The Chillicothe and Ross County Public Library

Board of Trustees

March 13, 2024

Present: Board Members Tamra Lowe, Angela Hirsch,

Andrea Oyer, Lori Graves,

and Student Trustee Jackson Kohls

Absent: Rob Augg, Retha Simmons-Jones, Cathy Adams

Others Present: James Hill, Executive Director

Cassie Stout, Chief Fiscal Officer

Jennifer Slone, Access Director

` Mike Jones, Outreach Manager

The meeting was called to order at ­­­4:31 by Tamra Lowe, President.

Angela Hirsch was appointed Secretary Pro-Tem.

**PUBLIC COMMENT**

**Staff Presentation** Mike Jones, Outreach Manager and Jenn Slone, Access Director gave a tour of the new Outreach space

Gen. Fin. “C” Resolution 14-24

**CONSENT AGENDA**

­­­L. Graves moved and A. Oyer seconded the adoption of the following resolution.

That the minutes of the February 14, 2024 Regular meeting be approved as presented and,

That the financial reports as presented from Fiscal Officer’s records and the monthly financial statements of the Fiscal Officer for February be received and filed for audit and,

That the bills listed under date of March 13, 2024 be approved for payment and,

That the following donations be accepted:

$75 unrestricted donation from the Trinity UMC Brotherhood

That the following grants be accepted:

$2,481 from Ohio History Connection - America 250 Grant to be used for a display cabinet and,

$1,946 from LSTA-Celebrating Ohio Book Awards and Author Grant to be used to expand our collection of titles by Ohio authors and,

That Then-and-Now Purchase Order #72-2024 for $5,503.00 to World Archives newspaper database be approved.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**February Financial Report**

|  |  |
| --- | --- |
| Balance February 1, 2023 | $ 5,421,128.26 |
| February Receipts | $ 292,089.18 |
| Total | $ 5,713,217.44 |
| February Expenditures | $ (356,256.53) |
| Ledger Bal February 29, 2023 | $ 5,356,960.91 |
| Outstanding Checks | $ 9,440.16 |
| Total | $ 5,366,401.07 |
| Petty Cash | $ (475.00) |
| Doris T. Culp Fund - Stock | $ (10,500.00) |
| Anne R. Schlegel Fund - KNB CD | $ (10,000.00) |
| Kingston Money Market | $ (426,853.63) |
| Star Ohio | $ (4,437,584.14) |
| LCNB Certificate of Deposit | $ (245,000.00) |
| JLX Construction Retainage | $ (66,547.72) |
| Checking Balance | $ 169,440.58 |
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**Approval of Bills 03/13/24**

