

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

September 26, 2017

**CALL TO ORDER**

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Delegations wishing to be recognized on any agenda item are to identify themselves at the point on the agenda they wish to be recognized.

2. APPROVAL OF THE AGENDA

**ACTION NEEDED:** Consider a motion to approve the agenda as presented or amended at the meeting.

3. DISCUSSION AND APPROVAL OF MINUTES

**ACTION NEEDED:** Consider a motion to approve the minutes of August 22, 2017 as presented or amended.

4. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the Consent Calendar" means that a single motion adopts all items appearing herein unless a member of the Board or the Director requests that any item be removed from the Consent Calendar and voted on separately.

**ACTION NEEDED:** Consider a motion to approve the September 2017 Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

**ACTION NEEDED:** Consider a motion to approve the August 2017 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the August 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the ratifying of Bills for August 2017.

9. OLD BUSINESS

No Old Business to come before the Board.

10. NEW BUSINESS

a. **Fiscal Policy**

The Finance and Facilities Committee is recommending changes to the Fiscal Policy Manual, as proposed in attachment A.

**ACTION NEEDED:** Consider a motion to adopt the Fiscal Policy Manual as amended at the meeting.

b. **Maker Space Update**

The maker space interest group met to discuss the history of the maker space project and its future direction. It was decided that the project would be revised and addressed in two phases. The first phase will include renovation of the existing Tech Center and procurement of a Whisper Room. The second phase will address the existing Game Room.

c. **Strategic Planning Update**

Staff received three proposals from consultants to administer the 2018 strategic planning process.

d. **Resolution Accepting Amounts and Rates**

State law requires that the Resolution Accepting Amounts and Rates be voted on and adopted by the governing body and returned to the Franklin County Budget Commission on or before the first day of October (O.R.C. 5705.34). This resolution shows the amount of estimated tax levy revenue to be collected in 2018 is \$4,668,261.57, and it authorizes the County Auditor to collect the tax levy (see attached document).

**ACTION NEEDED:** Consider a motion to adopt the Resolution Accepting Amounts and Rates.

e. **Approval of Disposal of Records**

The Fiscal Officer has reviewed records according to the Library's Policy on Retention and Disposal of Records (adopted August 28, 2012). The following records are recommended for disposal in accordance with the Library's policy and Ohio Revised Code Sections 149.411 and 149.381. This action needs to be taken by the Westerville Public Library records commission, which is composed of the members of the

Board of Trustees and the Fiscal Officer.

DESCRIPTION	RETENTION PERIOD	RECORDS TO DISPOSE
Vouchers with Invoices	5 years, provided audited	2011
Petty Cash Receipts	5 years, provided audited	2011
Purchase Orders/Requisitions	5 years, provided audited	2011

Quotations for Goods/Services	5 years, provided audited	2011
Bank Deposit Receipts	5 years, provided audited	2011
Receipt Books	5 years, provided audited	2011
Bank Statements	5 years, provided audited	2011

**ACTION NEEDED:** Consider a motion to approve disposal of the above records.

**f. Supplemental Appropriation**

A supplemental appropriation is needed to increase the appropriation for the Imagination Library Fund.

**ACTION NEEDED:** Consider a motion to approve a supplemental appropriation in the amount of \$16,000 for the Imagination Library Fund (210). This will increase the appropriation from \$30,000 to \$46,000 in the Imagination Library Youth Books account (210-000-4100).

**g. Supplemental Appropriation**

The following appropriation transfers are needed:

From: 5400 Building Improvements	\$5,000
To: 2200 Maintenance Supplies	5,000
From: 5400 Building Improvements	\$4,500
To: 4900 Other Library Materials	4,500

**ACTION NEEDED:** Consider a motion to approve the appropriation transfers as recommended.

**h. Gifts:**

The Library is in receipt of the following gifts:

**Restricted:**

\$35.00 from Dane, Jane, Clara and Caroline Schlenke for a book in memory of Margery K. Haas.

