

SUPERIORLAND LIBRARY COOPERATIVE  
MEETING OF THE BOARD OF DIRECTORS  
March 23, 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 West Iron District 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), the Devereaux Memorial Library (201 Plum St., Grayling), or the West Iron District Library (116 Genesee St., Iron River), or to dial in using ReadyTalk audio conferencing service.

The Vice-chair, Caroline Jordan, called the meeting to order at 11:04 a.m. eastern. It was noted that the meeting was being recorded. Caroline stated that, according to Article 5, Section 6 of the SLC Bylaws, SLC Board meetings are governed by Roberts Rules of Order, Revised. She asked that all attendees state their names before speaking and let the Vice-chair know immediately if they are having difficulty hearing any of the speakers. Caroline also said that public participation would be allowed after every agenda item.

**ATTENDANCE:** Attendance Codes: RT: ReadyTalk audio conferencing, SLC: Superiorland Library Cooperative IVC, DCL: Dickinson County Library IVC, DEV: Devereaux Public Library IVC, WIDL: West Iron District Library IVC, Zoom: Zoom PC/Tablet/Smart Phone conferencing

**SLC BOARD MEMBERS PRESENT:** (\*denotes voting member) Caroline Jordan\* (SLC), Vice-chair; Pat Cheski\*(SLC), Secretary; Mary Kay McNamara\* (WIC); Sharon Scholke\* (SLC), Cris Roll\* (RT and Zoom), Dwight Sunday\*(RT), Deb Grabowski\* (SLC), Debra Friedman (DEV), Tina Graber (RT), and Shawn Andary, Interim Director (SLC). Note: Mary Kay McNamara arrived at approximately 11:55 a.m. and was not present for voting until agenda item IX. "Old Business" items were discussed and voted upon.

It was noted that Superior District Library representative John Schaeffer, formerly the SLC Board Chair, resigned from the Board on March 17, 2018 due to medical reasons. At its March 22, 2018 meeting, the Superior District Library Board appointed Cris Roll as its Superiorland Library Cooperative Board representative.

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

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Megan Buck, Dickinson County Library (SLC); Andrea Ingmire, Peter White Public Library (SLC); Dion Mindykowski, Tahquamenon Area Public Library (RT); Eric Magness-Eubank, Alpena County Library (RT); Lisa Waskin, Superior District Library (RT and Zoom); Connie Meyer, Devereaux Public Library (DEV); Cheryl Hoffman, Spies Public Library (RT); Lynne Wiercinski Ironwood Carnegie Public Library (RT); Jennifer Strand, Osceola Township Public Library (RT); and Lisa Cromell, Munising School Public Library (RT)

**VOTING BOARD MEMBER ABSENT:** Pat Houle

**APPROVAL OF THE AGENDA:**

Sharon Scholke made a motion to approve the agenda as presented. The motion was seconded by Pat Cheski. After discussion, it was agreed that there should be one addition to the agenda.

Sharon Scholke moved **TO AMEND HER MOTION TO APPROVE THE AGENDA WITH ONE ADDITION: UNDER “NEW BUSINESS” ITEM “C” ADD “NOMINATION AND ELECTION OF A CHAIR.** Pat Cheski seconded the amended motion.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously. (Note: Mary Kay McNamara was not present for this vote.)

**APPROVAL OF THE REGULAR BOARD MEETING MINUTES OF FEBRUARY 23, 2018:**

Sharon Scholke **MOVED TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 23, 2018 AS PRESENTED.** The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously. (Note: Mary Kay McNamara was not present for this vote.)

**APPROVAL OF THE SPECIAL BOARD MEETING MINUTES OF MARCH 9, 2018:**

Sharon Scholke **MOVED TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 9, 2018 AS PRESENTED.** The motion was seconded by Pat Cheski.

Discussion: Sharon Scholke and Deb Grabowski made comments about the Cooperative Director job posting that was discussed at the March 9 meeting.

**Roll call:** Cris Roll: Yes, Deb Grabowski: No, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (5), No: (1), Abstain: (0). Motion carries. (Note: Mary Kay McNamara was not present for this vote.)

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

February 2018 Cash Disbursements: The \$1015.46 payment (account 3-730—computer supplies) to Amazon is mostly for Makerspace equipment, including a 3D printer (\$399). Also included in computer supplies is the Zoom Renewal (598.90) and SurveyMonkey subscription renewal (\$336).

Pat Cheski **MOVED TO APPROVE FEBRUARY 2018 CASH DISBURSEMENTS OF \$41,350.95.** The motion was seconded by Deb Grabowski.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously. (Note: Mary Kay McNamara was not present for this vote.)

