

FORT PLAIN FREE LIBRARY

# BOARD MEETINGS

Agendas & Minutes

2025

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**05**

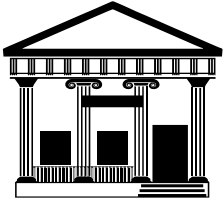
**SEPTEMBER MEETING**

**06**

**OCTOBER MEETING**

**07**

**NOVEMBER MEETING**



**FORT PLAIN FREE LIBRARY**  
**ANNUAL BOARD MEETING**

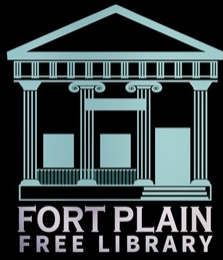
6:30 PM  
FEBRUARY 26, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## **MEETING AGENDA**

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF JANUARY 31, 2024 MEETING MINUTES
- IV. TREASURER'S REPORT: 2024 ANNUAL OPERATIONAL & CAPITAL FINANCIALS
- V. BOARD OF TRUSTEES TERM SCHEDULE
- VI. ELECTION OF OFFICERS
- VII. COMMITTEE ASSIGNMENTS
- VIII. DIRECTOR'S ANNUAL REPORT
- IX. DATE OF NEXT ANNUAL MEETING: JANUARY 28, 2026
- X. MOTION TO ADJOURN



# 2025 ANNUAL MEETING

WEDNESDAY – FEBRUARY 26, 2025  
6:30 PM

19 WILLETT STREET FORT PLAIN, NY 13339 – (518) 993-4646 – FORTPLAINFREELIBRARY.ORG

## BOARD OF TRUSTEES TERM SCHEDULE

### TRUSTEES



PRESIDENT, RODNEY STRAIT  
VICE-PRESIDENT, JOSEPH PALMERI  
TREASURER, JOHN KIRKPATRICK  
SECRETARY, JENNIFER JONES  
EILEEN CHAMBERS  
THOMAS ARMITSTEAD  
WAYNE GOODROW  
LYNETTE PALMERI  
AMY BARTHOLOMEW

### TERMS

DECEMBER 2029  
DECEMBER 2029  
DECEMBER 2026  
DECEMBER 2027  
DECEMBER 2026  
DECEMBER 2029  
DECEMBER 2027  
DECEMBER 2027  
DECEMBER 2027

# FORT PLAIN FREE LIBRARY

2025 BOARD MEETING SCHEDULE  
(MEETINGS @ 6:30 PM)

-  Annual Board Meeting
-  Regular Board Meeting

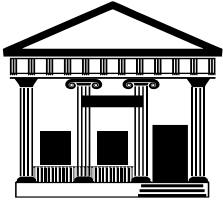
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MAY							JUNE							JULY							AUGUST						
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
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# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
FEBRUARY 26, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF DECEMBER 11, 2024  
MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDENCE
- VI. COMMITTEE REPORTS
  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
  - C. FUNDRAISING
  - D. PERSONNEL
  - E. BY-LAWS
  - F. LONG-RANGE PLANNING
  - G. LOCAL HISTORY
  - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: MARCH 26, 2025
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## **Fort Plain Free Library Board of Trustees Board Meeting February 26, 2025**

### **Members Present:**

John Kirkpatrick, Joe Palmeri, Eileen Chambers, Wayne Goodrow, Tom Armitstead, Whitney Hubbard, Amy Bartholomew, Rodney Strait, Lynette Palmeri

### **Members Absent:**

Jennifer Jones

### **2024 Operational Financial Summary and Capital Financial Report:**

Eileen Chambers moved, second by Joe Palmeri to accept the 2024 financial summary. Motion approved. As of 1/31/2025 (Wells Fargo has \$166,352.86), (Morgan Stanley has 202,626.07), (NBT Operational Acct. has \$63,615.80, NBT Capital Acct. has \$456.28).

### **Board of Trustees Term Schedule:**

Officer positions will remain the same for 2025. President- Rodney Strait, Vice President- Joe Palmeri, Treasurer- John Kirkpatrick, Secretary-Jennifer Jones.

### **Committee Assignments:**

Members signed up for committees for 2025. There are few committees that still have spots that need to be filled.

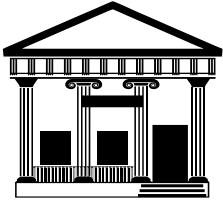
### **Director's Annual Report:**

Full report was distributed to each member. See Report.

