

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, November 19, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

Mr. Silvera called the meeting to order at 2:13 PM.

MP3
RBOT20221119

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5; Absent - 1

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

II. LIFT EVERY VOICE AND SING

(Everyone is invited to sing.)

III. APPROVAL OF THE AGENDA

Mr. Mays motions to wave the 24-hour rule

Ms. Sharpley seconds the motion.

Discussion: None

Mr. Mays moved, and Ms. Sharpley seconds waving the 24-hour rule.

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

Yes – 4

Motion passes.

The 24-hour rule is waved.

Mr. Mays motions to add Resolution 11-06-2022 to the agenda.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 4

Motion passes.

Mr. Mays moved, and Ms. Shaheed seconds adding Resolution 11-06-2022 to the agenda.

The amended agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM SEPTEMBER 17, 2022.

Ms. Shaheed makes a motion for the approval of the September 17, 2022 Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Ms. Shaheed moved, and Mr. Mays seconds the approval of the 09-17-2022 minutes.

The 09-17-2022 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer informs the Board that the last Board meeting of the year will be on December 7, 2022 at 2:00 PM. He also asked that on January 7, 2023 from 12:00PM to 4:00PM administration be able to join the Board for their retreat on the strategic planning on how to move forward with the property. Mr. Latimer also informed the Board that the American Library Association will take place June 22nd through June 27th in Chicago. There will also be a Black Caucus of ALA July 11 through July 16 in Indianapolis. He also mentioned that the Ohio Library Council Board will be September 27 through 29th in Cincinnati, Ohio. Mr. Latimer asked Trustees to inform administration where you would like to travel as soon as possible to assist with the financial appropriations for this coming year. He added that we are looking at a budget of around \$2,500 per Board member for the year to attend different conferences.

VI. PRESIDENT’S REPORT

Mr. Silvera stated that he doesn’t have a formal report, but he wanted to mention that he did attend the Chambers community empowerment for their grand opening this past Thursday.

Mr. Silvera went on to say that he wanted to cover the Nominating Committee to make recommendations for Board Officers for next year.

VII. DIRECTOR’S REPORT (C. LATIMER)

Mr. Latimer started his report by saying the statistical reports show that they library is thriving. There has been increases in uses in Wi-Fi, the snack program, computer usage, Facebook followers, Twitter followers, Instagram followers and YouTube subscribers. Item check-outs has held steady and the number of passports is slightly, and room reservations are up as well.

Mr. Mays motions for the approval of the Director’s Report.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moved and Ms. Shaheed seconds approving the Director’s report.

The Director’s report is approved.

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

Mr. Cockfield read from his report prepared November 2022.

October's reconciled total cash/fund balances are \$1,878,826.79. Reconciled General Fund balances are \$1,746,329.16. If this year's November and December spending is close to what was done in 2021, I'm estimating that we'll have a General Fund carry forward of approximately \$1,600,000 which would be up from year end 2021 by approximately \$250,000.

Our fund balances have been strong principally due to unexpected increases in the PLF distribution and more than expected revenue from property tax settlements. PLF revenue, classified as "Intergovernmental" on the report, is showing approximately 94.754% of budgeted revenue received through 10 months as against a 83% benchmark. Property tax revenue is also strong showing 107% of budgeted revenue received for the year.

On the expenditure side we're at budget with most appropriation accounts showing a year-to-date expenditure level below or near the 83% benchmark through ten months. I'll be proposing final appropriation adjustments for 2022 in the December meeting.

Next month we'll be presenting our Temporary Appropriations for Board approval. Although we have started the budget process our intent is to present the current budget with minor changes as the starting budget for 2023. The permanent budget is not due until March 31st which will give us time to fine tune budget figures.

The audit is officially completed and a draft document has been presented to me for review. Members of the finance committee elected to forgo a post

audit conference since we discussed the contents of the audits in the Finance Committee meeting. We've once again received a clean audit with no material misstatements. All cash is being fully accounted for. However, there was one finding which had to do with a \$14,116.10 adjustment that was the result of converting from one accounting system we were using in 2019 to the one we currently use at the beginning of 2020. The reversing adjustment has been made and was noted in the audit report. Making the adjustment created a compliance issue since the current appropriations for the fund exceed the amount available for appropriation. There's a resolution before the Board to reduce the appropriations for the Performing Arts Fund to a level below what's available for appropriation.

