

Superiorland LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
September 27, 2018

**CALL TO ORDER:**

A meeting of the Superiorland Library Cooperative Board of Directors was held at the Superiorland Library Cooperative, Marquette and via interactive video conference (IVC) at the Dickinson County Library and the Devereaux Memorial Library. Other participants dialed in via ReadyTalk audio conferencing service. The public was invited to participate at the Superiorland Library Cooperative headquarters (1615 Presque Isle Avenue, Marquette), the Dickinson County Library (401 Iron Mountain Street), or the Devereaux Memorial Library (201 Plum St., Grayling), or to dial in using ReadyTalk audio conferencing service.

The Chair, Caroline Jordan called the meeting to order at 11:07 a.m. eastern. It was noted that the meeting was being recorded.

**ATTENDANCE:** Attendance Codes: RT: ReadyTalk audio conferencing, SLC: Superiorland Library Cooperative IVC, DCL: Dickinson County Library IVC, DML: Devereaux Memorial Library IVC

**SLC BOARD MEMBERS PRESENT:** (\*denotes voting member) Caroline Jordan\*, Chair (SLC); Dwight Sunday\*, Vice-Chair (RT); Pat Cheski\*, Secretary (RT); Sharon Scholke\* (DCL), Cris Roll\* (RT), Pam Adams\* (RT), Deb Friedman (DML), and Shawn Andary, Director (SLC)  
Note: Dwight Sunday had to leave at 12:05 p.m. eastern.

**SLC FY 2018/2019 BOARD MEMBER PRESENT:** Brad Winnicki (DCL)

**SLC STAFF PRESENT:** Pamela Malmsten (SLC) (Recorder)

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Megan Buck, Dickinson County Library (DCL), Connie Meyer, Crawford County Library (DML), and Andrea Ingmire, Peter White Public Library (RT)

**VOTING BOARD MEMBERS ABSENT:** Mary Kay McNamara, Deb Grabowski, and Pat Houle

**APPROVAL OF THE AGENDA:**

Shawn asked the Board to approve two changes to the agenda:

1. Move "Approve Change to Service Plan" (Item "VIII. b") under "Old Business": to Item "IX. f" under "New Business".
2. Insert "Approval of Fund Balance Policy Recommendations" as "New Business" item "IX. iii"--after the approval of the FY 2017/2018 budget revision.

Pat Cheski **MADE A MOTION TO APPROVE THE AGENDA AS AMENDED.** The motion was seconded by Sharon Scholke, unanimously approved, and carried.

**APPROVAL OF THE BOARD MEETING MINUTES:**

Approval of the Regular Board Meeting Minutes of July 20, 2018:

Dwight Sunday **MADE A MOTION TO APPROVE THE REGULAR BOARD MEETING MINUTES OF JULY 20, 2018.** The motion was seconded by Cris Roll, unanimously approved, and carried.

Approval of the Special Board Meeting Minutes of August 20, 2018: Dwight Sunday **MADE A MOTION TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF AUGUST 20, 2018 AS PRESENTED.** The motion was seconded by Pam Adams, unanimously approved, and carried.

**FINANCIAL REPORT:** Pam Malmsten presented the financial report.

July and August 2018 Cash Disbursements:

**July:** Account 3-718 (retirement plan) includes the Board-approved \$51,085 lump sum payment to MERS to reduce SLC's defined benefit plan unfunded liability. Cash disbursements include a \$19,500 payment to OCLC for SLC's cataloging subscription deposit account; the board had approved this payment at the July meeting.

Total July 2018 disbursements: \$133,669.85.

**August:** Account 3-801 (professional and contractual) includes a \$980 payment to Foster, Swift, Collins; this is for an attorney to review SLC's e-rate RFP (Request for Proposals).

Total August 2018 Disbursements: \$45,214.94.

Year to Date Reports as of 08/31/2018:

**Revenues:** SLC has received 100% of direct state aid payments (\$268,931), Great Lakes Talking Books (GLTB) payments (\$41,073), and indirect state aid payments (\$130,066). Revenues are as expected for the end of August.

**Expenses:** Account 3-718 (retirement plan) is substantially over the 11/12 figure; this is due to the \$51,085 MERS DB payment. Pam noted that line item adjustments were included in the proposed FY 2018 budget revision that would be discussed later in the meeting.

Total YTD revenues were \$743,405 and total YTD expenses were \$694,643.

Balance sheet as of August 31, 2018: The balance sheet as of August 31, 2018 showed total Assets of \$912,064.84 and total Liabilities plus Fund Balances of \$912,064.84.