### **Date of next meeting:**

April 30, 2025

Motion to adjourn by John Kirkpatrick, second by Wayne Goodrow.



# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
MAY 28, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF FEBRUARY 26, 2024  
MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDENCE
- VI. COMMITTEE REPORTS
  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
  - C. FUNDRAISING
  - D. PERSONNEL
  - E. BY-LAWS
  - F. LONG-RANGE PLANNING
  - G. LOCAL HISTORY
  - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: JUNE 25, 2025
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## **Fort Plain Free Library Board of Trustees Board Meeting May 28, 2025**

**Members Present:** Joe Palmeri, John Kirkpatrick, Amy Bartholomew, Rodney Strait, Wayne Goodrow, Jennifer Jones and Whitney Hubbard, Director

**Members Absent:** Tom Armitstead, Lynette Palmeri, Eileen Chambers

**Call to Order:** Meeting called to order at 6:31 by Rod Strait, President

**Privilege of the floor:** Andrew Cook from Wells Fargo.

**Secretary's Report:** Motion made by Joe Palmeri to accept the previous minutes, second by Wayne Goodrow. Motion approved.

**Treasurer's Report:** Operational account balance \$31,049.32, Capital account \$456.28; Yerdon grant received for \$16,000, donation received from Claudia and David Weber in the amount of \$500.00.

**Correspondence:** None.

### **Committee Reports:**

**Finance:** Total investment assets \$366,983.00; Morgan Stanley \$200,613.00. Projected income \$7,204.00 Wells Fargo \$166,370.00. Projected income \$6,050.00.

**Buildings and Grounds:** Odor noted from slop sink, may need plumber to look at. Will contact Josh Welch.

Stewart and Bergen called as automatic door continues to have issues. Front door needs to be able to lock from outside. Exterior door lock needs to be looked at as Whitney would like to open to the public. Security system may need to be updated for cameras.

Moe to start chimney and roof work soon.

Landscaping work will cost \$3,500.00. Board approved work to proceed prior to Reading Garden fundraiser is completed after a motion by Joe Palmeri and second by John Kirkpatrick.

**Fund Raising:** \$4,500 made from book sale in addition to wonderful community involvement.

# MEETING MINUTES

## **Fort Plain Free Library Board of Trustees Board Meeting May 28, 2025**

Whitney will write a letter to Arkell Hall for funding, motion made by John Kirkpatrick, second by Joe Palmeri.

A large book donation was received necessitating a need for pop-up book sales every Friday in the summer. More valuable books being sold on E-bay by a supporter with these proceeds being donated to the library.

**Personnel:** None

**By-Laws:** None

**Long-Range Planning:** None

**Local History:** None

**Policy:** Ongoing work on policy being done.

**Director's Report:** Art's Factory will hold monthly art shows. Camera Club is showing their work at Highwheeler. 20-30 kids signed up for Camp Curiosity. Evening story hour will resume in the fall. The Albany Symphony will play on 7/5 by the river, our library trading cards designed by Sam will be distributed. Summer Reading Program is planned and will have some adult programs added as well. Staff participated in a Board Book Challenge to receive \$800.00 from MVLS.

**Old Business:** None.

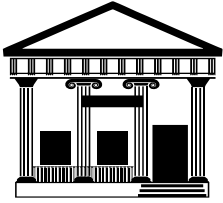
**New Business:** See Reading Garden vote as above.

**Date of Next Meeting:** July 30, 2025

**Motion to Adjourn:** John Kirkpatrick moved, seconded by Jen Jones to adjourn. Motion approved.

Respectively submitted,

Jennifer Jones, Secretary



# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
JULY 30, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF MAY 28, 2024 MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDENCE
- VI. COMMITTEE REPORTS
  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
  - C. FUNDRAISING
  - D. PERSONNEL
  - E. BY-LAWS
  - F. LONG-RANGE PLANNING
  - G. LOCAL HISTORY
  - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: TBA
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## **Fort Plain Free Library Board of Trustees Board Meeting July 30, 2025**

**Members Present:** Eileen Chambers, Joe Palmeri, John Kirkpatrick, Amy Bartholomew, Tom Armitstead, Rodney Strait, Wayne Goodrow, Jennifer Jones and Whitney Hubbard, Director

**Members Absent:** Lynette Palmeri

**Call to Order:** Meeting called to order at 6:32 by Rod Strait, President

**Privilege of the floor:** None

**Secretary's Report:** Motion made by Eileen Chambers to accept the previous minutes, second by John Kirkpatrick. Motion approved.