Also, there were compliance issues related to how we appropriate and report our funds. I've had discussion with Mr. Silvera and will be making a recommendation for change to the Finance Committee and the Board in the December meeting. Lastly, there were comments that repeated from the last audit having to do with the unused Permanent/Putnam fund. I was able to locate documentation from 2010 whereby the Board passed a resolution dissolving the Putnam, Flewellen, and Capital funds. I've passed this information along to the Auditor and he suggests that we resolve this in this calendar year. I'll be discussing this with the Finance Committee for the December meeting and will be presenting the Board with a resolution to eliminate two of the three unused funds and close their cash balances into the General Fund.

Lastly, there is a resolution before the Board to approve tax advances for 2023. This is a standard requirement by the County Treasurer and must be passed prior to 2023.

Mr. Cockfield stated that this completes his report.

Mr. Mays asked about the Putnam fund.

Mr. Cockfield answered that he found a Board resolution in May of 2010 where the Board passed a resolution to close the Putnam, Flewellen and Capital funds. The Capital fund has remained open to cover capital improvements, but the other funds can be officially closed with a resolution and the monies added to the general fund.

Mr. Cockfield also added that at the end of 2019 he made an adjustment due to the previous accounting system. In 2020 he made a mistake and made the adjustment again when it was not necessary and needs to be corrected with the resolution that is being presented today.

Mr. Mays motions to approve the Fiscal Officer's report.

Ms. Sharpley, seconds the motion.

Mr. Mays moved, and Ms. Sharpley seconds approval of the Fiscal Officer's report.

Discussion: None

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

Yes – 5

Motion passes.

The Fiscal Officer's Report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Silvera stated that the Finance Committee did meet and Mr. Mays sat in as the co-chair for the meeting and that two resolution came out of the meeting.

1. Resolution No. 11-05-2022: Approval to Amend Appropriations

Mr. Silvera introduced Resolution 11-05-2022: Approval to Amend Appropriations.

Resolution No. 11-05-2022: Approval of Amended Appropriations – Performing Arts Fund.

Sponsored by G. Silvera, Co-sponsored by O. Mays

Members of the East Cleveland Public Library’s Board of Trustees met discussed and reviewed the following items in an open meeting on November 19, 2022:

WHEREAS, As a result of a required audit adjustment, the appropriations in the Performing Arts Center Fund exceed the amount available for appropriation by \$2,050.11 (\$13,500 appropriated; \$11,449.89 available). And,

WHEREAS, Appropriations cannot exceed the amount available for appropriation without creating an “Out of Compliance” situation;

BE IT RESOLVED; That the Board authorize the Fiscal Officer to reduce the appropriations in the Performing Arts Center Fund by \$2,500 thereby correcting the overage (\$11,000 appropriated; \$11,449.89 available).

Mr. Silvera makes a motion to approve Resolution 11-05-2022.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds resolution 11-05-2022.

Discussion: None

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

Yes – 5

Motion passes.

Resolution
11-05-2022 is
adopted.

2. Resolution No. 11-06-2022: To Receive Tax Advances in 2023

Mr. Silvera introduces Resolution 11-06-2022: To Receive Tax Advances in 2023.

Resolution No. 11-06-2022: To Receive Tax Advances in 2023

Sponsored by G. Silvera, Co-sponsored by O. Mays

Members of the East Cleveland Public Library's Board of Trustees met discussed and reviewed the following items in an open meeting hereby recommend approval to the Library Board of Trustees:

Whereas, The County Treasurer requires Board approval to receive Tax Advances and,

Whereas, Tax Advances will be credited to our Star Ohio account according to the following schedule:

First Half Advance #1 Deposit Date	1/17/2023
First Half Advance #2 Deposit Date	2/15/2023
1 st Half Settlement Deposit Date	3/15/2023
Last Half Advance Deposit Date	7/14/2023

Be it resolved; The Board of Trustees of the East Cleveland Public Library adopt Resolution 11-06-2022 to receive Tax Advances to be deposited in Star Ohio account #38967.

Mr. Silvera makes a motion to amend Resolution 11-06-2022 to include Mr. Rashid as the cosponsor.