Cris Roll **MOVED TO APPROVE JULY CASH DISBURSEMENTS OF \$133,669.85, AUGUST CASH DISBURSEMENTS OF \$45,214.94, THE YEAR-TO-DATE EXPENSE AND REVENUE REPORTS AS OF AUGUST 31, 2018** [With YTD Revenues Of \$743,405 and YTD Expenses Of \$694,643], **AND THE BALANCE SHEET AS OF AUGUST 31, 2018.** The motion was seconded by Pam Adams.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

**PUBLIC PARTICIPATION:** There was no public participation at this time.

**DIRECTOR'S REPORT:** Shawn Andary presented the Director's Report.

- Welcome new director at SLC member library: McMillan Township Library has a new director, Gig Avromov.

- Plan of Service meetings were held on August 15, 16, and 17; Shawn presented a separate report later in the meeting.
- Mini-Rural Conference: The Michigan Cooperative Directors Association is sponsoring a “mini-rural” conference in Gaylord on April 29-30, 2019 at the Treetops Resort. Ben Bizzle will be the keynote speaker, and the conference committee is looking into presenters for the breakout sessions. The cost of registration will be around \$75. The conference still needs a name and ideas for additional breakout sessions; the committee will be surveying member libraries to determine topics of most interest.
- Updates from MLA: Library Personal Property Tax (PPT) reimbursements should not be affected by PA 247 and 248 of 2018. On June 27, 2018, Governor Snyder signed into law Public Acts 247 and 248 of 2018. These Acts make changes to the Local Community Stabilization Authority Act (LCSA Act) and the calculation of personal property tax (PPT) reimbursements. It is MLA’s understanding that these changes refer only to the excess PPT that was collected above what was anticipated by the state. Libraries’ PPT reimbursements should be similar to what they have received in the past, minus any “bonus” some libraries received in recent years. This extra PPT will now go to fund fire protection in some communities. The Michigan Department of Treasury is working to update the content on the Personal Property Tax Reimbursements website to reflect amendments to the LCSA Act.
- New Director and Advanced Director Workshops: Shawn recently attended New and Advanced Director Workshops in East Lansing. The workshops covered a wide variety of topics that are important to Michigan public libraries. The New Director Workshop had sessions that related to library contracts and state aid, the Open Meetings Act, FOIA, Friends of Michigan Libraries and Trustee Alliance, facilities management, and the Library of Michigan Foundation. The Advanced Director Workshop had sessions that included library millages, leadership vs. management, human resources, budgets, and community engagement.
- SLC Internet Consortium: The RFP has been posted for the SLC Internet Consortium and bids are due on October 12, 2018. The EdTech Strategies consultant has been very helpful.
- UPRLC Annual Meeting: The UPRLC Annual Meeting was held at Bay College in Escanaba on September 25 and 26. Shawn reported that the conference was a huge success and post-conference evaluations were very positive. Members of the Annual Meeting Planning Committee were Carolyn Stacey, Megan Buck, Lynette Suckow, Dillon Geshel, Pam Malmsten, and Shawn Andary.
- Upcoming Workshops and Meetings in October:
  - October 10, 2018: SLC Programming Committee Meeting
  - October 17-19, 2018: Michigan Library Association (MLA) Annual Conference, Novi
  - October 19, 2018: Cooperative Directors Meeting, Novi

## **COMMITTEE REPORTS:**

Advisory Board of Librarians Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The group met on September 11, 2018. A survey had been distributed to library directors; respondents were asked to prioritize, comment, and make suggestions about the Cooperative's services. Twenty-four responses were received and survey results were discussed at 3 mid-August regional meetings. Sixteen people participated in the regional discussions. Megan said that ABL wants to make sure that all voice are heard; there is still a lack of representation from Class I libraries. There were discussions on how to help Class I libraries have more representation on ABL and the SLC Board of Directors.

## **OLD BUSINESS:**

SLC Personnel Update: Shawn reported that the Network Administrator job has not yet been filled and Jean Montgomery has been helping in the interim. The Technology Assistant position is also open. Lissa Potter, the newly hired System Administrator, will be starting work on Monday, October 1.

## **NEW BUSINESS:**

Report of SLC Budget and Finance Committee: The Finance Committee met on September 19 and made recommendations for approval of the final FY 2017/2018 budget revision, fund balance policy recommendations, and approval of the FY 2018/2019 budget.