**Treasurer's Report:** Operational account balance \$21,921.62. Capital account \$456.28; Yerdon grant received for \$16,000 and Haslett for \$8,000.00. Motion to approve by Tom Armitstead, second by Amy Kirkpatrick, all in favor.

**Correspondence:** None.

### **Committee Reports:**

**Finance:** Total investment assets \$378,734.00; Morgan Stanley \$207, 547.00. Projected income \$7,204.00 Wells Fargo \$171,187.00. Projected income \$6000.00.

**Buildings and Grounds:** National Grid smart meter installed.

Cameras need hardware update.

Reading garden built and ready to be planted.

Basement full of book donations. An "Emergency book sale" will be held at the end of August for 4 days.

Upcoming program to be provided Kansas State University as they are taking the cooking pamphlets.

Summer reading program has been very successful. A kick-off smoothie party was held, end of program party will be from 5-7:30 this Friday.

"BOTS" Beyond The Spectrum reached out to visit and provide sensory items like seats and toys as a donation. They are also looking to provide programming for differently abled young patrons.

# MEETING MINUTES

## **Fort Plain Free Library Board of Trustees Board Meeting July 30, 2025**

**Fund Raising:** Our fundraising committee needs to be strengthened. We are in need of increasing our funding, but should not rely on the library staff to do so. All board members are encouraged to think of community members to invite to form a "friends" group. Other things to think about: outreach to politicians, events like a membership drive, seeking endowments, tax levy increases. Whitney continues to work on proposal for Arkell Hall Foundation to seek funding. Board to meet on 9/10 at 6:30 to brainstorm.

**Personnel:** None

**By-Laws:** Some discussion about changing by-laws to allow for 11 board members. Tabled at this time.

**Long-Range Planning:** None

**Local History:** on hold for summer.

**Policy:** Ongoing work on policy being done.

**Director's Report:** Insurance costs have increased as well as Frontier. MVLS and Joint Automation projected to increase as well as a security update- possible \$4,000. It is recommended that the library have cyber insurance as well as liability insurance for the library employees and board of trustee insurance. Members of the Finance Committee and board members to help "shop around" to get what we need at the best price possible. Whitney to reach out to other small libraries like Frothingham, Schoharie, Fort Hunter and Margaret Reaney to see what they are doing. Possibly look at a group rate for other small libraries if there is interest.

**Old Business:** None.

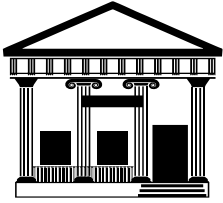
**New Business:** Motion made by Eileen Chambers to sell the Samuel's sign at the August book sale, second by John Kirkpatrick, all in favor.

**Date of Next Meeting:** TBA

**Motion to Adjourn:** John Kirkpatrick moved, seconded by Eileen Chambers to adjourn. Motion approved. Adjourned at 8:06.

Respectively submitted,

Jennifer Jones, Secretary



# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
SEPTEMBER 24, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF JULY 30, 2025 MEETING  
MINUTES POSTPONED
- IV. TREASURER'S REPORT
- V. CORRESPONDENCE
- VI. COMMITTEE REPORTS
  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
  - C. FUNDRAISING
  - D. PERSONNEL
  - E. BY-LAWS
  - F. LONG-RANGE PLANNING
  - G. LOCAL HISTORY
  - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: OCTOBER 29, 2025
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## Fort Plain Free Library Board Meeting September 24, 2025

**Members Present:** Rodney Strait, Eileen Chambers, John Kirkpatrick, Joe Palmeri, Amy Bartholomew and Whitney Hubbard, Director

**Absent:** Lynette Palmeri, Tom Armitstead and Wayne Goodrow

**Call to order:** 6:35 PM

**Privilege of the Floor:** None

**Secretary's Report:** Eileen Chambers moved, seconded by Amy Bartholomew to accept the minutes of the July 30, 2025 meeting. Motion approved

**Treasurer's Report:** See August Financial Report provided

**Correspondence:** None

### Committee Reports:

**Finance:** Wells Fargo: \$176,156 Estimated income \$6,160, Morgan Stanley \$213,330 Estimated income: \$7245 Investments doing fine. School tax levy to arrive in two weeks

**Buildings and Grounds:** Update for library security cameras will cost \$2,000. Camera needed in rear of library. New owner has purchased the house next door. Moe Mosher still has to complete chimney work.