Ms. Sharpley seconds the motion.

Mr. Silvera moved, and Ms. Sharpley seconds adopting resolution 11-06-2022.

Discussion: None

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

Yes – 5

Motion passes.

Resolution 11-06-2022 is adopted.

B. Personnel Committee Update (Chairperson)

Ms. Shaheed reviewed the current personnel report by informing the Board that the library has a total of 32 employees and 2 positions it may be looking to fill sometime in the future. She also went on to say that members of the staff have completed training around identifying human trafficking as well as de-escalation training. She also made mention of the Chicago Parent Program, this is a 12-session program for parent of children under 8-years

old. Ms. Shaheed continued by saying that staff also attended the Northeast Ohio Regional Library System’s Technology Conference.

1. Resolution No. 11-01-2022: Approval of Special Closings and Holidays in 2023

Ms. Sharpley introduces Resolution 11-01-2022.

Resolution No. 11-01-2022: Approval of Special Closings and Holidays in 2023.

Sponsored by C. Shaheed, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library’s Board of Trustees met discussed and reviewed the following items in an open meeting on November 19, 2022:

WHEREAS, The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendations of the Personnel Committee and Director.

BE IT RESOLVED; Adopting Resolution No. 11-01-2022 allowing the East Cleveland Public Library to be closed in 2023 in observance of the following holidays and special closings as listed below:

<u>Date</u>	<u>Day</u>	<u>Holiday</u>
January 2 (observed)	Monday	New Year’s Day
January 16	Monday	Birthday of MLK, Jr.
February 20	Monday	Presidents Day
May 29	Monday	Memorial Day
June 19	Monday	Juneteenth
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
October 9	Monday	Indigenous People’s Day
November 11	Saturday	Veteran’s Day
November 23	Thursday	Thanksgiving Day
December 25	Monday	Christmas Day

Ms. Sharpley motions for adoption of this resolution.

Ms. Sharpley moved, and Mr. Mays seconds the adoption of resolution

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Resolution 11-01-2022 is adopted.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays started the Buildings and Grounds Committee Thursday, November 10th, 2022. Some of the items discussed include the property behind the library, roof repairs, print center challenges. Mr. Mays also stated that there was discussion about the room dedication and the capital sale and there are resolutions supporting those topics

1. Resolution No. 11-02-2022: Acceptance of the 5-Land Parcels from the Land Bank

Mr. Mays introduces Resolution No. 11-02-2022.

Resolution No. 11-02-2022: Acceptance of the 5-Land Parcels from the Land Bank.

Sponsored by O. Mays, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees met discussed and reviewed the following items in an open meeting on November 19, 2022:

WHEREAS, the library in an effort to expand its services to the community has sought to acquire the property behind the library on Debra Ann Lane.

WHEREAS, the Land Bank has given the East Cleveland Public Library the deeds to the 5-parcels of land it has requested, and

WHEREAS, the deeds to all 5-parcels have been transferred to the East Cleveland Public Library.

BE IT RESOLVED; The Board of Trustees of the East Cleveland Public Library hereby accepts the following parcels of land from the Land Bank: 672-110-04, 672-110-05, 672-110-06, 672-110-07, 672-110-08, and agrees to the conditions listed in the attached "Quitclaim Deed".

Mr. Mays makes a motion to accept Resolution 11-02-2022.

Ms. Sharpley seconds the motion.

Mr. Mays moved, and Ms. Sharpley seconds adopting resolution 08-02-2022.

Discussion: None

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

Yes – 5

Motion passes.

Resolution 11-02-2022 is adopted.

2. Resolution No. 11-03-2022: Authorizing the Local History Room to be Named in Honor of Judge Una Keenon

Mr. Mays introduces Resolution No. 11-03-2022.

Resolution No. 11-03-2022: Authorizing the Local History Room to be Named in Honor of Judge Una Keenon

A resolution authorizing the library Director to name the Local History Room after Judge Una Keenon, a living historical personality. She strives for historical accuracy in her job. The Director is authorized to spend up to ten thousand dollars \$10,000.00 in the Local History Room and declaring emergency.

