call your attention to page 6 and 5 at the bottom and move over to page six. Turner received four votes and I received four votes which is a typo in that, if you look down the minutes further. You will see it reads. Vice President Ms. Turner received three votes and Secretary, Dr. Harris three votes... Let me see, where is it? That's not in question...Vice President Ms. Turner has three votes and Vice President Mr. Mays has four votes. So, there's a typo there in the minutes. Other than that, are there any further corrections? Hearing none, Mr. Turner call the roll with the necessary corrections.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 4

Motion passes.

Mr. Silvera moved and Dr. Harris seconds adopting the amended minutes from 01/23/2020.

Amended Minutes from 01/23/2020 are approved.

V. COMMUNICATIONS

Mr. Mays The next item on the agenda is Communications. I will yield the floor to the Director, Mr. Latimer.

Mr. Latimer There was a communication on the agenda. However, with the changes to the start of the meeting, we move those communications up to the beginning of the meeting is Mr. Mike Oatman, discussed and talked about the photograph collection that we have our exhibit here, in the Lower Auditorium, so that's communications.

Mr. Mays Please excuse me, let the minutes reflect that Mr. Latimer is here as well as Mr. Turner and our Fiscal Officer. Mr. Cockfield. Please excuse my oversight.

I. PRESIDENT'S REPORT (O. MAYS)

Mr. Mays We're going to move on. So, if there is no further discussion in reference to this we'll move on to the next item on the agenda, the President's report.

Mr. Mays As you know, there was an election and, and also, we have a new President, Mr. Rashid. A new Vice President Mr. Mays and Secretary, Ms. McClarin. Secondly, the committees that has been appointed to or you agreed to serve on. And the first one is... Library Services Committee is Ms. Shaheed and Dr. Harris. Personnel Committee, Ms. McClarin and Ms. Shaheed.

Mr. Mays Finance Committee, Mr. Silvera and Ms. Turner.

Mr. Mays Buildings and Grounds Committee, Mr. Mays and Mr. Silvera.

Mr. Mays Strategic Planning Committee, Dr. Harris, Ms. Turner and Mr. Silvera.

Mr. Mays So, does anyone had any problem serving on those committees?

Mr. Mays So anyway, those are the things I want to move on instead of meeting. I don't think they were in meetings of committee so I'm just going to move on to the Director's Report.

II. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer The Director's report is very brief. In January we had the tribute to Barry White and Teddy Pendergrass we had a full audience up to 250 guests that concert was very well received, everyone left happy. Ohio Means Jobs, Ebony our employment specialist, she successfully placed two more individuals who went through the process and landed a job. So, the outcomes are very positive around working with Ohio Means Jobs. Also, we'll be sending a special invite out for a luncheon on March 14th that'll be here nor auditorium to have a celebration in discussion around impact on the 2020 census. So, all of the board members and a few community stakeholders will receive an invite for that day. That concludes the directors report.

Mr. Mays Is there a motion to receive...

Ms. Shaheed ...I make a motion to receive the Director's Report.

Mr. Silvera I second.

Mr. Mays I have a motion and a second for the director's report. Mr. Turner please call the roll

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 4

Motion passes.

Ms. Shaheed moved and Mr. Silvera seconds approving the Director's report.

The Director's report is approved.

III. FISCAL OFFICER'S REPORT (R. COCKFIELD)

Mr. Cockfield: 2019 is closed, pending the entry of some adjusting entries to bring our fund balances in line with the type of accounting we're required to have. All the entries for January are in the system but are not posted pending the final close of 2019. For the month of March, I'll be providing a reconciliation of banks and fund balances covering the months of January and February.

To summarize the use of the Blackbaud System:

During the 2017 year, the Board began a push for more comprehensive Internal financial reporting to include allocations, project reporting, and grant reporting. This reporting did not serve the AOS reporting needs and represented internal information used specifically for administrative decision making.