Year to Date Expense and Revenue Reports as of 02/28/2018:

Expenses: The professional and contractual (3-801) line item is over the 5/12 budget figure; this is mostly because the RIDES delivery subsidies were paid in full last summer (\$16,387.50 FY 2018 expense). Electronic subscriptions (3-959) are over

because the SLC's contribution to the Zinio digital magazine subscription (\$6,927) was paid in full in January 2018.

Revenues: The first 50% direct state aid payment has been received and the indirect payments from member libraries should start coming in soon.

Pat Cheski **MOVED TO APPROVE THE YEAR TO DATE REPORTS AS OF 02/28/2018** [with total revenues of \$263,884 and total expenses of \$310,554]. The motion was seconded by Sharon Scholke.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously. (Note: Mary Kay McNamara was not present for this vote.)

Balance Sheet as of 02/28/2018: Pam Malmsten reported that, as of 02/28/2018, total SLC assets were \$809,837.43 and total Liabilities plus Fund Balances were \$809,837.43.

Deb Grabowski **MOVED TO APPROVE THE BALANCE SHEET AS OF 02/28/2018**. The motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (0). Motion carries unanimously. (Note: Mary Kay McNamara was not present for this vote.)

Approval of the FY 2016/2017 Financial Audit: The 2016/2017 independent financial audit for FY 2016/2017 was sent to the Board in advance of the meeting and posted on the web page.

The Statement of Revenues, Expenditures, and Changes in Fund Balance—Budget and Actual (page 33) compares actual revenues and expenditures with the budgeted line item figures. The report shows that no line item expenditures exceeded the budgeted line item figures, as required by GASB rules. The total of all fund balances at the beginning of FY 2017 was \$700,855; at the end of the year it was \$701,035.

The Schedule of Revenues, Expenditures, and Changes in Fund Balance (page 35) breaks down all of the revenues and expenses by class. On October 1, 2017, SLC had \$667,510 in the General Fund Unrestricted Fund Balance. At year end there was \$0 General Fund net income; net income was used to make a lump sum payment of \$29,604 to SLC's MERS defined benefit pension plan Surplus Division and \$2,526 was transferred to the Paid Time Off Restricted Fund Balance. This resulted in a final total of \$664,984 in the General Fund balance on 09/30/2017. The Restricted Lilja Estate Fund balance was \$24,235 at the beginning of the year; \$179 in interest revenues were added, resulting in a final total of \$24,414 on 09/30/2017. The Earned Leave Restricted Fund Balance stood at \$11,637 on 09/30/2017.

Pat Cheski **MOVED TO APPROVE THE FINANCIAL AUDIT FOR THE YEAR ENDED 09/30/2017**. The motion was seconded by Sharon Scholke.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Abstain, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Total: Yes: (6), No: (0), Abstain: (1). Motion carries. (Note: Mary Kay McNamara was not present for this vote.)

## **INTERIM DIRECTOR'S REPORT:**

- The Board of Directors of the Tahquamenon Area School and Public Library passed a resolution at its March 19, 2018 meeting that the library will be withdrawing from the Superiorland Library Cooperative effective 10/1/2018. Shawn noted that the Tahquamenon Library will also be withdrawing from the UPRLC shared integrated library system.
- The Tahquamenon Area School and Public Library has elected not to appoint a Board representative to replace former FY 2017/2018 voting Board member Greg Rathje, who resigned from the Board on February 2, 2018. The vote will pass to the next eligible library. Shawn said she will be contacting the directors of the libraries that are next in the rotation.
- The Network Administrator job position has been posted locally and at Northern Michigan University, Michigan Tech. University, the Mining Journal (print and online), Michigan Works, and the job board for the Wisconsin Library Association. Some applications have been received. The job posting will remain open until it is filled, but first consideration will be given to applications received by March 30, 2018.
- The full-time Database and System Administrator Assistant job description will be posted internally starting the week of March 26, 2018.
- Shawn Andary and Suzanne Dees, SLC's Erate coordinator, have been working with the EdTech Strategies Erate consultant. Suzanne has been training Shawn on Erate procedures for the three SLC libraries that are not part of the UPRLC Internet consortium.
- TV Whitespace equipment was supposed to have been delivered on March 9, however the shipment has been delayed.
- The U.P. Library for the Blind, now the Great Lakes Talking Book Advisory Outreach Center (GLTB), which is operated by the Superiorland Library Cooperative, was one of the beneficiaries of the estate of Victoria E. Wolf, a former U.P. Library for the Blind patron. On March 21, Shawn and GLTB staff member Lynn Buckland Brown met with some GLTB patrons to discuss ideas for possible projects. Ideas included recording local interest titles, BARD (Braille and Audio Reading Download) training, and Smartphone training for visually impaired people. Ken Miller, the former director of the Superior District Library, talked about the Sault Ste. Marie VIP (Visually Impaired People) group and discussed how groups could be formed in other areas. Shawn and Lynn have been working on a survey that they will send out to GLTB patrons.
- Jean Montgomery ordered 11 Arduino interactive electronics kits. She recently taught an Arduino class at the Escanaba Public Library; the class was very successful and The Escanaba Daily Press featured a front page article on the program.
- SLC staff member Jeremy Morelock has customized some of the Overdrive promotional materials; Shawn is looking at options for printing the materials.
- RIDES Task Force Update: The Task Force hired a consultant to conduct an assessment of the current RIDES delivery system and pricing structure; Midwest Collaborative for Library Services (MCLS) has received consultant's revised report and will be scheduling a Task Force meeting to review the report and make