Sponsored by O. Mays board member, Co-sponsored by S. Sharpley board member

WHEREAS, it is essential to change the Local History Room to a well-qualified historical non-other than Una Keenon room of the East Cleveland Public Library; and

WHEREAS, the East Cleveland Library Board has determined that Una Keenon personified historical myths; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF THE EAST CLEVELAND PUBLIC LIBRARY, four-sevenths 4/7 concurring.

Section 1: That the Director is hereby authorized and directed to enter into an agreement with _____ and to execute the Una Keenon Historical Room.

Section 2: That upon the recommendation of the Director of the East Cleveland Public Library the consideration for the subject Historical Una Keenon Room shall be \$10,000.00 the Director hereby is authorized to take appropriate steps deemed necessary.

Section 3: That it is found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were adopted in an open meeting of this Board, and or any of its committee that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4: That this resolution shall take effect and be enforced from and after the earliest period allowed by law.

Mr. Mays makes a motion to accept Resolution 11-03-.2022

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds resolution 11-03-2022.

Discussion:

Dr. Harris inquired as to what the \$10,000 is for?

Mr. Latimer stated that the \$10,000 is to change the décor of the room to reflect Judge Keenon. He goes on to say that the renaming of the room does not change the how the room will be used. Mr. Latimer later states that the library currently has data for searching the African American experience, but there is currently no equipment to digitize future history within the community. He finishes by saying that this is something that will be discussed in the upcoming strategic plan.

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

Yes – 5

Motion passes.

Resolution 11-03-2022 is adopted.

3. Resolution No. 11-04-2022: Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

Mr. Mays introduces Resolution No. 11-04-2022.

Resolution Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

By Administration request

Sponsored by: Board member O. Mays

Cosponsored by: S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on November 19, 2022:

Resolution No. 11-04-2022: Resolution Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

Whereas, the Director has identified the computers, computer equipment and furniture that is no longer used by the library and asking permission to have a public sale.

Now, therefore be it ordained by the Board of the East Cleveland Public Library's Board four-seventh (4/7) concurring.

Section 1. That the Director hereby is authorized to take such actions as in his judgment are necessary to carry out intent and objectives of this resolution.

Section 2. Be it is found and determined that all formal actions of this Board concerning and relation to the passage of this resolution were adopted in an open meeting of the Board and that all such deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

Section 3. That this resolution receives the affirmative vote for four seventh (4/7) of the Board members, it shall take effect and be in force immediate upon its passage and approval by the Director, otherwise it shall take effect and be in force from and after the earliest period allowed by law. This resolution is also in accordance with the Ohio Revised Code allowing for proper notice to the general public via a newspaper.

Be it resolved, Adoption of Resolution No. 11-04-2022 authorizes the East Cleveland Public Library's Director to publicly sell computers, computer equipment and furniture which are unfit for public use during the time, date and location listed below:

When: Saturday, December 17, 2022 at 11:00 AM – 4:00 PM

Where: The East Cleveland Public Library's Lower Auditorium

All proceeds of the sale will be deposited into the East Cleveland Public Library's general fund.

Mr. Mays makes a motion to accept Resolution 11-04-2022.

Dr. Harris seconds the motion.

Mr. Mays moved, and Dr. Harris seconds resolution 11-04-2022.

Discussion:

Ms. Shaheed asked what is the price range of the items listed?

Mr. Turner stated that the items are priced to move.

Mr. Cockfield replied to Ms. Shaheed by saying that the items will have prices on them the day of the sale, but those prices will be very low in order to move these items out of the library.

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

Yes – 5

Motion passes.

Resolution 11-04-2022 is adopted.

D. Library Services Committee Update (Chairperson)

Dr. Harris started her report by informing the Board that on December 1st ECPL will host an employee recruitment event and on December 3rd ECPL will host a Holiday pop-up shop that is sponsored by the Friends of the East Cleveland Public Library. Dr. Harris went on to say that Hub's Groove will be performing at the library on November 20th and that fliers were distributed to everyone in the community. Dr. Harris added that she attended the technology conference with her display titled "Learning About Kwanzaa as well as the annual breakfast

meeting where she received her Advocacy Award. She expressed that she would like to see a stronger bond between the schools and the library. Dr. Harris concluded that she attended the 40th Annual Conference in Baltimore, Maryland of the National Association of Black Storytellers.