My numerous discussions with the Director (Sheba Marcus Bey) about the matter centered around her need for and/or use of the information for decision making purposes and whether this was a necessary effort. She took a lackluster approach to the topic

and the effort to satisfy the Board request became tasked to the Fiscal Department. An attempt was made to provide the necessary information using the UAN — the Auditor of State sponsored accounting system - in combination with Excel spreadsheets which unfortunately proved to be inadequate. The reporting was cumbersome, and the accounting system was unable to capture and provide the information needed. The Director brought in an accountant for me to talk with about performing the services, but I rejected the overture due to cost considerations and issues of propriety. Because the current UAN system was unable to generate the information requested, a search began to find an accounting system that met the requested reporting requirements.

Opinion: From an academic standpoint I could see the value of having such information but if the information is not contributing to the decisions of administration then it has no real value. Additionally, the desire for the information must be driven by administration or the effort is likely to fail.

An exhaustive search for systems designed to meet the requested reporting needs finally centered on the Blackbaud Accounting System — a very comprehensive fund accounting system designed for nonprofits. A checking of current users uncovered the fact that the Wayne County Public Library and the Hamilton County Public Library are both using the system.

A comparison of costs — lease of Blackbaud vs subscription cost to AOS — showed there would be an approximate \$3,000 annual increase to lease the Blackbaud system vs UAN. Additional support was also purchased to carry us through setup and daily use.

The system lease began in February 2018 with the intention that we would run the two systems concurrently during 2018 in order to ensure that data was being matched properly. Somewhere during the fall of 2018 our consultant who assisted in the setup of the system was replaced. Official cutover to the Blackbaud System began starting in January 2019.

Concurrent processing didn't go smoothly as we started out attempting to transfer historical information from UAN to the Blackbaud system. Problems with the accounting number structure, and the use of "debits" and "credits" from one system to another slowed the conversion process and the transfer of historical information. Too much time was being spent trying to

ferret out problem transactions, so the entry of historical information was shelved with the intention of coming back to it later. Setting up projects and project budgets also became problematic because of no administrative support. Projects categories were vague with no method being considered to capture information and transmit it to the accounting system. There is still little to no effort to capture project information and charges to the projects are solely based on decisions made by Mrs. Chambliss and myself. Allocations — also a requested feature of the program — have not been setup and are not being used.

Starting in September of this year I began the process of identifying what was needed to close the year properly and submit annual information to the State. I discovered a problem with the Accounts Payable balance and our Encumbrances. Several transactions which had been posted throughout the year were not clearing due to date conflicts occurring throughout the AP process. This same problem was causing purchase orders not to clear. These problems still exist and are trying to be resolved.

To summarize:

1. The features and capabilities of the Blackbaud system, which formed the basis of our decision to migrate away from the UAN, have not been utilized and have created costs which far outweigh the benefits anticipated.
2. Current administration has no need for the additional information which can be generated. The benefit to decision making doesn't exist in this accounting environment.
3. Due to the steep learning curve, considerable time and effort is required. It would take approximately 3-4 years to develop a complete working comfort with the system.
4. Trouble shooting complex problems requires utilizing support services which, while comprehensive, is time consuming.
5. Audit costs are bound to increase. Auditors will have to "learn" the system in order to audit transactions. These increased audit costs are not justified by any increase in the number of accounting transactions and will be due solely to the complexity of the system.
6. Using an accrual accounting system in a cash-based environment becomes problematic with Blackbaud. Using numerous date fields for various aspects of the AP process are prone to mistakes which create processing conflicts that are difficult to resolve.

7. For our purposes, management of the budget is not as efficient as the UAN.

To conclude:

As of 2/19/2020 the lease payoff for the Blackbaud system is \$12,819.43. Supplemental support has expired. I've contacted UAN systems to inform them of reinstating the subscription service. There would be no difficulty to do so and I have the instructions to do so. I conclude by recommending that we maintain the Blackbaud system up to the point that the annual State report is filed, at which time we initiate payoff and migrate back to the UAN system effective with the last reconciled balances which are intended to be February 2020.