recommendations. Shawn is a member of the Task Force and plans to attend the meeting.

- Upcoming Meetings/Conferences/Events: The next Cooperative Directors meeting is scheduled for April 13. Jeremy Morelock (SLC/PWPL) and Bruce MacDonald (PWPL) will be attending the COSUGI (Customers of SirsiDynix Users Group Inc.) conference in Atlanta from April 15 – April 18; Jeremy will also be attending a pre-conference training session. Shawn will be presenting training sessions on Workflows reports and cataloging at an April 20 staff in-service at the Superior District Library. The Rural Libraries Conference is scheduled for April 30 – May 2, 2018; Shawn noted that Rural Libraries will be further discussed as an agenda item under “New Business”.

### **COMMITTEE REPORTS:**

Advisory Board of Librarians Report: Megan Buck, the Chair of the Advisory Board of Librarians (ABL) reported. The ABL met on March 20, 2018. The ABL received committee reports, including updates from the SLC Personnel and Finance committees. ABL members were reminded that SLC is offering a \$250 conference stipend that can be used to offset Rural Libraries Conference expenses. Attendees discussed ride sharing opportunities for attending training and conferences and shared thoughts on Overdrive digital book promotional materials; they also talked about upcoming events at their libraries. Megan added that the ABL meetings are a wonderful opportunity to “bounce” things off of each other and she encouraged all library directors to attend.

SLC Programming Committee: Committee Chair Dion Mindykowski reported that the committee tried to book a children’s program, Drummunity, however the program was already booked for the summer. The committee is working on options for author Steve Hamilton for the fall; he will be promoting his new book.

UPRLC Planning Committee: Megan Buck, the Chair of the UPRLC Annual Meeting Committee, reported that the UPRLC Annual Meeting will be held on September 25<sup>th</sup> and September 26<sup>th</sup> at Bay College in Escanaba. Megan said that plans are progressing well. Programming will focus on technology; keynote speakers, Dr. Michael Stevens, and author Fred Stonehouse, have been confirmed. David Votta from MCLS will be facilitating a Community Engagement Roundtable; the committee will be sending out a survey to determine the best time to schedule the presentation. Megan added that the committee will soon be sending out “save the date” announcements and calls for proposals for breakout sessions.

### **OLD BUSINESS:**

Proposed Bylaws SLC Bylaws Changes: At the February 23, 2018 regular meeting, the Board had discussed the Advisory Board of Librarians proposed changes to the bylaws and agreed to include both proposed changes as agenda items for the current meeting. The two proposed changes were discussed.

**(1) Article II, Section 1, Regarding eligible appointees:** The ABL recommended that the phrase “who is not an employee of a member public library” be removed from Article II, Section 1 of the bylaws. This would allow library boards to appoint either a lay person or a library employee to the SLC Board of Directors. Dwight Sunday **MOVED TO CHANGE ARTICLE II, SECTION 1 OF THE SLC BYLAWS REGARDING ELIGIBLE**

**BOARD APPOINTEES AS PROPOSED;** the motion was seconded by Deb Grabowski. Following the motion, there was considerable discussion regarding the proposed change.