\$50.00 from John and Gail Rackley for a book in memory of Margery K. Haas

**Unrestricted:**

\$115.00 from the Westerville High School Class of 1967, in appreciation of the tour provided by Beth Weinhardt, Local History Department

**ACTION NEEDED:** Consider a motion to approve the acceptance of gifts with appreciation as presented at the meeting.

11. INFORMATION ITEMS

a. **Executive Director's Report**

**1. Community Engagement**

In September, I have continued meeting with staff through one-on-one meetings. I attended my first Leadership Westerville class as a student on the 13<sup>th</sup> and continue to be active on the Board. I have submitted my application for Westerville Sunrise Rotary and am getting acquainted with the group through the weekly meetings. Also, this month, I met with Michelle Francis from the OLC, attended the quarterly Westerville Chamber of Commerce luncheon, met with the Delaware County library directors, met with Janet Davis from the Chamber to discuss an author event collaboration, presented to a City community services meeting on September 22, met with Kathy Krendl of Otterbein University and met with Pat Losinski of Columbus Metropolitan Library on September 26<sup>th</sup>.

**2. Joint Meeting Invitation**

The Boards of the three other libraries serving Delaware County (Sunbury, Ashley & Delaware County) have been meeting on an annual basis to discuss issues that affect the service area and potential collaboration projects. They would like to invite the Westerville Public Library Board to be involved with these meetings in the future. The date is to be determined, but will likely be in the Spring of 2018.

**3. Flooring Project**

We are in the process of procuring three proposals for the replacement of the mallway flooring. After the best proposal is selected the library will contract for the installation of commercial grade LVT flooring will be installed in the majority of the mallway, with carpet walk off areas at both entrances. Much of the work will be performed outside of operating hours, but some disruption will be caused because of the construction. Once dates can be confirmed, library staff will do everything they can to minimize the impact on the library patrons. In addition, to the new flooring, updates will be made to the paint, ceiling panels, & signage in the mallway, giving it a clean new look.

**4. Staff Culture Project**

Library staff have contracted with John Baker, of Influence on Purpose, to facilitate six two hour workgroups with staff to assess key traits of the culture of the library and identify their impact on outcomes, survey organization health and behaviors, open conversation and brainstorming of suggestions and potential influence strategies for improving organizational culture. He will then report back the results to the management team. These workshops will take place between October 9-19.

**5. Otterbein University Collaboration**

In January of 2018, the Westerville Public Library in collaboration with Otterbein University will launch a small popular fiction collection at the Courtwright Memorial Library. The collection will be approximately 100 books with multiple copies of each title. Students and staff will be able to check out the books using their Otterbein Library cards.

**b. Department Reports**

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

**c. Customer Comments**

Attached is a summary of Customer Comments. [See Item 11-C].

12. BOARD COMMITTEE REPORTS

- |                                 |               |
|---------------------------------|---------------|
| 1. Finance & Facilities         | Melissa Hodek |
| 2. Human Resources              | Jack Shinnock |
| 3. Library Services & Marketing | Jack Shinnock |
| 4. Technology                   | Shawn Smith   |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Joint Board Meeting with Foundation – Monday, October 16, 2017 at 7:00PM.
- b. Next Board Meeting – Tuesday, October 24, 2017 at 7:00 PM in the Board Room.
- c. Erik Larson – Wednesday, October 25, 2017 at 7:00PM at WPL.
- d. Jeanette Walls – Thursday November 9, 2017 at 7:00 PM.
- e. Staff In-service Day – Wednesday November 8, 2017.

17. ADJOURNMENT

DEPARTMENT REPORT

David Shaner, Support Services Manager, will give a brief presentation of his department.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present:

Mr. Smith, Mr. Shinnock, Ms. McDaniel, Ms. Hodek, Mr. Fultz and Ms. Lightbody.

Also attending: Executive Director, Ms. Erin Francoeur, Ms. Kristin Michel, Assistant Director, Mr. Dan Griscom, Fiscal Officer and Ms. Elena Vleugels, Executive Assistant.

In attendance were the following: Katrina Plourde, Human Resources and Steve Owley, Customer Services Manager.

Members not present: Ms. Creed, Board Member.

Ms. Lightbody called the meeting to order at 7:00 PM.

Mr. Shinnock moved to approve the agenda as amended at the meeting.

*Mr. Shinnock requested that we add an item to the Agenda.*

*Item # 17 Executive Session to discuss a personnel matter.*

*It was also requested that Mr. David Shaner's department report be moved to next month due to the anticipated length of the meeting's agenda.*

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of August 22, 2017 as corrected.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Shinnock abstained.

Mr. Fultz moved that the Board ratifies the following Personnel/Consent Calendar for September 2017 as presented.

- Resignation: Robin Gibson – Youth Services Librarian, full-time, effective September 5, 2017.
- Resignation: Anne Low – Youth Services Librarian, full-time, effective September 7, 2017.
- Resignation: Abby Fisher – Customer Services Page, part-time, effective September 10, 2017.
- Resignation: Colin Fisher – Customer Services Page Trainee, part-time, effective September 13, 2017.
- Retirement: Alice Stevenson – Sr. Cataloger, full-time, effective October 25, 2017.
- Employment: Sarah Matusz – Sr. Cataloger, full-time \$22.99/hr. (r26), effective August 28, 2017.
- Employment: Sarah Deas – Customer Services Assistant, part-time \$11.04/hr. (r12), effective August 28, 2017.
- Employment: Marc Robinson – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective September 4, 2017.
- Employment: Colin Fisher – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective September 4, 2017.
- Employment: Janette Sheckler – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective September 18, 2017.
- Employment: Naima Abdullahi – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective September 18, 2017.
- Change Assignment: Linda Watts - from full-time Customer Services Assistant, \$13.17/hr. (r12) to full-time Customer Services Team Lead, \$14.95/hr. (r15), effective September 26, 2017.
- Change Assignment: Cindi Arbogast - from full-time Customer Services Assistant, \$12.58/hr. (r12) to full-time Customer Services Team Lead, \$14.76/hr. (r15), effective September 26, 2017.
- Change Assignment: Nina Thomas - from full-time Local History Associate, \$15.45/hr. (r17) to full-time Museum Specialist, \$19.54/hr. (r22), effective September 26, 2017.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the August 2017 Statistical Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Mr. Shinnock moved to approve the August 2017 Financial Report.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for August 2017 in the amount of \$371,696.58 be paid.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

### OLD BUSINESS

There was no Old Business to come before the Board. It was suggested that Library Policies be added to the Agenda at the next meeting.

### NEW BUSINESS

#### a. Fiscal Policy

The Finance and Facilities Committee moved to declared a motion passed for the revised Fiscal Policy Manual.

Ms. Lightbody projected the proposed changes to the policy with the Board while Ms. Hodek went through the Fiscal Policy Manual with the Board and updated the Board on the changes.

#### b. Maker Space Update

Ms. Francoeur reported that she met with the Maker Space Task Force to discuss the history of the maker space project and its future direction. The Task Force recommended that the project be revised and addressed in two phases. The first phase will include renovation of the existing Tech Center and procurement of a Whisper Room. The Second phase will address the existing Game Room. It was also mentioned the Maker Space project allow the Library Board and the Library Staff to work together and collaborate, and that more opportunities like this would be welcome in the future.

No Action was required.

#### c. Strategic Plan Update

Ms. Francoeur reported that she reached out to ETM groups to ask their opinion on consultants. Four consultants were recommended. One of them ended up dropping out, so she then met with three of the consultants: Karen Miller, Communica and Civic Technologies. The consulting group that was chosen was Communica.



d. Resolution Accepting Amounts and Rates

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE  
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

**(BOARD OF LIBRARY TRUSTEES)  
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35**

The Board of Library Trustees of WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio, met in Regular session on the 26<sup>th</sup> day of September,  
(Regular or Special)  
2017, at the office of Westerville Public Library with the following members

present:

Mary Lightbody  
Michael Fultz  
Melissa Hodek  
Deanna McDaniel  
John Shinnock  
Shawn Smith  
(Heather Creed - Absent)

Mr. Fultz moved the adoption of the following Resolution:

WHEREAS, This Board in accordance with the provisions of law has previously  
adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2018; and

WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its  
action thereon to this Board together with an estimate by the County Auditor of the rate of  
each tax necessary to be levied by this Board, and what part thereof is without, and what  
part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Library Trustees of WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio, that the amounts and rates, as determined by the Budget  
Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library  
the rate of each tax necessary to be levied within and without the ten mill limitation for tax year  
2017 (collection year 2018) as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved	Amount to be	Estimate of Full Tax	
	by Budget	Derived from	Rate to Be Levied	
	Commission	Levies Outside	Inside	Outside
	Inside 10 Mill	10 Mill	10 Mill	10 Mill
	Limitation	Limitation	Limit	Limit
General Fund		\$4,668,261.57		2.00
<b>TOTAL</b>	\$0.00	\$4,668,261.57	0.00	2.00

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of

this Resolution to the County Auditor of said County.

Mr. Smith seconded the Resolution and the roll being

called upon its adoption the vote resulted as follows:

Mary Lightbody	Aye
Michael Fultz	Aye
Melissa Hodek	Aye
Deanna McDaniel	Aye
John Shinnock	Aye
Shawn Smith	Aye
(Note: Heather Creed was absent)	

Adopted the 26<sup>th</sup> day of September, 2017.

*Daniel Croise*  
 Clerk of the Board of Library Trustees of  
 Fiscal Officer  
 WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

CERTIFICATE OF COPY  
ORIGINAL ON FILE

The State of Ohio, Franklin County, ss.

I, Dan Griscom

Fiscal Officer  
Clerk of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY

, within and for said County, and in whose

custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original \_\_\_\_\_  
minutes of the Regular Meeting of the  
Board of Trustees of Westerville Public Library  
on September 26, 2017

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 26<sup>th</sup> day of September, 2017.

Dan Griscom  
Clerk of the Board of Library Trustees of  
Fiscal Officer

WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

e. Approval of Disposal of Records

Mr. Shinnock made a motion to approve disposal of the records below.

DESCRIPTION	RETENTION PERIOD	RECORDS TO DISPOSE
Vouchers with Invoices	5 years, provided audited	2011
Petty Cash Receipts	5 years, provided audited	2011
Purchase Orders/Requisitions	5 years, provided audited	2011
Quotations for Goods/Services	5 years, provided audited	2011
Bank Deposit Receipts	5 years, provided audited	2011
Receipt Books	5 years, provided audited	2011
Bank Statements	5 years, provided audited	2011

Seconded by Mr. Fultz

The Chair declared the motion passed.

f. Supplemental Appropriation

Mr. Fultz made a motion to approve a Supplemental Appropriation in the amount of \$16,000 for the Imagination Library Fund (210). This will increase the appropriation from \$30,000 to \$46,000 in the Imagination Library Youth Books account (210-000-4100).

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

g. Appropriation Transfers

Mr. Smith made a motion to approve the Appropriation Transfers as recommended.

The following appropriation transfers are needed:

From: 5400 Building Improvements	\$5,000
To: 2200 Maintenance Supplies	5,000

From: 5400 Building Improvements	\$4,500
To: 4900 Other Library Materials	4,500

Seconded by Mr. Shinnock

The Chair declared the motion passed.

h. Gifts:

The Library is in receipt of the following gifts:

**Restricted:**

\$35.00 from Dane, Jane, Clara and Caroline Schlenke for a book in memory of Margery K. Haas.

\$50.00 from John and Gail Rackley for a book in memory of Margery K. Haas

**Unrestricted:**

\$115.00 from the Westerville High School Class of 1967, in appreciation of the tour provided by Beth Weinhardt, Local History Department

Ms. Hodek made a motion to accept with appreciation the gifts present.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

## INFORMATION AND DISCUSSION ITEMS

### a. Executive Director's Report

#### 1. Community Engagement

In September, I have continued meeting with staff through one-on-one meetings. I attended my first Leadership Westerville class as a student on the 13<sup>th</sup> and continue to be active on the Board. I have submitted my application for Westerville Sunrise Rotary and am getting acquainted with the group through the weekly meetings. Also, this month, I met with Michelle Francis from the OLC, attended the quarterly Westerville Chamber of Commerce luncheon, met with the Delaware County library directors, met with Janet Davis from the Chamber to discuss an author event collaboration, presented to a City community services meeting on September 22, met with Kathy Krendl of Otterbein University and met with Pat Losinski of Columbus Metropolitan Library on September 26<sup>th</sup>.

#### 2. Joint Meeting Invitation

The Boards of the three other libraries serving Delaware County (Sunbury, Ashley & Delaware County) have been meeting on an annual basis to discuss issues that affect the service area and potential collaboration projects. They would like to invite the Westerville Public Library Board to be involved with these meetings in the future. The date is to be determined, but will likely be in the Spring of 2018.

#### 3. Flooring Project

We are in the process of procuring three proposals for the replacement of the mallway flooring. After the best proposal is selected the library will contract for the installation of commercial grade LVT flooring will be installed in the majority of the mallway, with carpet walk off areas at both entrances. Much of the work will be performed outside of operating hours, but some disruption will be caused because of the construction. Once dates can be confirmed, library staff will do everything they can to minimize the impact on the library patrons. In addition, to the new flooring, updates will be made to the paint, ceiling panels, & signage in the mallway, giving it a clean new look.