Mr. Mays We've heard the Fiscal Officer's report are there any questions?

Mr. Silvera Chairman, I move that we accept the Fiscal Officer's report and recommendation.

Dr. Harris I second.

Mr. Mays Are there any further discussions?

Mr. Mays I know we have spoken at the last board meeting. There was some problems and you wanted to change the Blackbaud system. Going back to where we were prior to that.

Mr. Cockfield Yes.

Mr. Mays What progress has been made there and my next question, you were having problems being able to close out the books. So, have you corrected those things?

Mr. Cockfield Excellent question was amazing. Um, tomorrow I'll be meeting with Kevin Penn who has supplied me with some accounting support in closing the books out for 2019. He and I are going to be making these transactions tomorrow and that will close 2019. As far as migrating to the UAN system, I've also been in contact with them. They've given me instructions as to how to basically bypass the Blackbaud system for 2019 and jump right into 2020. With the UNA system, what I'm going to have to do is to basically make two months' worth of entries January and February, in the UAN system. I'll take those entries from the Blackbaud system, which we're currently using and duplicate

those entries in the UAN system for January and February, enter the fund balances as of one 01/01/2020 and then begin a transaction processing as of March 1st. So that's basically the game plan and we're on target to do so.

Mr. Mays Will you meet the deadline?

Mr. Cockfield Yes, we will.

Mr. Mays Are there any other questions? Hearing none, Mr. Turner please call the roll.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 4

Motion passes.

Mr. Silvera moved and Dr. Harris seconds to approve the Fiscal Officer's report.

The Fiscal Officer's report is approved.

IV. FINANCE COMMITTEE REPORT (CHAIRPERSON)

A. SUMMARY OF MAJOR ACTIVITY

Mr. Mays Alright, moving right along. Next, Finance Committee report.

Mr. Silvera Mr. Chairman, Finance Committee didn't meet this month, but Continuing from our discussion from where we had a detailed conversation with Mr. Latimer and Mr. Cockfield regarding the accounting system.

B. RESOLUTION 02-01-2020: To Return to UAN from Blackbaud.

Mr. Silvera So that's why we're at the point where Mr. Cockfield is moving forward to migrate back to the UAN system because they were a number of inconsistencies with the Blackbaud system that wouldn't allow for a cohesive auditing process with the state. So cost effective it was not going to be for us. So, we're glad to see that Mr. Cockfield has everything pretty well in hand and it's going to be a smooth transition back to the UAN system. But in the meantime, we have to kind of finalize our financial relationship with the Blackbaud accounting system. So, the first resolution before you is resolution 02-01-2020 to suspend the use of the Blackbaud accounting system and commence use of the Uniform Accounting Network (UAN). Members of the Finance Committee have met, discuss, reviewed the following items and recommend this resolution for approval by the library Board of Trustees. Whereas as a 12/31/19 the Blackboard accounting system has been deemed unusable for the accounting needs the library and whereas the payoff amount of the Blackbaud lease is \$12,819.43. Be it resolved, the Board of Trustees of the East Cleveland Public Library authorizes the fiscal officer to suspend the use of Blackbaud accounting to pay off the lease balance and commence use of the UAN accounting system and software beginning March 1st, 2020. I move for its adoption.

Dr. Harris I second.

Mr. Mays It has been moved and second are there any questions in reference to this resolution

Mr. Latimer Yeah, I just want to share. We look at the payoff amount, however in comparison to what we could occur with the operational costs of Blackbaud the audit cost and the technical support will definitely exceed whatever that payoff is. So, I just wanted to share that information.

Mr. Mays Is there any further discussion. Hearing none, Mr. Turner call the roll.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Mr. Silvera moved and Dr. Harris seconds approval of resolution 02-01-2020.

Yes – 4

Motion passes.

Resolution
02-01-2020 is
approved.

C. RESOLUTION 02-02-2020: To Accept the Grant from the U.S. Veterans of Ohio.

Mr. Mays This resolution passes. The next resolution?

Mr. Silvera Mr. Chairman the Finance Committee has met, discussed, reviewed and recommends approval by the Library Board of Trustees. Resolution 02-02-2020 to accept the donation from the U.S. Veterans of Ohio in the amount of \$100 whereas to seize the steam the board of trustees of the East Cleveland Public Library hereby accepts the recommendation of the Director and the Finance Committee. Be it resolved adoption of resolution number 02-02-2020 for the acceptance of the donation from the U.S. Veterans of Ohio for \$100 for the East Cleveland Public Library to use to further the Library's mission. Receipt of the grant funds will be recorded to "unrestricted contributions - individual" account code 1000-230-4651. I move for its adoption.

Ms. Shaheed I second that.

Mr. Mays ...Is there is a discussion? Hearing none, Mr. Turner will you poll the council please.

Discussion: None

Mr. Silvera
moved and
Ms. Shaheed
seconds
approval of
resolution 02-
02-2020.

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 4

Motion passes.

Resolution
02-02-2020 is
approved.

D. RESOLUTION 02-03-2020: To Partner with CPL and EPL for Census Grant.

Mr. Silvera Mr. Chairman. the resolution number 02-03-2020 to participate in the grant application process for the Cleveland foundation funds with the Cleveland Public Library and Euclid Public Libraries totaling \$85,000 for 2020 census marketing, outreach and digital digitization efforts, also known as count on us. Whereas the board of trustees of the East Cleveland Public Library hereby accepts the recommendation of the director and the finance committee. Be it resolved adoption of resolution number 02-03-2020 for the participation in the grant application process of Cleveland Foundation funds with the Cleveland Public Library will serve as. the primary grant applicant and the fiscal agent for the grant funds. Euclid Public Library will reimburse Cleveland Public Library and East Cleveland Public Library according to the terms outlined in the Cleveland Foundation grant application for expenses solely related to the 2020 Census not to exceed \$2,500. Receipt of grant funds will be recorded to refunds and reimbursements account co 1000-230-4879. I move for its adoption.

Dr. Harris I second.

Mr. Mays It has been moved and second, resolution 02-03-2020. Is there any additional discussion?

Dr. Harris In terms of the I guess the, the largest of the amount is going to probably be digitization or...

Mr. Latimer So, the largest part of this grant we're going to the marketing efforts, which will include parts of Cleveland, of East Cleveland and all of Euclid. These areas have been designated as hard to count communities which means People may be reluctant to completing the census for whatever reasons based on a socio economic or just not trusting the government process. I believe \$10,000 of the grant will also go to digitization for the Cleveland Public Library to work across all of the organizations, not just libraries, but other nonprofits to have a roadmap to how do we get here as far as planning so they're going to capture all programs, all of the planning all of the grant

information, any activity will be archived with the Digital Public Library. So, 10 years from now, there'll be a map of how to plan for census.

Mr. Mays Question, Mr. Latimer So, the grant will be water to Euclid Public Library for the \$85,000. And reading this it says the board, further acknowledge that the Euclid Public Library will serve as the primary grant and fiscal agency for the grant fund Euclid Public Library where will reimburse Cleveland Public Library, East Cleveland Public Library, according to the terms, outlined in the Cleveland Foundation grant application for expenses solely related to the 2020 census not to exceed \$2,500.

Mr. Latimer So that \$2,500 is unrestricted for us to do a community engaged piece which is the program on March 14th, so that money will pay for the lunches and some of the other marketing material that we'll have available. So those are the remaining funds that is not going to be for digitization, or use for the whole marketing piece, which includes billboards in all three communities, poster boards on buses and other marketing, print and social media.