*Annual Approval of Financial Institutions for FY 2019:* Pat Cheski **MOVED TO APPROVE HUNTINGTON BANK, MBANK, NORTHERN MICHIGAN BANK, PEOPLE'S STATE BANK, RANGE BANK, RIVER VALLEY BANK, WELLS FARGO BANK, AND FLAGSTAR BANK FOR INVESTMENT OF FUNDS.** The motion was seconded by Dwight Sunday, unanimously approved, and carried.

*FY 2017/2018 Budget Revision:* Pam Malmsten summarized changes included in the proposed FY 2017/2018 budget revision.

Revenues: Direct and indirect state aid revenues were adjusted to what was actually received: indirect state aid was a little less than anticipated and direct state aid was about \$2,900 more than originally budgeted. The TV Whitespace grant revenue was added. This grant was received in July 2017 and carried over into FY 2018 as a deferred revenue; it was transferred into FY 2018 revenues since the TVWS equipment was finally received and paid for. The leave payout was adjusted to actual as well. The fund balance transfer from the large lump sum payout (\$51,085) to MERS to reduce SLC's Defined Benefit plan unfunded liability was also added.

Expenses: Salary expenses were adjusted to actual; they are less than budgeted because open staff positions were not filled as quickly as anticipated. The \$51,085 MERS payment was added to the Retirement Plan Line item (3-718). The payment of \$8,923 for the TVWS equipment (offset by grant revenues) was added to the computer supplies line item.

Dwight Sunday **MOVED TO APPROVE THE FY 2017/2018 REVISED BUDGET AS PRESENTED.** The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

*FY 2018/2019 Fund Balance Policy Recommendations:* The Finance Committee approved the following proposed Fund Balance Policy Recommendations at its September 19, 2018 meeting:

### Fund Balance Recommendations for FY 2018/2019

Currently, SLC has an unassigned fund balance of \$664,981, and the SLC Director is recommending that some of the funds be used in order to address SLC's MERS unfunded pension liability, explore additional services for member libraries, and to make needed repairs in the facility in the coming fiscal year.

- **Assigned Fund Balance – Unfunded Pension Liability.** We will budget **\$30,000** to pay down our unfunded pension liability with MERS.
- **Assigned Fund Balance – Capital Improvements.** We need to replace the double doors in our building as one of the sides sticks and is a bit of a hazard for those that are visually impaired or otherwise. We also would like to get quotes for replacing the broken slate tiles at the back entrance. We will get quotes for the work, and are thinking that the cost will be less than **\$10,000**.
- **Assigned Fund Balance for Program and Services Enhancement - \$5,000.** \$2,500 would be earmarked for subsidizing a program tour with the Michigan Humanities Council, and the additional \$2,500 would be used to provide regional staff training with input from the ABL Professional Development Committee.
- **Unassigned Fund Balance.** Used for one-time expenditures that are non-recurring in nature. **\$10,000** would be set aside to explore new services for our members.

Dwight Sunday **MADE A MOTION TO APPROVE THE FUND BALANCE POLICY RECOMMENDATIONS AS PRESENTED.** The motion was seconded by Cris Roll.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

*FY 2018/2019 Budget:* Shawn Andary presented highlights of the proposed FY 2018/2019 budget.

Revenues: State Aid went up this year to .396895 per capita; total state aid revenues are \$419,952. The impact of losing Tahquamenon is \$16,069.31. It is expected that some of the Victoria Wolf donation for GLTB services will be spent in FY 2019. This grant is currently shown as a deferred revenue; \$5,000 was transferred to revenues to offset anticipated expenditures--probably for recording some local books. The Fund Balance transfers that were approved are also included.

Expenses: All of the items included in the approved Fund Balance Policy Recommendations were included in the FY 2019 proposed budget. Highlights of the proposed expenses include:

1. Staffing: Costs for the MERS Defined Contribution (DC) plan employer contributions are built into the retirement line item; SLC will be paying

9% of employees' gross salaries into their MERS DC retirement accounts.

2. Computer Supplies: This line item includes \$10,000 for two new servers.
3. Professional and Contractual: This line item includes \$2,500 for a Humanities Council matching grant. Also included are \$14,250 for EdTech Strategies e-rate consulting services and delivery subsidies at \$750 per library.
4. Conferences: This line item includes \$2,500 for additional member-library staff training; this is also included in the proposed assigned Fund Balance transfer.
5. Electronic Subscriptions: \$5,500 for Niche Academy was added. Also included is \$10,000 for a new service, which was part of the approved Fund Balance Policy Recommendations.
6. Capital Outlay: This line item includes \$10,000 for replacing the front door and replacing the broken slate tiles in the back entryway; this expenditure was included in the approved Fund Balance Policy Recommendations.