*Ms. Francoeur reported that the proposal for the mallway flooring will be approximately \$30,000. We have also been repainting areas around the library. The target date for mallway update will be in the next few months.*

#### 4. Staff Culture Project

Library staff have contracted with John Baker, of Influence on Purpose, to facilitate six two hour workgroups with staff to assess key traits of the culture of the library and identify their impact on outcomes, survey organization health and behaviors, open conversation and brainstorming of suggestions and potential influence strategies for improving organizational culture. He will then report back the results to the management team. These workshops will take place between October 9-19.

**5. Otterbein University Collaboration**

In January 2018, the Westerville Public Library in collaboration with Otterbein University will launch a small popular fiction collection at the Courtwright Memorial Library at Otterbein University. The collection will be approximately 100 books with multiple copies of each title. Students and staff will be able to check out the books using their Otterbein Library cards.

**b. Department Reports**

Attached is a summary of the monthly department reports [see Item 11-B]. Questions from any board members will be referred to the Department Manager for response via e-mail.

**c. Customer Comments**

*The Board reviewed comments at the meeting.*

**BOARD COMMITTEE REPORTS****1. Finance & Committee Melissa Hodek**

*The Committee met on September 18<sup>th</sup>. Worked on Fiscal Policy Manual reviewed Mr. Griscom's third quarterly goals, Capitol Budget and major accomplishments, Next meeting will be November 14<sup>th</sup>.*

**2. Human Resources Jack Shinnock**

*Mr. Shinnock reported on the Library Board vacancy update. The next step is for the HR Committee to interview applicants, which will be done in early October. The Committee will then recommend one candidate for the Board to approve at the October Board meeting. Following the meeting, Erin will send a letter to the School Board with requesting that the School Board approve our candidate to the Library Board. Once the appointment is made, we will invite the candidate to the Library Board meeting in December and then provide orientation to the candidate before the January Board meeting.*

**3. Marketing Jack Shinnock**

*The Committee met on the 26<sup>th</sup> of September. Ms. Tamara Murray, Marketing Manager, reviewed the Marketing Plan and was thanked by the Committee for her excellent help in advertising the Board of Trustees vacancy. Next meeting will be December 5<sup>th</sup>.*

**4. Technology Shawn Smith**

*The Committee met on the 29<sup>th</sup>, talked about server consolidation, mobile printing, Network switch upgrades and VPN.*

**BOARD DISCUSSION ITEMS**

*Ms. McDaniel reported that she had been mentioning Hoopla to those around her, and she has decided to try it out for herself. Reported on the Jay Asher Author event and commented on it.*

**LIBRARY FOUNDATION REPORT**

*Ms. Hodek reported that she had attended the meeting. The Foundation talked about Annual Appeal and joint meeting with the Library Board that will be held on the 16<sup>th</sup> of October. Mr. Todd Snitchler will be leaving the Foundation Board. Two new members have been added to the Foundation Board, Terrie Stolte and Vashitta Johnson. There will be an opening on the Library Foundation Board.*

**FRIENDS OF THE LIBRARY**

*Ms. Francoeur reported that she attended the meeting on the 13<sup>th</sup>. The Friends are still trying to recruit volunteers.*

## IMPORTANT DATES

- a. Joint Board Meeting with Foundation – Monday, October 16, 2017 at 7:00PM.
- b. Next Board Meeting – Tuesday, October 24, 2017 at 7:00PM in the Board Room.
- c. Erik Larson – Wednesday, October 25, 2017 at 7:00PM at WPL.
- d. Staff In-Service Day – Wednesday, November 8, 2017.
- e. Jeanette Walls – Thursday November 9, 2017 at 7:00PM.

## Executive Session

Ms. Hodek made a motion to move into Executive Session to discuss Personnel Matters.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Smith made a motion to move back into Regular Session.

Seconded by Mr. Shinnock.

The Chair declared the motion passed at 8:42 PM.

## ADJOURNMENT

Ms. Hodek made a motion to adjourn the meeting at 8:53 P.M.

Seconded by Ms. McDaniel

The Chair declared the motion passed.

## DEPARTMENT REVIEW AND TOUR

There was no Department Report to come before the Board.

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President

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Secretary