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| --- | --- | --- |
| ABCO Printing | Check Stock | $325.34 |
| Chillicothe Fire & Sec | Svc Calls & Inspections | $595.00 |
| Gordon Flesch | Main/NS Copier Use | $496.52 |
| Lowes | Facilities Supplies | $944.21 |
| Library Ideas | Vox Books | $926.78 |
| State Chemical | Air Care Program | $183.39 |
| Wendy Payne | HRA Reimbursement | 244.48 |
| Amazon | Books, Supplies, Beyond Books | $4,345.16 |
| KNB Cr Card | Supplies, Software, Dues | $2,290.30 |
| AEP | Electric Main, Rdale, Annex | $2,999.80 |
| Bainbridge Comm Cntr | Lease & Electric | $2,107.77 |
| Barking Dog | Storywalk Supplies | $433.72 |
| Captain Steamer | Main/Annex Carpet & Tile | $1,032.00 |
| Columbia Gas | Kingston & Annex Svc | $1,274.04 |
| Chillicothe Civic Theater | 1/2 Page Ad | $160.00 |
| OhioNet | NatGeo Kids & NuWav Legal | $1,487.33 |
| South Central Power | Kingston & F Fort Svc | $368.00 |
| The Water Express | South Salem Water | $9.95 |
| Kingston Natl Bank | Monthy Checking Acct Fee | $19.08 |
| CRCPL | Gross Payroll 03/01 | $85,465.78 |
| IRS | Library's Share of Medicare | $1,229.44 |
| Aetna | Library's Share of Medical Premium | $29,008.23 |
| First Data | Cr Card Proc Fees | $64.08 |
| Allison Metzger | HRA Reimbursement | $5,500.00 |
| AEP | Northside Svc | $1,085.98 |
| Baker & Taylor | Books | $10,200.26 |
| Cengage | Books | $2,270.20 |
| Chillicothe Fire & Sec | Strobe Lights Install | $260.00 |
| Central Center Hardware | Supplies | $85.94 |
| Chillicothe Gazette | Kingston & S Salem Subscrpt | $1,730.39 |
| Columbia Gas | Northside Svc | $738.00 |
| Gordon Flesch | Copier Lease | $340.76 |
| Kathy Cruse | HRA Reimbursement | $67.76 |
| Library Ideas | Vox Books | $278.88 |
| Midwest Tape | Hoopla eBooks & A/V | $5,229.96 |
| Mighty Childrens Museum | BB Passes | $300.00 |
| Overdrive | ODL eBooks | $3,303.00 |
| Ross Co Water Co | R Dale Svc | $26.87 |
| R Dale Sewer | R Dale Svc | $17.94 |
| Stephanie Cartee | Line Dance Program | $60.00 |
| Sheena Brown | Mileage | $36.94 |
| Sherwin Williams | Paint & Supplies | $424.55 |
| Village of Frankfort | Water/Sewer | $30.00 |
| Village of Kingston | Water/Sewer | $45.00 |
| Guardian | Insurance Premiums | $4,951.07 |
| Quill | Office Supplies & Toner | $1,372.90 |
| Office City Express | IT Mgr Office Furniture | $149.55 |
| BP | Vehicle Fuel | $362.12 |
| KNB Cr Card | Staff Svc Award Pins | $32.69 |
| First Data | Monthly Cr Card Device Fee | $8.53 |
| Buckeye Propane | Frankfort Svc | $155.00 |
| CenterPoint | Large Print Books | $243.30 |
| CenturyLink/Lumen | S Salem Phone | $8.98 |
| Chillicothe Utilities | Water/Sewer | $663.67 |
| Demco | TP Supplies | $335.35 |
| Frontier | S Salem Phone | $123.20 |
| Gordon Flesch | Copier Use/Maint | $323.66 |
| Hayes Library | Presidential Library Index | $300.00 |
| Horizon | Telephone/Internet | $3,829.23 |
| Library Design | Outreach Shelving/Furniture & Panels | $51,453.00 |
| Rumpke | Main/Rdale/Ffort/Kngst Trash | $599.44 |
| Spectrum | Clarksburg & Zane Internet | $139.96 |
| T-Mobile | Cell Svc | $132.01 |
| Todd Ginther | HRA Reimbursement | $1,072.46 |
| World Archives | Newspaper Database | $5,503.00 |

**$239,801.95**

**Director’s Report**

As you all know, the library suffered a loss recently. Tracy Payne, Wendy’s husband, was diagnosed with cancer many years ago and passed away on March 1. Wendy will be off work for several weeks. Cassie is handling payroll and other duties in the meantime.

I received notice recently that I was chosen to participate in a Voinovich Center at Ohio University program called *Leading in Appalachia 2024: Community Engagement*. The cohort includes participants from 16 Appalachian counties and meets monthly on campus through November. The first meeting is March 20 and will be every third Wednesday of the month after.

Public Libraries have been in the national news a lot lately. The CBS program *60 Minutes* recently did a piece on book banning in Beaufort County, South Carolina and Moms for Liberty. Most notably, if you watch the segment, you’ll recognize Cheilon Preston, CRCPL’s former Youth Services Manager. She didn’t speak on camera, but was present for the discussions at the school board meetings. The group was asking for 97 titles to be pulled from the shelves. Unfortunately, the school did ban 5 titles.

National Public Radio also recently ran a story about state legislatures (specifically Georgia this time) forcing libraries to “quit” the American Library Association. As our professional organization, that puts librarians in an awkward situation. ALA is the only library school accreditation network in the country.