**Fundraising:** Recent book sale netted \$3,800

**Personnel:** No report

**By-Laws:** No report

**Long-Range Planning:** No report

**Local History:** Eileen Chambers sold the Samuel's sign to a dealer for \$1,100. History Roundtable has been suspended for a time. Looking into other ways to attract people.

**Policy:** Board will meet from 6-6:30 prior to the October meeting to discuss the policy manual.

**Director's Report:** Recently 3 separate incidents occurred at the library which involved physical illness/injury. All three persons involved refused medical help. Whitney asked the Board what our procedure should be these cases. Board said just call ambulance when incidents involving injury occur. A letter was sent to the library from NBT regarding the George Weeks trust.

# MEETING MINUTES

## **Fort Plain Free Library Board Meeting September 24, 2025 continued**

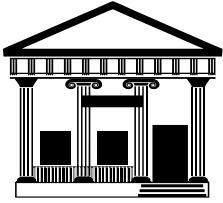
Whitney asked for another \$8,000 from the CTW grant for children's programs. Jennifer Jones, Whitney and Joe Palmeri met with Senator Fahy's assistant to try and procure more money from her. In both 2024 and 2025 we received \$10,000 in 'Bullet Aid' from Senator Breslin. The senator has been invited to our winter open house. Kansas State University head of rare book collections, Roger Adams, will be sending UPS/Fed-Ex boxes for 3,600 vintage cookbooks to be sent in. These were part of a large donation brought to the library unexpectedly.

**Old Business:** None

**New Business:** None

**Date of Next Meeting:** October 29, 2025 Meet at 6 PM

John Kirkpatrick moved, seconded by Joe Palmeri to adjourn at 7:49 PM. Motion approved



# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
OCTOBER 29, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF SEPTEMBER 24, 2025  
MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDENCE
- VI. COMMITTEE REPORTS
  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
  - C. FUNDRAISING
  - D. PERSONNEL
  - E. BY-LAWS
  - F. LONG-RANGE PLANNING
  - G. LOCAL HISTORY
  - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: NOVEMBER 19, 2025
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## **Fort Plain Free Library Board Meeting October 29, 2025**

**Members Present:** Eileen Chambers, Joe Palmeri, John Kirkpatrick, Tom Armitstead, Lynette Palmeri, Jennifer Jones and Whitney Hubbard, Director

**Members Absent:** Amy Bartholomew, Rodney Strait, Wayne Goodrow

**Call to Order:** Meeting called to order at 7:10 by John Kirkpatrick.

**Privilege of the floor:** None

**Secretary's Report:** Motion made by Eileen Chambers to accept the previous minutes, second by Tom Armitstead. Motion approved.

**Treasurer's Report:** Operational account balance \$97, 584.58. Capital account \$5441.28- \$5000 to be transferred back to Wells Fargo. Motion to approve Eileen Chambers, second by Jen Jones, all in favor.

**Correspondence:** Letter received from Chris Resch expressing interest in becoming a board member. Chris brings with him some financial knowledge and expressed interest in learning more about the Finance Committee. Joe will meet with him, majority in favor of him joining the board.

### **Committee Reports:**

**Finance:** Total investment assets \$390,701.00; Morgan Stanley \$216, 791.00. Projected income \$7,633.00 Wells Fargo \$171,910.00. Projected income \$5639.00. Changes were made to put 62% as fixed income, 37% in equities and alternatives, and leave \$1246 in cash.

**Buildings and Grounds:** Moe Mosher requested that the work on the rook/chimney be postponed until the spring. Whitney will ask him if tarping the area until the time the work can be done would be beneficial. Board in agreement that work should wait until Moe can do it safely and well.

New owner bought house next door to the library. We need to proceed with large rock removal out back prior to fencing can be completed. Improvements may be funded using the Horn Grant.

**Fund Raising:** None

**Personnel:** Sam is currently on vacation.

**By-Laws:** None

**Long-Range Planning:** None

# MEETING MINUTES

## Fort Plain Free Library Board Meeting October 29, 2025 continued

**Local History:** New items being brought in by Eileen from Cynthia Stewart.

**Policy:** Ongoing work on policy being done. Review of Internal Policy Manual started prior to meeting. Jen to meet with Whitney to assist with Emergency Measures/ Workplace Safety.