Board Member comments: Pat Cheski and Sharon Scholke agreed that they would vote “No” on this proposal because library directors are busy with their own jobs and a lay person who is not an employee of the library would be freer to speak. Pat added that the SLC Board needs to assure that library directors continue to have a voice on the Board. Cris Roll asked if the community was asked about this proposed change; Deb Grabowski and Lynn Wiercinski both replied that their local library boards had discussed the issue. Deb Grabowski stated that she supported the proposed change. Tina Graber commented that there have been changes in recent months: the Advisory Board of Librarians is meeting on a regular basis and new parameters are in place for how the SLC Board is conducting business. Tina suggested that the current situation be given more time to work and the issue be considered again next year. Tina added that member library boards need to make a concerted effort to find a lay representative.

Library Director Comments: Megan Buck commented that she agreed with Pat Cheski that the ABL voices on the Board have been a positive change. She said that there has been some concern expressed that library directors might be biased toward the interest of their own libraries; however Megan noted that, in her experience, library directors have displayed a great deal of professionalism and have considered the best interests of the cooperative as a whole; Megan added that lay people could be biased as well. Megan reminded everyone that the ABL conducted a survey of library directors and 6 library directors (20% of respondents) indicated that they had been unable to recruit a board representative; 16 out of 30 respondents indicated that they would support allowing library directors to serve on the SLC Board. Lynn Wiercinski said that her Board representative, Patti Jahn, feels strongly that library directors should not serve on the Board. Lisa Waskin commented that, based on the ABL survey results, library directors want to have the option to serve on the board and that this change would be in the best interest of the cooperative; she said she would like to continue to have a lay person serve as her library’s representative, however she would like to have the option to serve in an emergency situation. Andrea Ingmire commented that this change to the Bylaws might be preemptive. She noted that there has not been a lot of small library participation on the ABL and that the ABL should first try to get more small libraries involved and then reconsider this proposal at a later time.

SLC Staff Member Comment: Pam Malmsten commented that she has worked for SLC for many years and has never witnessed any local library-biased behavior among either library directors or lay board members. She said that she supports the proposed change since some library directors have indicated that they have been unable to find a lay person to represent their libraries on the SLC Board.

**Dwight Sunday made A MOTION TO TABLE CONSIDERATION OF PROPOSED CHANGES TO THE SLC BYLAWS REGARDING ELIGIBLE BOARD APPOINTEES.** The motion was seconded by Deb Grabowski.

**Roll call:** Mary Kay McNamara: Yes; Cris Roll: No; Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes; Dwight Sunday: Yes; Caroline Jordan: Yes. Total: Yes: (6), No: (1), Abstain: (0). Motion carries.

**(2) Article II, Section 1, Regarding Vote Distribution:** The ABL recommended that representative groups of all class sizes receive the same number of votes: 3 votes for

group 1 (Class I libraries), 3 votes for group 2 (Class II and III libraries), and 3 votes for group 3 (Class IV and V libraries). Currently group 1 has 2 votes, group 2 has 3 votes, and group 3 has 4 votes. The 4-3-2 split was based on the rationale that the number of voting representatives should be based on population density; thus the larger libraries were allocated more votes. Shawn noted that, according to the SLC Bylaws, if the allocated number of voting members cannot be filled within a group then the vote goes to the next larger group until all 9 voting positions are filled.

Deb Grabowski **MOVED TO CHANGE ARTICLE II, SECTION 1 OF THE SLC BYLAWS REGARDING VOTE DISTRIBUTION AS PROPOSED**; the motion was seconded by Sharon Scholke. Following the motion, there was considerable discussion regarding the proposed change.

Board Member Comments: Pat Cheski commented that the larger libraries should have more votes because they serve the majority of the people that the cooperative serves. Pat added that, even if small libraries can't find a voting representative, the library directors should attend the SLC Board meetings. Caroline Jordan commented that if the representatives from small libraries had more of a chance to be voting members they may be more inclined to be active participants on the Board; Sharon Scholke said that as many board representatives as possible should have a chance to be voting members.

Library Director Comments: Megan Buck said that the ABL survey indicated that 20 of 30 respondents (66%) were in favor of the 3-3-3 voting distribution; 1 voted "no" and 9 had no opinion. Megan commented that the larger libraries are already very active so their voices are being heard, however if the small libraries are given more of a chance to have voting representatives on the Board it may be easier for them to attract SLC board representatives. Megan added that the idea of the cooperative is to have equal representation and an equal playing field; this is especially important to small libraries since they have limited budgets.

**Roll Call:** Mary Kay McNamara: Yes; Cris Roll: Yes; Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: No; Dwight Sunday: Yes; Caroline Jordan: Yes. Total: Yes: (6), No: (1), Abstain: (0). Motion carries.