There was also a recent column from an Orange County (CA) newspaper making the rounds on social media entitled, “Please Be Kind to Librarians, and Stop Politicizing Their Decision-making.” It was short piece worth reading. Here is my favorite line from the piece by Julia Walton: Librarian are not responsible for your feelings about any of the books available in the system.

Board “D” Resolution 15-24

**Cancel April Board Meeting**

A.Hirsch moved and ­­­­­A. Oyer seconded the adoption of the following resolution:

That the April, 2024 Board Meeting be canceled.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**2024 Permanent Appropriations** There were only a few expense changes from the Temporary Appropriations passed in December. Our revenues increased $504,555.22, primarily from higher carryover from last year. The majority of that increase is going toward our year-end Building Fund transfer and Contingencies. Sick Leave payouts and salaries were also updated to reflect recent board action. The full line-item detail is available on the board page.

Gen. Fin. “A”

Resolution 16-24

**2024 Permanent Appropriations Resolution**

L. Graves moved and ­­­­­A. Oyer seconded the adoption of the following resolution:

BE IT RESOLVED by the Board of Library Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31st, 2024, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

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| --- | --- | --- | --- | --- |
| **GENERAL FUND - 1000** | | | | |
| **Salaries & Benefits** | |  |  |  |
|  | 100 - Salaries |  | $ 2,394,100.00 |  |
|  | 200 - Employee Fringe Benefits |  | $ 1,075,550.00 |  |
| Total Salaries & Benefits | |  |  | $ 3,469,650.00 |
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| **Purchased & Contracted Services** | |  |  |  |
|  | 300 - Purchased & Contracted Services |  |  | $ 1,155,675.00 |
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| **Library Materials & Information** | |  |  |  |
|  | 410 - Library Materials & Information |  |  | $ 599,350.00 |
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| **Supplies** | |  |  |  |
|  | 450 - Supplies |  |  | $ 165,975.00 |
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| **Other (Dues/Memberships/Taxes/Refunds & Reimb)** | |  |  |  |
|  | 500 - Other |  |  | $ 20,650.00 |
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| **Capital Outlay** | |  |  |  |
|  | 700 - Capital Outlay |  |  | $ 472,045.00 |
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| **Other Financing Uses** | |  |  |  |
|  | 910 - Transfers Out |  | $ 1,038,034.22 |  |
|  | 930 - Contingencies |  | $ 214,000.00 |  |
| Total Other Financing Uses | |  |  | $ 1,252,034.22 |
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| **TOTAL GENERAL FUND - 1000** | |  |  | **$ 7,135,379.22** |
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| **BUILDING FUND - 4001** | | | | |
| **Building Fund** | |  |  |  |
|  | 300 - Purchased & Contracted Services |  | $ 38,634.00 |  |
|  | 700 - Capital Outlay |  | $ 3,641,891.70 |  |
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| **TOTAL BUILDING FUND - 4001** | |  |  | **$ 3,680,525.67** |
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| **DORIS T. CULP MEMORIAL FUND - 4501** | | | | |
| **Library Materials & Information** | |  |  |  |
|  | 411 - Books & Pamphlets |  |  | $ 4,874.40 |
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| **TOTAL DORIS T. CULP MEMORIAL FUND - 4501** | |  |  | **$ 4,874.40** |
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| **ANNE R. SCHLEGEL MEMORIAL FUND - 4502** | | | | |
| **Library Materials & Information** | |  |  |  |
|  | 411 - Books & Pamphlets |  |  | $ 1,252.24 |
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| **TOTAL ANNE R. SCHLEGEL MEMORIAL FUND - 4502** | |  |  | **$ 1,252.24** |
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| **GRAND TOTAL ALL FUNDS** | | | | **$ 10,822,031.53** |

**Staffing**

**Interview updates**: We currently have three job postings up (custodian/deliveries, Youth Services Assistant, and Outreach Manager). We have gotten a handful of resumes for each position and hope to get more. Interviews are being scheduled.

We have another **upcoming retirement and a promotion** to the new position that was approved last month.

**Update Sick Leave Borrowing Policy**: Last month, based on recommendations from the Personnel Committee, changes were made to sick leave accrual balances and buy out at retirement. Also at the last Personnel Committee meeting, we discussed ideas around how to help new employees who may not yet have a bank of sick leave hours or even longer-term employees who suddenly find themselves faced with cascading medical issues. After debating the pros and cons of various sick leave donation programs, we ultimately landed on simply allowing employees to borrow sick leave from themselves. We already have this policy in place for vacation hours. In this proposed update, we would allow staff to borrow up to two weeks of their regular schedule once every twelve months. With those guardrails in place, it means staff will not be able to continuously borrow, but can have some guarantees of payroll protection if needed.

Pers. “A”

Resolution 17-24

**Accept Retirement and Approve Promotion**

­A.Oyer moved and L. Graves seconded the adoption of the following resolution:

That Dustin Stanforth be promoted to Custodial Assistant, effective February 11, 2024 and

That the retirement of Adrienne D’Souza, Enrichment Assistant, be accepted

effective April 30, 2024.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

Pols. “A”

Resolution 18-24

**Update Sick Leave Policy: HR 4.4.2 to allow Sick Leave Borrowing**

L. Graves moved and A. Oyer seconded the adoption of the following resolution.

That HR Policy 4.4.2 be updated as presented to allow employees to borrow sick leave from their future accruals within the guidelines set forth, effective March 24, 2024.

The roll being called, the vote resulted as follows:

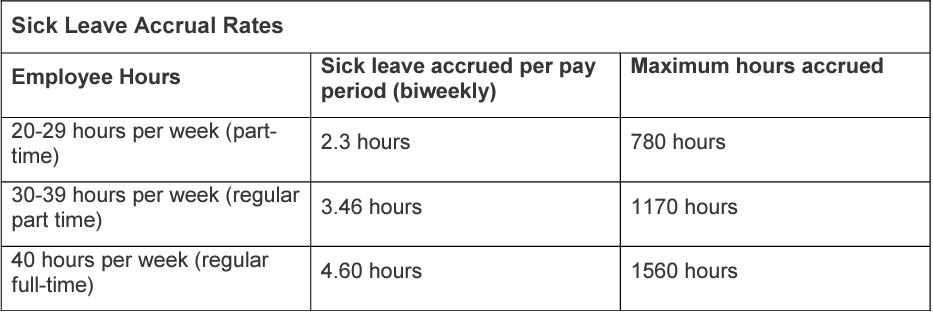
T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**DRAFT 4.4.2 Sick Leave**

Sick leave is accrued by all regular full-time employees, regular part-time and part-time employees.

A new employee may transfer accumulated sick leave credit from another Ohio public library or Ohio public agency up to the maximum accumulation permitted above. The Chief Fiscal Officer will require an official accounting of hours from the employee’s previous public employer.

Sick leave accrues at the following rates:



At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances

* Illness or injury to the employee.
* Illness in the immediate family requiring the presence of the employee.
* Other FMLA qualifying events.
* Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
* Time used for visits to doctors and other medical professionals may be counted as sick leave.

With approval of the Executive Director or the HR Manager, an employee may borrow a scheduled amount of sick leave one-time within a 12-month period. The request is not to exceed the equivalent of two weeks of the employee’s regular schedule.

An employee who has borrowed sick leave time and then leaves employment with a deficit of time will reimburse CRCPL for the difference by deduction of the employee’s final paycheck(s).

**Approve Northside Design Services Transfer** Last month, the Board approved moving forward with design services for the Northside renovation not to exceed $45,000. Once the final price was submitted, Cassie moved the money from Building Improvements to Engineering Services to proceed.

Gen. Fin. “A”

Resolution 19-24

**Ratify Building Fund Transfer for Northside Design Services**

A.Oyer moved and L. Graves seconded the adoption of the following resolution.

That $38,633.97 be transferred from 4001-760-740-0000 (Building Improvements) to 4001-210-374-0000 (Engineering Services).

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**Annex Change Order** This should be our final change order for the Annex renovations and encompasses several changes, including additional electrical work and engineering services for revisions to the HR office.