Mr. Mays Do you know how they arrived at the \$2,500?

Mr. Latimer This was what was remaining and what was divided up.

Dr. Harris Initially the \$85,000 was it? Was this a part of the funds that came from the federal census agency thru the Cleveland foundation or is it actually monies from the Cleveland foundation itself, because I know the federal census agency gave money out. They've distributed money to various communities. I would just like to know.

Mr. Latimer I'm not aware of the federal government distributing money to any of the communities. Cleveland foundation did designate a fund for census work and is designated for public libraries. They wanted us to work in collaboration as far as marketing because as we go outside right now, there are no billboards. We are an under counted community. There's nothing, people don't know this is happening. You know, voter and census suppression is a reality in our community. So, this is them doing their due diligence to work those hard to count communities.

Mr. Mays Anyway. Are there any further discussions? Are there any further discussions? Are there any other discussions? Hearing none, Mr. Turner please call the roll.

Mr. Silvera
moved and
Ms. Shaheed
seconds
approval of
resolution 02-
03-2020.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 4

Motion passes.

Resolution
02-03-2020 is
approved.

V. PERSONNEL COMMITTEE (CHAIRPERSON)
A. MAJOR ACTIVITIES

- Mr. Mays All right, moving right along to Personnel committee. Is there a report?
- Ms. Shaheed This is it's just a summation that was reported. No retirements. Taiyun Hollowell he left, right? And we have, new hire and promotions. There was a Stephanie Tyus, that was hired correct?
- Mr. Latimer That was in December.
- Ms. Shaheed That was in December. Okay. She's the new Literacy Specialist. Recommendations none posted. Sick and vacation report - Ross Cockfield. Current staff 6 full-time / salaried employees, 12 full-time hourly employees, 12 part-time hourly employees total 30 of employees. That's the end of the report.
- Mr. Mays Are there any questions in reference to the report coming from Personnel? Hearing none. The next one is Buildings and Grounds.

VI. BUILDINGS AND GROUNDS (CHAIRPERSON)
A. MAJOR ACTIVITIES

- Mr. Mays I'll just say this, it's comfortable in here but it's not as comfortable as it could be. It is my understanding that they're still trying to balance heat the system. But I will suggest this, you cannot balance it with upstairs.

Because those doors are constantly opening and closing. And I think that needs to be a little higher than some of the other areas, this area is comfortable, and it can be a little more comfortable than what it is. But there were some complaints not only with the staff but as well as patrons and it's going to get colder it's getting down to about 10 degrees tonight. They're just going to have to do a better job and I guess regulating it and I don't know where or how far along they are with that, trying to equalize the system in reference to heat. Shed more light as to where they are in reference to equalizing the heat.

Mr. Latimer Okay, we are in a maintenance agreement of the contract with Gardener, so they can come in and work with our team of which specifically as Mr. Cooper to learn the system and also learn our building. Yes, you are correct, Mr. Mays, in the Carnegie building, where our patrons constantly flow in and out those doors, cold air consistently comes in. Especially after school because kids running in and out, open the door and cold air comes in. So that creates a balance issue. However, the rest of the building is very comfortable during the day, I don't know of any other issues other than that space.

Mr. Mays So, have we paid for the furnace and installing the furnace? Has that bill cleared now?

Mr. Cockfield Yes. Yes, they have. they've submitted their final invoice of approximately \$25,000. We've submitted the paperwork to NOPEC. NOPEC will be sending us a check for the \$25,000 and then we will in turn pay Gardner the balance of the contract.

Mr. Mays Have you all had a walk through to see the work? And are you satisfied with the work that has been performed? as well as I think we have a two-year warranty?

Mr. Cockfield We do. A two-year warranty.

Mr. Mays And are you satisfied with the work?

Mr. Cockfield I'm sure Mr. Cooper has done numerous walkthroughs. I'm personally satisfied, we've had the project manager as well as the salesman come out numerous times and they've signed off everything. So, we're currently operating in the maintenance portion of the contract.