MERS—SLC Negative Response Letter: Shawn reported that the Personnel and Finance Committees had agreed that SLC's attorney should be asked to draft a "negative response" letter to MERS regarding SLC's understanding of the eligibility of SLC employees to participate in SLC's MERS defined benefit pension plan. Shawn said that the letter was prepared by the attorney and Shawn mailed it to MERS; a return receipt from MERS has been received. Shawn and Pam Malmsten also recently met with MERS representatives Terra Langham and Tammy Marier to discuss options for retirement plans, including defined benefit and defined contribution options. MERS had already provided a projection of costs for closing the defined benefit plan and enrolling all new hires in a defined contribution plan; they will also be providing a normal cost calculation for removing the cost of living rider and early retirement (age 55) riders from the defined benefit plan.

Cooperative Director Position: Shawn reported that the Cooperative Director job description has been updated and edited as was agreed at the March 9 Special Board meeting. Pat Cheski noted that the "equal opportunity employer" statement needed to be added at the bottom of the job description.

Deb Grabowski **MOVED TO APPROVE THE COOPERATIVE DIRECTOR JOB DESCRIPTION WITH THE ADDITION OF THE “EQUAL OPPORTUNITY EMPLOYER” LANGUAGE**”; the motion was seconded by Pat Cheski.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Mary Kay McNamara: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

The posting of the job description was discussed. The SLC Personnel Policy Manual states that the job opening has to be listed in local, state, and national publications; the Policy Manual specifically lists some of the publications. Shawn presented options and costs for posting. The posting options, the time frame for the posting, and the application due date, were discussed.

Pat Cheski **MOVED THAT THE JOB OPENING BE POSTED INTERNALLY; ONLINE AT AMERICAN LIBRARIES, THE MICHIGAN LIBRARY ASSOCIATION JOB LINE, THE MICHLIB-L JOB BOARD; AND ON THE UPRLC ALS AND SLC EMAIL GROUP LISTS FOR THE PERIOD OF MARCH 26 – APRIL 16, 2018, WITH AN APPLICATION DEADLINE OF APRIL 16, 2018**; the motion was seconded by Sharon Scholke. [Note: Shawn said she would also check on posting the job on the Wisconsin Library.] There was no further discussion on the motion.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Mary Kay McNamara: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously.

## **NEW BUSINESS:**

Rural Library Conference 2018: The 2018 Loleta Fyan Small and Rural Libraries Conference will be held at the Grand Traverse Resort from April 30 to May 2, 2018. Each SLC member library (including branches) is eligible to receive a stipend of up to \$250 to offset costs for attendance at the conference. Shawn reminded SLC Board members that there is also money in the budget for Board members to attend the conference. The registration deadline is April 1.

Schedule for Upcoming SLC Board Meetings: The next SLC Board meeting is scheduled for April 27, 2018. After discussion, it was agreed that the next meeting after the April meeting would be scheduled for June 8, 2018. It was also agreed that the Personnel Committee would meet soon after April 16 to review the Director position job applications.

Nomination/Election SLC Chair: John Schaeffer, formerly the Board Chair, resigned from the SLC Board on March 17, 2018 due to medical reasons.

Sharon Scholke **NOMINATED CAROLINE JORDAN TO SERVE AS THE SLC BOARD CHAIR**; Pat Cheski seconded the nomination. Caroline Jordan called for nominations three times. Pat Cheski **MOVED TO CLOSE THE NOMINATIONS FOR BOARD CHAIR**; the motion was seconded by Sharon Scholke.

**Roll call:** Cris Roll: Yes, Deb Grabowski: Yes, Sharon Scholke: Yes, Pat Cheski: Yes, Dwight Sunday: Yes, Caroline Jordan: Yes. Mary Kay McNamara: Yes. Total: Yes: (7), No: (0), Abstain: (0). Motion carries unanimously

The Board discussed the Vice-Chair position since former Vice-chair Caroline Jordan was elected as the Board Chair. It was agreed that the nomination and election of



the Vice-chair position would be added to the agenda of the next regular Board meeting scheduled for April 27, 2018.

Final Comments: Library Director Megan Buck commented that the SLC Personnel Policy Manual needs to be revised and there has been discussion that a Policy Committee should be established. Megan added that the ABL has already designated a representative to serve on the Policy Committee.

**NEXT MEETING:** The next regular meeting of the Board of Directors is scheduled for April 27 at 11 a.m. eastern.

**ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 1:06 p.m.

Respectfully submitted,

Pat Cheski, Secretary

Pamela Malmsten, Recorder