Dwight Sunday **MOVED TO APPROVE THE FY 2018/2019 BUDGET AS PRESENTED.** The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

*SLC Investments Report.* A spreadsheet detailing SLC's certificate of deposit investments, bank account balances, and accrued interest was distributed to the Board and member library directors.

Approve SLC FY 2018/2019 Schedule of Services: Shawn summarized the ABL group recommendations regarding the Schedule of Services. Additions and changes to the FY 2019 Schedule of Services include:

1. New cooperative group discounts for Chilton auto repair manuals and BookFlix have been added.
2. SLC will collaborate with six other library cooperatives to provide a "mini-rural conference" for 2019; conference stipends will be available.
3. The Professional Development and Continuing Education Committees will be re-activated. SLC will provide funding for regional training opportunities in the central, eastern, western and northern Lower Peninsula.
4. A collection development policy for OverDrive will be created.
5. The SLC webpage will be improved so that it is easier for member libraries to find and share information about the services that are offered.
6. A concise one page informational sheet outlining Cooperative services will be provided to member libraries.
7. SLC staff will look into BLUEcloud Analytics or other ways to improve ILS reporting.
8. SLC staff will look into scripts or plans that member libraries could use when planning Technology Petting Zoo or Makerspace programs.

9. SLC will subscribe to Niche Academy in order to make more patron training available for electronic resources. Niche Academy also provides staff training and offers an option to create customized training sessions.
10. JotForm will be available to assist member libraries in providing online forms that can be used to gather information and feedback from patrons.

Pat Cheski **MOVED TO APPROVE THE FY 2018/2019 SCHEDULE OF SERVICES AS PRESENTED**. The motion was seconded by Sharon Scholke.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

Annual Affirmation of FY 2018/2019 E-Rate Policies: The following e-rate policies were presented to the Board for affirmation.

### **SUPERIORLAND LIBRARY COOPERATIVE**

#### **E-Rate Consortium Policies, Approved by SLC Board on 09/27/2018**

##### **Authorization for E-Rate**

The Board of Directors of the Superiorland Library Cooperative designates its DIRECTOR as Purchasing Agent and ERATE COORDINATOR for the Superiorland Library Cooperative and the Superiorland Library Cooperative E-rate Consortium. The Board designates its ERATE COORDINATOR as its Authorized Representative for the federal E-Rate program; and, as its Designated Custodian for E-Rate. The ERATE COORDINATOR is also designated as the responsible authority for administering and managing interactions between the Superiorland Library Cooperative and the Superiorland Library Cooperative E-rate Consortium and the E-rate program administrators, including (but not limited to) filing for E-rate discounts, seeking reimbursements on services, and management of any necessary software tools.

##### **E-Rate Consortium Record Retention Policy**

All E-Rate Consortium records shall be retained for **the period required by the FCC** in accordance with FCC **current rules**.

##### **E-Rate Consortium Gift Policy**

The Superiorland Library Cooperative board, employees, and any E-Rate consultants shall follow the gift rules outlined in the FCC's 6th Report and Order. This restriction on acceptance of any gift or other thing of value from a service provider participating in the E-Rate program is always in effect. The restriction is not triggered only during the period when a competitive bid is in process.

##### **Net Neutrality Policy**

In December 2017, the United States Federal Communications Commission dismantled the previously existing net neutrality rules governing broadband internet service providers. Although the regulations requiring net neutrality have only been in effect since 2015, net neutrality was the position of the federal government for over a decade. The 2015 rules required internet service providers to treat all websites equally. Internet service providers could not use their power over the internet infrastructure to serve their own interests or restrict access to certain information by blocking content or altering the speed at which specific information could be uploaded or downloaded. The net neutrality rules prevented internet service providers from creating choke points for the flow of information between internet users.

The Internet has become integral to the lives of most individuals and, for some, serves as the primary method of obtaining and sharing information. The end of net neutrality gives internet service providers tremendous influence over what individuals learn, how individuals communicate with each other, and what decisions individuals make. Allowing corporations unfettered discretion to restrict information is antithetical to the free exchange of ideas, which has always been the bedrock of American ideals and the goals of the library, which seeks to spread access to knowledge and information, rather than restrict them.