Mr. Latimer interjected that the pop-up shop is made of local vendors selling their goods.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated there was no meeting this month. However, there are plans in the works for a retreat on January 7th, Saturday from 12:00PM through 4:00PM where the Board and administration discuss how the library will be moving forward.

Mr. Mays asked if there were any updates on the progress of the newly acquired property located behind the library.

Mr. Latimer asks Mr. Rashid if he'd like to respond.

Mr. Rashid stated that he was not prepared to give a formal report, but there are talks taking place with possible partners about the development possibilities of the property. However, he feels that the library should continue to move forward with its own plan in case the partnership doesn't work.

X. NEW BUSINESS

A. Nominating Committee

Mr. Silvera directed the Board's attention to their packets where they found information relating to the election process from the Board Bylaws. After reviewing the process, Mr. Silvera extended an invitation to the Trustees for 3 volunteers to sit on the Nominating Committee.

Mr. Mays agreed to serve as Chairman, and both Ms. Shaheed and Ms. Sharpley agreed to serve as Co-Chairs on the Nominating Committee.

Mr. Silvera stated that each Board member was given a nomination sheet in their board packet that they should complete and return to Mr. Turner before the Nominating Committee meets on December 17th, 2022.

Mr. Latimer asked Mr. Turner to explain the steps of what's going to happen in December and January to eliminate any confusion around the nomination process.

Mr. Turner stated that each Trustee will anonymously complete the nomination form they have received and return it to him and he will seal it in an envelope with the other nomination forms where they will remain until the Nominating Committee meets, just before December's Board meeting. At that time, the envelope containing the nomination forms will be opened and read aloud and tallied by the Nominating Committee similar to a general election. The Nominating Committee will report out to the full Board in December's Board meeting the two candidates that received the most nominations for each office. Mr. Turner continued by saying in January similar the primary elections, each Trustee will anonymously vote for their choice from the candidates that the Nominating Committee suggested. The candidates with the most votes for each office will be awarded with that position.

XI. OLD BUSINESS

(None)

XII. AUDIENCE PARTICPATION

Ms. Green came before the Board to let everyone know that they are looking for sponsors for the January 17th, 2023 Chess tournament. She asked for help identifying sponsors and offered and invitation to anyone wanting to be a sponsor. She also asked if anyone wanted to volunteer to help.

Ms. Green also added that the Toys for Tots give-a-way will take place on December 22nd for families that have registered.

Vice-President of City Council, Juanita Gowdy stated that she is happy with what the library is preparing to do in the future and thanks everyone for doing an excellent job.

Mr. Mays thanks Ms. Gowdy and other members of City Council for assisting the library in retaining the parcels of land.

XIII. EXECUTIVE SESSION: TO DISCUSS PERSONNEL MATTERS

Dr. Harris motions to go into executive session to discuss personnel matters.

Mr. Mays seconds the motion.

Dr. Harris moved, and Mr. Mays seconds going into executive session.

Discussion: None

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

Yes – 5

Motion passes.

The meeting goes into executive session.

(The meeting goes into executive session at 3:49 PM)

Mr. Mays motions to come out of executive session.

Dr. Harris seconds the motion.

Mr. Mays moved, and Dr. Harris seconds coming out of executive session.

Discussion: None

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

Yes – 5

Motion passes.

The meeting comes out of executive session.

(The regular meeting resumes at 4:29 PM)

XIV. ADJOURNMENT

Mr. Mays motions for adjournment.

Ms. Shaheed seconds the motion.

Discussion: None

Mr. Mays moved and Ms. Shaheed seconds adjournment.

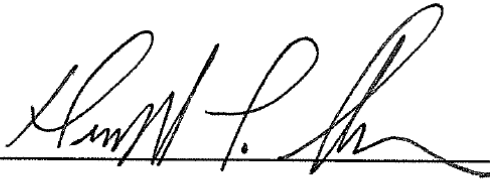
Roll Call Vote: Mr. Silvera (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Dr. Harris (yes), Mr. Mays (yes)

Yes – 5

Motion passes.

[Meeting is adjourned at 4:31 PM]

Meeting is
adjourned.

A handwritten signature in black ink, appearing to read 'Gerald Silvera', written over a horizontal line.

Mr. Gerald Silvera, President

Dr. Cassandra McDonald, Secretary