Gen Fin. “B”

Resolution 20-24

**Approve Johnson-Laux Change Order #6**

L. Graves moved and A. Oyer seconded the adoption of the following resolution.

That the Executive Director be authorized to contract with Johnson-Laux Construction for additional Annex Renovations detailed as:

Change Order #6: $7,668.82 for electrical and drawing revisions.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**Annex Breakroom Cabinetry** Furniture and cabinets in the newly expanded break room in the Annex are not part of the renovation scope. However, after realizing that the old cabinets and appliances would slow down the other project, we decided to accelerate the timeline.

Gen. Fin. “C”

Resolution 21-24

**Ratify Cabinetry Purchase**

A.Oyer moved and L. Graves seconded the adoption of the following resolution.

That the Executive Director be authorized to contract with Specialty Services Cabinetry to purchase and install Annex breakroom cabinetry in the amount of $8,270.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**Annual Mowing & Landscape Maintenance** The RFQ was posted on the library’s website for several weeks and letters of inquiry and phone calls were made to various landscape companies. M&M, our current provider, was the only company that submitted a quote.

Gen. Fin. “B”

Resolution 22-24 **2024 Mowing & Landscaping Contract**

L. Graves moved and A. Oyer seconded the adoption of the following resolution.

That the library contract with M&M Fabrication at the per-visit rates provided for mowing and landscape maintenance at Frankfort, Kingston, Richmond Dale, Northside, and Main/Annex for the 2024 season.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**Board Room Furniture** After reviewing a variety of online catalogs for conference tables, I’ve selected a conference room bundle with a matching side table from Branch out of New York State. The conference table is long enough to hold up to 12 chairs and will comfortably fit in the new board room space.

Gen. Fin. “C”

Resolution 23-24 **Approve Purchase of Board Room Furniture from Branch**

L. Graves moved and A. Oyer seconded the adoption of the following resolution.

That the Executive Director be authorized to purchase board room furniture from Branch in the amount of $6,556.00.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**New Local Author and Local History & Genealogy Policies** With the proliferation of self-publishing everyone is an author. In general, that’s a good thing and we’re quick to place books on the shelves of our friends and neighbors. However, in this current environment, I think it’s prudent to have some guidelines in place for how those purchases and donations are made. We added the Genealogy Collection policy because we also get a lot of self-compiled family histories that don’t always match our criteria. Again, it’s a specific collection that doesn’t normally cause issues, but I want to make sure we have a policy in place just in case.

Pols. “B”

Resolution 24-24 **Approve Materials Selection Policies**

A.Oyer moved and L. Graves seconded the adoption of the following resolution.

That new Materials Selection Policies “Local Authors” and “Local History & Genealogy” be adopted as presented.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

### **Public Service Policy**

#### **Section 2: Materials Selection**

**Local Authors**

The library celebrates the work of local authors, and strives to highlight the work of local authors by adding their material to the collection for circulation.

In order for an item to be added to the Local Author Collection:

* The author must reside in Ross County or a surrounding county, or the work must be based in part in the region.
* The library will only accept or purchase physical formats in new condition.
* To maintain the integrity of the collection, the material must be bound and formatted in a way that enables circulation, ease of use, and durability.
* The library will limit the number of titles added to the collection by a single author to five in a one-year period.
* Items with a local author designation will be held to the same standards as the rest of the collection per the Collection Maintenance policy.
* Once a donation is received, it becomes the library's property, and the library reserves the right to exclude any book found to be inappropriate for the collection for any reason.

**Local History & Genealogy**

The library collects, organizes, preserves, and provides access to sources that document the history and culture of Chillicothe and Ross County, Ohio. Materials are located in the Local History & Genealogy Room of the Main Library on Paint Street. The collection mainly serves the general public, but also supports the research activities of scholars, professionals, and students of all ages.

The library may accept donations of local history and genealogical materials that would benefit the collection.

Selection Criteria:

* Relevance to the history of Chillicothe, Ross County, and surrounding areas.
* Suitability of the subject to the CRCPL Local History & Genealogy collection.
* Available space to house the materials.
* Non-duplication of material within the collection.
* Authenticity and completeness of record.
* Quality and condition of the physical form of material.
* Ease of use for patrons.
* Ability to store, display, or otherwise care for the item properly.
* Cost to preserve, store, and process.
* Security requirements to store and/or display.
* Lack of restrictions by donor.

The Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection. The Library may also refuse a donation based on the Criteria for Selection.

**New Accessibility Statement** ADA requirements have been in place for many years, but website have historically been overlooked when it comes to meeting those standards. Finally this year, however, we’re adding a software overlay that makes our website friendly for users who rely on text readers or even users who need a larger font or more contrast. As a part of that project, it is recommended that the library have an Accessibility Statement describing our goals and responsibilities. Using examples gathered from other libraries, we drafted a statement that expresses CRCPL’s desires to be inclusive for users of all abilities

Pols. “C”

Resolution 25-24 **Approve Accessibility Statement**

L. Graves moved and A. Oyer seconded the adoption of the following resolution.

That new CRCPL Accessibility Statement be approved as presented.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y A. Oyer Y

**CRCPL Accessibility Statement**

**Statement on Diversity, Equity, and Inclusion**

Chillicothe and Ross County Public Library is a place where diversity is celebrated, equity is prioritized, and inclusion is a guiding principle. Your library is committed to providing a welcoming and accessible space for everybody in the community to ensure that each individual feels valued, respected, and empowered. Your library strives to achieve this through the collections, programs, and services provided, all of which aim to represent the identities and cultures that make up this beloved community. By cultivating an environment where differences are embraced, barriers are dismantled, and opportunities are accessible to all, the library hopes to create a space that celebrates the spirit of inclusion and serves as a beacon of unity within your county. *(DEI Statement approved September 2023)*

**Focus on Accessibility**

We believe “The Library is for Everybody,” and we strive to make our spaces in person and online accessible to all patrons, regardless of ability or disability. We’ve put significant resources towards accessibility in our libraries and on our website to ensure that all of our services are accessible to every citizen, and that those citizens are empowered to use our services with dignity, equity, and independence.

**Accessibility on the Website**

We firmly believe that our online services should be available and accessible to anyone and are committed to providing a website that is accessible to the broadest possible audience, regardless of ability.

To fulfill this, we aim to adhere as strictly as possible to the World Wide Web Consortium’s (W3C) Web Content Accessibility Guidelines 2.1 (WCAG 2.1) at the AA level. These guidelines explain how to make web content accessible to people with a wide array of disabilities. Complying with those guidelines helps us ensure that the website is accessible to blind people, people with motor impairments, visual impairment, cognitive disabilities, and more.

**Accessibility Widget**

Our website, CRCPL.org, utilizes the Accessibe accessibility widget to provide fine-tuned accessibility options for each site visitor. The Accessibe widget provides a multitude of accessibility options such as Seizure-Safe, Vision Impaired, and ADHD Friendly profiles, integration with Screen Readers, adjustable font and contrast, and more. Provision of these accessibility options ensures our compliance with Web Content Accessibility Guidelines (WCAG 2.1).

**Using the Accessibility Widget**

Accessibility options for our website can be enabled by clicking the accessibility menu button in the lower right-hand corner of our website. The button appears as a blue circle with a person in the center. After clicking the button, simply wait for the menu to load, then toggle your preferences and allow the site to re-load with those features. A blue check mark appears on the button when an accessibility feature is enabled. To clear accessibility preferences, simply click the button again, and toggle your selections off.

Accessibe’s full Accessibility Statement can be viewed by clicking on the blue button, then selecting “Statement” from the top of the menu.

**Our Commitment**

CRCPL will continually work to improve the accessibility of our physical and online spaces to ensure seamless access to library resources for all users.

Despite our efforts to make this site fully accessible, some content may not have yet been fully adapted to the strictest accessibility standards. We will work with our web site administrator to update any non-compliant features as we become aware of them.

**Reach Out**

If you are having trouble on the CRCPL website or using the accessibility tool, please contact the library at 740-702-4145 or [contact@crcpl.org](mailto:contact@crcpl.org) and we will be happy to assist you.

Free 1-1 [Tech Tutoring](https://www.crcpl.org/techtutoring) Sessions are also available for training on our website and its accessibility features.

Adjourn at 5:28 p.m.

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Angela Hirsch, Secretary Pro Tem Tamra Lowe, President