**Director's Report:** Baker and Taylor closed suddenly leaving back orders unfulfilled. New accounts being set up with Ingram. MVLS is able to help with mylar and processing of new books if needed.

\$8,000 requested from the CTW fund again this year. We received \$5,000 last year.

Bella Crowe a 10<sup>th</sup> grade student will be running a science program once a month for elementary age kids until she graduates. She will start in November and has incorporated a plan for the program to continue after she graduates in 2 years.

The \$5,000 previously received in grants to make updates to the Children's Wing is currently underway. Painting has begun, area rugs and bean bags have been purchased. The items donated to us from Bring on The Spectrum have been received and are being used. The bubble wall has been installed in the tiny house and the sensory tiles are out on the floor.

Awaiting the shipping boxes to complete the transfer of the cooking pamphlets to Kansas State University.

**Old Business:** None.

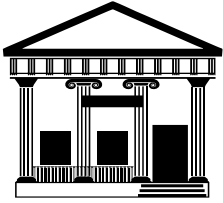
**New Business:** A small Week's account will be closing on 12/2/2025 (approx.. \$5,000), Notification has to be signed and returned.

**Date of Next Meeting:** 11/24/25 at 6:30.

**Motion to Adjourn:** John Kirkpatrick moved, seconded by Joe Palmeri to adjourn. Motion approved. Adjourned at 8:22.

Respectively submitted,

Jennifer Jones, Secretary



# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
NOVEMBER 24, 2025

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19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF OCTOBER 29, 2025  
MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDENCE
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  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
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- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: TBA
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## **Fort Plain Free Library Board Meeting November 24, 2025**

**Members Present:** Eileen Chambers, Joe Palmeri, John Kirkpatrick, Amy Bartholomew, Lynette Palmeri, Jennifer Jones and Whitney Hubbard, Director

**Members Absent:** Rodney Strait, Tom Armitstead, Wayne Goodrow

**Call to Order:** Meeting called to order at 6:57 pm by John Kirkpatrick.

**Privilege of the floor:** None

**Secretary's Report:** Motion made by John Kirkpatrick to accept the previous minutes after correction of a spelling error in the word "correspondence", second by Eileen Chambers. Motion approved.

**Treasurer's Report:** Operational account balance is \$75,089.69. Capital account \$441.28. Motion to approve Eileen Chambers, second by Jen Jones, all in favor.

**Correspondence:** None

### **Committee Reports:**

**Finance:** Total investment assets \$394,319.00; Morgan Stanley \$214,916.00. Projected income \$7,583.00 Wells Fargo \$179,403.00. Projected income \$5639.00.

**Buildings and Grounds:** None

**Fund Raising:** New quilt barn pins are on sale. Sales on Ebay of donated goods is helping boost finances. Done by a library volunteer. Discussion over merger and tax levy held. Many unknowns. Importance of amping up our fundraising efforts stressed due to uncertainties in the near future regarding merger, funding sources, etc.

**Personnel:** None

**By-Laws:** None

**Long-Range Planning:** None

**Local History:** None

**Policy:** Ongoing work on policy continues. Will meet before next meeting to review another section of the policy.

# MEETING MINUTES

## **Fort Plain Free Library Board Meeting November 24, 2025 continued**

### **Director's Report:**

\$8,000 received from the CTW fund. Will be used for Youth Educational Programming.

The first Kids of Earth program run by Bella Crowe was held with a great turnout. Bella's mother, Jasmine Crowe, discussed the possibility of offering a program on pottery for kids and adults.

Whitney pursued AED procurement and training including Narcan training, awaiting additional information and responses.

Continue to await the shipping boxes to complete the transfer of the cooking pamphlets to Kansas State University.

Spring Symposium of Library Directors potentially to be held in Fort Plain.

**Old Business:** Chris Resch will be joining the board after motion made by Joe Palmeri and seconded by Amy Bartholomew passed with all in favor.

**New Business:** Next meeting will bring budget discussions for the new year. A request was presented to consider eliminating bonuses in lieu of salary increases or benefit availability.

**Date of Next Meeting:** 12/29/25 at 6:30. All available to review policy plan to meet at 6pm.

**Motion to Adjourn:** John Kirkpatrick moved, seconded by Eileen Chambers to adjourn. Motion approved. Adjourned at 8:18.

Respectively submitted,

Jennifer Jones, Secretary