Mr. Mays Let me ask another question.

Mr. Mays In equalizing the heat, are they responsible for that, or is that someone else coming in? to do that?

Mr. Latimer I'm not sure. That's a Mr. Cooper question. I can find out and report back.

Ms. Shaheed You know there's a major difference here. Last year it was freezing in here. I'm uncomfortable right now. So, I definitely see a definite improvement with the heating. Before it was always cold, real cold. So, things are better. Much better.

Mr. Mays Are there any further discussion in reference to Buildings and Grounds?

Mr. Mays Hearing none, we're moving on to Library Services Committee.

VII. LIBRARY SERVICES COMMITTEE (CHAIRPERSON)
A. MAJOR ACTIVITIES

Ms. Shaheed Currently, we're still looking at policies that we want to improve and modernize and also, we're planning Founder's Day. When is that?

Mr. Latimer The last Saturday in May.

Ms. Shaheed So, the information is forthcoming reference to that. That concludes the report.

Mr. Mays Founders Day is the last Saturday in May.

Mr. Latimer May 30.

Mr. Mays All right. Are there any questions in reference to Library Services? Hearing none, we're then moving on to new business,

VIII. NEW BUSINESS

Mr. Mays Mr. Latimer is there any new business?

Mr. Latimer No New business other than the library to pay for Census to go live in April, we're just planning ahead with our community festival, Founders Day Program, Summer Reading club, we're prepare for that as well. Some of the improvements we want to make to the library and library

experience. Just library business moving forward, but no big initiatives.

Mr. Mays Any new business among the board? Hearing none, moving on to Old Business.

IX. OLD BUSINESS

Mr. Mays Is there any Old Business? Hearing none, moving on to audience participation.

X. AUDIENCE PARTICAPATION

Mr. Mays Does the audience have any questions, comments?

Mr. Mays if there's no further business to come before this board, I move for adjournment.

Mr. Mays Oh, I'm sorry. Dr. Harris has something.

Dr. Harris This something across my email about funding for the library?
Something about writing your Congress person. I'm trying to find it; I did see it earlier.

Dr. Harris No, this is for funding for the LSAT library grant funding is probably basically more for schools and technology. But this is libraries and I get the information and email for everyone to read and direct everyone to you write Congress. Contact, Marcia Fudge she's to representative.

Mr. Latimer, I believe the information Dr. Harris wanting to share is the proposal for the president's office to reduce or eliminate the funding for the Federal Institute of Museum and Library Services. So that's money coming from the federal government that trickles down to the state level, which it potentially could affect the PLF. However, these funds that come from the federal government is for the LSTA. Those are really small grants that we go after to help us with our collection.

Mr. Mays So you are cognizant of it?

Mr. Latimer Yes.
Mr. Mays You are going to move forward.
Mr. Latimer Yes, as this thing plays out, we'll see how it impacts not only the state but down to the local level.

I. ADJOURNMENT

Mr. Mays Alright. Is there any further business coming before this board? Hearing none, I ask for a motion to adjourn.
Dr. Harris I move for adjournment.
Mr. Silvera Second.
Mr. Mays It's been moved and properly second. Mr. Turner?

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

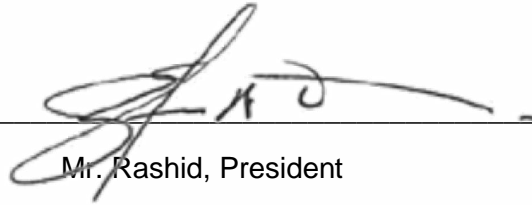
Yes – 4

Motion passes.

[MEETING ADJOURNED AT 7:49PM]

Dr. Harris moved and Mr. Silvera seconds adjournment.

Meeting is adjourned.



Mr. Rashid, President

Ms. McClarin, Secretary