Pam Adams **MOVED TO APPROVE THE FY 2018/2019 E-RATE POLICIES AS PRESENTED.** The motion was seconded by Cris Roll.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

Designate the Superiorland Library Cooperative Director as E-Rate Coordinator:

Pat Cheski **MOVED TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE DIRECTOR (Shawn Andary) AS THE E-RATE COORDINATOR.** The motion was seconded by Cris Roll.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

Approve Voting Members of the Superiorland Library Board: Shawn reported that FY 2018/2019 voting Board members will be: Deb Grabowski (Crystal Falls District Library), Dwight Sunday (Forsyth Township Public Library), Patti Jahn (Ironwood Carnegie Public Library), Pam Adams (Munising School Public Library), Kim Nowack (St. Ignace Public Library), Brad Winnicki (Menominee County Library), Caroline Jordan (Peter White Public Library), Deb Friedman (Crawford County Library), and Cris Roll (Superior District Library).

Sharon Scholke **MOVED TO APPROVE THE SUPERIORLAND LIBRARY COOPERATIVE VOTING BOARD MEMBERS AS PRESENTED.** The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously.

Shawn Andary noted that Pat Cheski, Sharon Scholke, and Pat Houle will be retiring from the Board effective October 1, 2018. Shawn thanked the Board members for their years of service to the Superiorland Library Cooperative.

Approve Service Plan Change: The SLC Board approved a bylaws revision (changing the member library class size vote distribution to 3-3-3) on March 23, 2018. Shawn reported that the Board should also have approved a revised Service Plan, which is the document that has to be approved by the Library of Michigan. The Library of Michigan needs a copy of SLC's minutes with the Board resolution. The only item that has been changed in the Service Plan Document is Section VI. B.

EXCERPT FROM ORIGINAL PLAN OF SERVICE, SECTION VI. B:  
Section VI. B. Board Member Rotation



All member libraries may appoint one representative to the Board. The nine (9) voting members will be determined annually by a rotation system: 4 members from classes IV and V; 3 members from classes II and III; 2 members from class I.

**RECOMMENDATION FOR REVISED PLAN OF SERVICE, SECTION VI. B:**

**Section VI B. Board Member Rotation**

All member libraries may appoint one representative to the Board. The nine (9) voting members will be determined annually by a rotation system: 3 members from classes IV and V; 3 members from classes II and III; 3 members from class I.

Pam Adams **MOVED TO APPROVE THE SLC SERVICE PLAN REVISION AS RECOMMENDED.** The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes, Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (5), No: (0), Abstain: (0). Motion carries unanimously. Note: Dwight Sunday had to leave at 12:05 p.m. eastern.

**First Reading of Amendment to SLC Bylaws:** Shawn noted that the SLC bylaws will have to be revised to update the list of Superiorland Library Cooperative member libraries; she indicated that this is the first reading and discussion of the change. The Tahquamenon Area Public Library has withdrawn from SLC effective October 1, 2018; in addition, the Detour School Public Library has become an affiliate of the Superior District Library. Shawn noted that, according to SLC's bylaws, the change has to be presented and discussed at this meeting, and then a 2/3 majority must vote for the change at the next SLC Board meeting. Additionally, the bylaws stipulate that there has to be provision for a ballot by mail to those who were absent. After discussion, Board members agreed that the "ballot by mail" bylaws provision should also be considered for revision.

**Election of FY 2018/2019 Board Officers:** Pat Cheski nominated Caroline Jordan as Chair, Dwight Sunday as Vice-chair, and Deb Friedman as Secretary. Caroline Jordan called three times for additional nominations; there were no other nominations.

Pam Adams **MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR FY 2018/2019** [Chair: Caroline Jordan, Vice-chair: Dwight Sunday, and Secretary: Deb Friedman]. The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Caroline Jordan: Yes, Pat Cheski: Yes. Pam Adams: Yes, Sharon Scholke: Yes. Total: Yes: (5), No: (0), Abstain: (0). Motion carries unanimously.

**PUBLIC PARTICIPATION:**

*Library Director Comments:* Megan Buck commented that she wanted to thank Sharon Scholke on behalf of the Dickinson County Library and the Dickinson County Library Board. Megan also commended Shawn on a job well done and noted that Shawn has been working very hard. She also thanked the SLC Board and specifically mentioned the approval of the \$10,000 fund balance transfer to explore new services.

*Board Member Comments:* Deb Friedman and Cris Roll commented that they enjoyed the UPRLC Annual Conference.

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for November 29, 2018 at 11 a.m. eastern.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 12:18 p.m. eastern.

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder