



**A G E N D A**

**Council on Library and Network Development**

January 21, 2011

10 a.m. – 1 p.m.

By Conference Call/Webinar

Originating from the Wisconsin Department of Public Instruction

125 South Webster Street, Room 419

Madison, WI 53703

1. Call to Order (10 a.m.) Miriam Erickson, Chair
2. Roll Call/Determination of Quorum Roslyn Wise
3. Adoption of Agenda All Action
4. Approval of Minutes for November 12, 2010 meeting All Action
5. Report of the Chair (10:10 a.m.) Information, discussion
  - a) Correspondence Miriam Erickson
  - b) Update on collaboration with Department of Corrections to provide materials to prison libraries Sandra Melcher, Committee chair
6. Approval of draft COLAND goals for 2010-2011 (10:25) Barbara Arnold Discussion, action
7. Visioning Summit Beginnings Report recommendations progress update Information, discussion
  - a) Update on Summit on School Library Media Specialist Staffing (10:40 a.m.) Nancy Anderson
  - b) Update on NEW ERA pilot project (statewide access) with Nicolet Federated Library System (NFLS), UW-Green Bay, and St. Norbert's College (10:55 a.m.) Mike Cross
8. Discussion and approval of revisions to COLAND bylaws related to attendance (11:00 a.m.) Sandra Melcher, Annette Smith Discussion, action
9. Report on plans for E-book summit (11:15 a.m.) Mike Cross Information, discussion

- |     |  |  |                                 |
|-----|--|--|---------------------------------|
| 10. | Library Legislation Update (11:45 p.m.)<br>a. State<br>b. Federal  | Mike Cross, Steve Sanders, Kurt Kiefer | Information, discussion         |
| 11. | Suggestions for Future Agenda Items (carried forward from previous agendas) (12 p.m.)<br>a. Embedded librarians – Future meeting to be determined.<br>b. Pro Se program – Lisa Sterrett suggested for a future Madison meeting.<br>c. Philosophy of changing library for 21 <sup>st</sup> century (suggested by Kristi Williams)<br>d. Villard Square library in Milwaukee (suggested by Sandra Melcher) | Miriam Erickson/All                    | Information, discussion, action |
| 12. | Future Meeting Dates<br>a) March 11, 2011 – by LiveMeeting (TBC)<br>b) May 13, 2011 – TBD<br>c) July 8, 2011 – TBD<br>d) September 9, 2011 – TBD<br>e) November 11, 2011 – Villard Square Library, Milwaukee (TBC)   | Miriam Erickson, all                   | Discussion, action              |
| 13. | Review follow-up items   | Miriam Erickson                        | Discussion                      |
| 14. | Announcements  | All                                    |                                 |
| 15. | Adjournment (3 p.m.)   | Miriam Erickson                        | Action                          |
-

**COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT**

**Meeting Minutes**

**January 21, 2011**

**10 a.m. – 1 p.m.**

**By Conference Call/Webinar**

**Originating from the Wisconsin Department of Public Instruction**

**125 South Webster Street, Room 419**

**Madison, WI 53703**

Members Present: Barbara Arnold, Madison  
Michael Bahr, Germantown  
Ewa Barczyk, Milwaukee  
Mary Bayorgeon, Appleton  
Nita Burke, Darlington  
Miriam Erickson, Fish Creek  
Catherine Hansen, Shorewood  
Doug Lay, Suamico  
Jessica MacPhail, Racine  
Sandra Melcher, Milwaukee  
Cal Potter, Sheboygan Falls  
Susan Reynolds, Cable  
Annette Smith, Milton  
Lisa Sterrett, Viroqua  
Kris Adams Wendt, Rhinelander  
Kristi Williams, Cottage Grove

Members Absent: Francis Cherney, Milladore  
Lisa Jewell, Madison  
Bob Koechley, Fitchburg

DPI Staff: Nancy Anderson  
Martha Berninger  
Mike Cross  
Kurt Kiefer  
Steve Sanders  
David Sleasman  
Roslyn Wise

1. CALL TO ORDER

Chair Miriam Erickson called the meeting to order at 10:01 a.m.

2. ROLL CALL/DETERMINATION OF QUORUM

Roslyn Wise called the roll; a quorum was in attendance.

3. ADOPTION OF THE AGENDA FOR TODAY'S MEETING

Doug Lay moved to approve the agenda as revised; Mary Bayorgeon seconded the motion, and the agenda was adopted.

5. APPROVAL OF MINUTES FROM THE NOVEMBER 12, 2010, MEETING

Kristi Williams moved to approve the minutes with a correction – Kathy Pletcher is listed as an attendee and she is no longer on COLAND. Also, Barbara Arnold noted her announcement about the Statue of Liberty exhibition is missing from the minutes. Roslyn W. will add this to the minutes. Barbara A. seconded the motion to approve the minutes with corrections. The motion passed.

6. REPORT OF THE CHAIR

a) Correspondence – Miriam E. reported on a letter she received from Senator Herb Kohl in response to the letter COLAND sent to members of the Wisconsin congressional delegation regarding the broadband issue. She read out loud the part of the letter referring to the \$22.9 million grant Wisconsin received for the Education and Library Broadband Infrastructure project. Roslyn W. noted that DPI had received a phone call from Representative Tammy Baldwin's office looking for Miriam's contact information so they could respond to the letter; Miriam E. said she did not hear from Rep. Baldwin's office. Miriam E. then reported on the Wisconsin Association of School Boards meeting which is underway in Milwaukee. She commented on the resolution to take a portion of the money from the Common School Fund to pay for library media specialist salaries; the amount was published as 15% but it turned out to be 50%. The resolution was voted down. She also talked about the expectation that the governor's proposed budget will expect school boards to no longer pay into teacher retirements. Miriam E. also spoke about changes to the QEO (Qualified Economic Offer) provisions, and talked about what the changes would mean to the Gibraltar School District. Kris Adams Wendt asked for clarification as to whether these discussions were based on reports or on speculation. Miriam E. said they were based on speculation because legislators who had been scheduled to attend the school boards meeting did not show up. Cal Potter noted that the legislators probably did not come to the WASB meeting because of work on the upcoming budget bill. He also commented that through the years, teachers and other government employees negotiated for better benefits in lieu of wage increases so retirement benefits have always

been a “bargainable” item. Annette Smith asked if the CSF vote was close; Miriam said she did not know but that there had been a heated discussion.

b) Update on collaboration with Department of Corrections to provide materials to prison libraries – Sandra Melcher reported on a recent subcommittee conference call meeting; a subcommittee meeting report was included in the packets. Sandra M. commented that they are making progress; the letter has been sent by distribution lists to various groups. The DOC has received an increased number of materials, however, many of them have been old and outdated so they have asked COLAND to emphasize that the materials need to be new and relevant. Sgt. Jane Green from the Thompson Correctional Center contacted DPI and was referred to Sandra. Sgt. Green has collected 4000 books for TCC inmates and is willing to come to a future COLAND meeting to discuss her efforts. Sandra plans to present a more formal report at the next meeting. The committee wants this to be more of a “grassroots effort” that does not require a lot of work or funding. She talked briefly about the possibility of a simple promotional brochure. Following up on Sandra M.’s remarks, Cal P. said it might be good to have Sgt. Green come to a meeting to talk about her experiences with “grassroots efforts”; Cal P. also noted that Bob Koechley is working with a church group that might be interested in taking this on as a project. Getting local groups like this to get involved might be more effective because of the group’s ties to the community. Mary Bayorgeon commented that she had contacted the editor of the Wisconsin Health Science Library Association (WHSLA) newsletter who has agreed to include an article in an upcoming issue. Mary B. has also contacted the librarian at Mercy Hospital in the Fox Valley area and she has agreed to promote the project and perhaps arrange to have some medical materials donated. Sandra M. asked that members let her know about groups who are collecting donations for the project so the subcommittee can track and follow up with them. She also noted that Bob K.’s church has already started collecting materials for the project.

#### 6. APPROVAL OF DRAFT COLAND GOALS FOR 2010-2011

Barbara A. talked about the two separate categories in the goals: ongoing goals and yearly goals. She asked if the name of the Division for Libraries, Technology, and Community Learning, as it is named in the goals, should be changed to the Division for Libraries and Technology. Kurt Kiefer responded that the name change is still pending. There are no additional changes to the ongoing goals. Barbara A. then turned to the 2010-11 goals. She said she drafted the goals by looking through the minutes from the past year. Mary B. commented that the goal about e-book

conversations should be more specific, i.e. conversations with whom – publishers, contractors? Kurt K. commented that there will be a summit in early May on this topic and there will be some pre-work in preparation. The groups who will be invited include a wide variety of stakeholders from the library community and other interests, including publishers and technologists. Mary B. then suggested adding “with the library community” or “with all stakeholders.” Cal P. suggested adding something specific about the state budget that’s coming up; it will impact many different school and library related issues. Miriam E. commented there is a budget-related item in the ongoing goals so maybe another goal is not needed. Mary B. agreed with Cal P. that this is a special year, as did Kris A. W. Barbara A. said she will draft something relevant to the budget. Ewa Barczyk asked, as a new member, if the goals are grouped by themes, or if there is just a listing. Miriam E. replied that it has been just a listing. Martha Berninger from DPI commented about the process for developing goals for COLAND; she said at a COLAND meeting a couple of years ago people were handed out slips of paper and asked to come up with ideas to promote the health of libraries around the state; these were then grouped under headings and lists were made. She said she thought this was to crystallize key topics and energize toward the next level of activity. (Note: this actually took place at the 2008 Visioning Summit, rather than a regular COLAND meeting). Miriam E. asked COLAND members what their wishes are in relation to the lists; she said she viewed the goals as reminders of their long and short term goals, an action list. Mike Bahr asked about setting goals and not actually achieving them. How should they measure achievement? Maybe review the goals at every meeting and set measurable objectives. Susan Reynolds agreed that the goals are not worded as goals because they are not measurable; she said “continuing to work on” is not a goal. Barbara A. commented that goals do not need to be measurable but objectives do. There was some discussion of wording for goals vs. objectives. Mary B. suggested adding specific objectives to each goal that could be measured. Sandra M. agreed they should list objectives for each. Barbara A. suggested each sub unit should get together and come up with objectives for each of their goals. Mary B. agreed. Ewa B. asked if each goal has an owner because some are very broad. Barbara A. said there are sub-units working on each issue. Kurt K. suggested that names could be put behind each of the goals and its measurable objectives. Mary B. agreed and said she would take the goal about monitoring library services to health sciences and health care institutions. Barbara A. said she and Jessica MacPhail are supposed to be working on future designs for reference services and embedded librarianship, although this has been put on a back burner. Miriam E. said that would go under the visioning conference goal. Mike B. added that he was also attached to the strategic visioning item, along with Jessica M., Mary B., and Nita B. Lisa Sterrett will also be part of this group.

Sandra M. said she should be attached to the DOC collaboration along with Bob K., Cal P., and Susan R. Miriam E. said she and Annette S. would take the goal related to supporting the school library summit. Kristi Williams is part of the group working on the NEW ERA library project. Annette S. and Miriam E. will also take the goal to monitor the Common School Fund. Catherine Hansen (and Doug Lay?) will take the newly added item related to the e-book summit. Kris volunteered to work on the budget monitoring goal along with Cal P. Cal P. asked for input from everyone on that one. Miriam E. asked that measurable objectives be submitted for each goal by February 18. Kurt K. also asked that these be sent to DPI for review to determine appropriate staff support.

Annette S. announced that she had just received an email indicating the CSF measure under discussion at the school boards meeting had been rejected.

#### 7. VISIONING SUMMIT BEGINNINGS REPORT RECOMMENDATIONS PROGRESS UPDATE

a) Update on Summit on School Library Media Specialist Staffing – Nancy Anderson reported that the vision statement has gone out to the WEMTA list for review. She said she would send copies to COLAND. It has also gone out to those participating in the summit. She reported that she plans to connect with the co-chairs of the action teams next week and finalize the names of the members of the action teams, and revisit the goals and outcomes set up at a previous co-chairs meeting. The action team looking at Information Literacy Skills for Teachers, headed by Kathy Boguszewski and Eileen Schroeder, has made the most progress. They have all of their information and will be meeting again next week. Sue Plewa and Nancy A. are co-chairing the action team on staffing models; they still have work to do. This work will also impact some work with the Milwaukee School District. This group will meet again at some point. Kelly Meyers and Ellen Latorraca are co-chairing the Accountability and Job Description team; Nancy still needs to send them some information. Nancy A. said she will also communicate with the Communications and Public Relations team, co-chaired by Sandy Heiden and Nancy Biese, next week. Their work is somewhat dependent on the work of the other action teams and next week they will lay out what they can do at this point. Nancy said she wants to be able to share information on the LMS summit outcomes progress and get feedback at the WEMTA conference in March. She said she hopes the steering committee will meet again in April after receiving feedback from WEMTA; she added that there may not be a second “summit” on the same level as the original one. That will be a group decision. Nancy A. said she will look at and clean up the

Google site to make sure it is up to date. Kurt K. thanked Nancy A. and the entire committee for their work.

b) Update on NEW ERA pilot project (statewide access) with Nicolet Federated Library System (NFLS), UW-Green Bay, and St. Norbert's College – Mike Cross reported that the pilot project has not yet begun because of the delay in LSTA funding. The grant was supposed to begin January 1 but no money has been received because Congress has not yet approved any of their appropriations bills, although a continuing resolution has been approved through March 4. IMLS will send a partial award in February and DPI will send out partial payments at that time. Mike C. said he spoke to Mark Merrifield at NFLS who confirmed the pilot project is on hold until funding is received. Miriam E. asked if the survey questions have been formulated and reviewed. She doesn't know if St. Norberts has enough of a library background to formulate questions. Kurt K. said DPI will make sure the survey questions are vetted by appropriate people. Annette S. made a formal request for a short break in the meeting. Miriam E. asked everyone to return in 15 minutes.

#### 8. DISCUSSION AND APPROVAL OF REVISIONS TO COLAND BYLAWS RELATED TO ATTENDANCE

Sandra M. and Annette S. drafted new language for the bylaws. Sandra M. read the text of the revision (included in packets). Miriam E. had a question related to how "excused" absences would be addressed; Annette S. commented that it does not matter if they are excused by the chair. Catherine H. asked how health issues would be treated; would a member still get a call after three absences. Mary B. asked about last minute cancellations due to illness or weather. Someone suggested changing 14 days to "as soon as possible." The sentence was revised to read "COLAND members will notify the Chair or designee as soon as possible prior to a scheduled meeting if they are unable to participate or attend." Kristi W. noted the typo error on the revisions should be Article IV instead of Article VI. Annette S. read the revised Section 5 language; Barbara A. moved that the bylaw be adopted as modified. Mary B. seconded the motion. The motion passed.

#### 9. REPORT ON PLANS FOR E-BOOK SUMMIT

Mike Cross reported on plans for the E-Book Summit, which has been tentatively scheduled for May 4, 2011, the day before the WAPL conference. There is an internal and an external planning committee; the external committee has not met yet but they will be finalizing plans for the

summit and sending invitations. There is a web page for the summit, which outlines some of the issues identified by COSLA at the national level. In Wisconsin the plan is to initially focus on those issues but also open it up to the broader Wisconsin library community to determine if there are other relevant issues that should be addressed at the summit. The planning committee is asking for nominations for various library groups; COLAND should nominate a couple of its people. The 30-40 participants need to be willing to do some pre-work and some reading on issues that will be identified in advance. Kurt K. noted that although the summit itself will have only 30-40 attendees there will be opportunities for more to participate and weigh-in as the work moves forward. He added that this is an incredibly important topic because the role of libraries will change significantly as the reality of e-books grows. Wisconsin needs to have the conversation to be ahead of the game (some would say we are already playing catch-up) but there needs to be a strategic plan for where Wisconsin is going on this issue. Wisconsin can have an influence in the national conversation as well. Kris A.W. asked how to nominate people; Mike C. said to send nominations to Bob Bocher. He added that the COSLA study was focused on public libraries; DPI is doing the same but many of these issues will impact all types of libraries. The group is looking for nominations from all types of libraries. Annette S. asked how school libraries are being included. Mike C. said he thought that WEMTA has been asked to send nominations; school library representatives on the planning committee are Teresa Vos and Nancy A. Kurt emphasized that it is important to keep in mind that for the summit itself, participants need to be extremely knowledgeable about the topics; it is not a learning session. Mary B. asked if anyone from the health sciences libraries would be involved. Mike C. responded that Julie Schneider has been nominated. Doug L. and Catherine H. had expressed an interest in participating for COLAND. Barbara A. moved that they be nominated to represent COLAND; Sandra seconded the motion.

#### 10. LIBRARY LEGISLATION UPDATE

Mike C. began the report with an update on state legislative activities. He reported the governor is currently working on his budget proposal, which will be introduced in early February. As far as public library-related legislation, nothing has been introduced yet, but the drafting request for Chapter 43 clean up items has been submitted. He also reported that the League of Municipalities legislative agenda includes removing the Maintenance of Effort requirement for public library funding required for membership in a public library system, but this has not yet introduced as legislation. (Draft legislation for removing the MOE for protective services is being circulated.) On the federal level, Congress reauthorized the LSTA act with minor changes that shouldn't have

a big impact on Wisconsin. PLDT staff will learn more at an upcoming IMLS conference. He also reported that Susan Hildreth has been appointed and confirmed as the new IMLS director; she was most recently the director of the Seattle Public Library. LSTA funding was supposed to be approved by October 1 with the start of the federal fiscal year but that has not yet happened; a continuing resolution runs through March 4. Congress must extend the CR or pass an actual budget bill by that date. Mike C. noted he is concerned about possible severe cuts because the leadership of the House of Representatives has a goal of cutting \$100 billion dollars out of the \$400 billion federal budget that goes to domestic discretionary spending, which would be a 25% cut. Others in Congress have proposed cuts as high as 30%. The PLDT will make partial LSTA awards as soon as the first installment is received, but they are also planning for significant cuts to planned LSTA funded programs for this year.

Kris A.W. reminded everyone of Library Legislative Day, scheduled for February 22. Cal P. moved that COLAND send a letter to the new congressional representatives (at least) to reiterate the importance of LSTA funding and recommend that it be fully funded. Kris seconded the motion. The motion passed. Cal P. then moved that COLAND send a letter to the new state treasurer, introducing COLAND and reiterating support for protecting the Common School Fund. Kris A.W. seconded the motion and the motion passed. Cal P. then asked if anything has transpired regarding the federal broadband grant. Kurt K. responded that nothing of significance has happened but that he and Bob Bocher met with the interim CIO at DOA at the end of December, and this project had been identified at that time as the top priority with the transition team. There was a meeting between DOA and AT&T last week but the feedback from that meeting has not been encouraging. DPI is trying to keep communications going out to schools and libraries regarding the issue. Nita B. commented that she sat in a meeting with the Public Service Commission last week and said the Blanchardville School District already has the infrastructure in place to start receiving increased bandwidth. Kurt K. commented that until the contract between DOA and AT&T gets signed not much can really be accomplished. He added the state superintendent had sent a letter to DOA in support of reaching a positive resolution on the contract. Cal P. moved that COLAND also send a letter to the Governor and DOA in support; Nita B. asked if local government should weigh in. Kurt said any efforts to move the process along would be helpful. Kris A.W. seconded the motion and the motion passed. Steve Sanders mentioned again that funding for Enhancing Education Through Technology (EETT) is in an even more precarious situation than LSTA and the Continuing Resolution is no help for this program. Cal P. moved that a letter similar to the one for LSTA be sent to the Congressional

delegation; Jessica M. seconded the motion. Mike C. suggested one letter be sent addressing both topics. After some brief discussion the motion passed.

## 11. SUGGESTIONS FOR FUTURE AGENDA ITEMS

Added today:

Presentation by Sgt. Green from the Thompson Correction Center or someone from a church group give a presentation on donations to prison libraries.

Carried forward from previous agenda:

a) Embedded Librarians – Mike B. said he was part of the group working on a presentation on this topic but was delayed. He said some work has been completed and he is ready to become involved again; he and the group will have a report ready for the next meeting. Cal P. suggested that the type of meeting (online/phone vs. face to face) will dictate the type of presentations on the agenda. Sandra M. agreed and said the May 13 meeting would be the appropriate time to have the presentation from DOC and the church group.

c) Philosophy of Changing Library for the 21<sup>st</sup> century – Kristi W. said she suggested this after the meeting at UW-Milwaukee because the environment was so different from other libraries. She is interested in exploring this further if others are also interested. Mike B. agreed this would be a good discussion. Kurt K. noted this would be a good topic for the May 13 meeting as a follow to the e-summit which will be held on May 4 and the COSLA meeting which will take place just before the COLAND meeting. Nita B. agreed with Kurt K.

Cal P. commented that discussion of the governor's budget will be the biggest item for the March agenda; it will be important for COLAND to get up to speed on specific items and how to respond to library related issues. Kurt K. noted that federal budget issues should also be included in the discussion. Steve S. said if COLAND wants to add video to the March live meeting session it can be done but will add bandwidth on the users end. Those commenting said the current configuration works fine.

Mary B. said she spoke to the librarian at the new nursing library at Bellin College in Green Bay and determined July might be a good date to meet there as a follow up to previous discussions on changes to delivery of library services in the health sciences. The November meeting will be at the Milwaukee Public Library facility in the Villard Square project; Sandra M. noted that this is dependent on completion of the project. Miriam E. said she wanted to have a discussion about

the Carnegie unit and legislative changes that need to be made to allow children to proceed individually. Kurt K. added that the basis for this is changes in education due to technology – age-graded learning vs. competency-based, which makes the change from secondary school to post secondary easier and more meaningful. State Superintendent Evers’ cabinet has been discussing this issue in the context of the Every Child a Graduate initiative. There is also a digital learning advisory group being formed; this group will come up with ideas about changing what learning looks like. How does the library media specialist become the bridge to some of these practices in the classroom? How does learning extend beyond the school day and how does this connect to libraries? Miriam E. suggested this might be a good topic for the September meeting. Miriam E. mentioned that she went to a conference in Savannah when there were discussions about major changes in education in the next ten years. Barbara A. commented that the UW-Madison School of Education library media center (formerly CIMC) might be a good place for a meeting and include some faculty in the discussion. Kurt K. said these folks will be included in the digital learning advisory committee; he said he could contact them about possibly meeting there in September.

Miriam E. reviewed upcoming meetings and agenda topics:

March 11 – discussion of state and federal budgets; Common School Fund

May 13 – possible presentations by Sgt. Jane Green, Thompson Correctional Center, and representative from church group on prison library collaboration with DOC; report and discussion of e-book summit and COSLA meeting; possible meeting at Wisconsin Library Association offices

July 8 – discuss changes to the delivery of library services in the health sciences at the Bellin College School of Nursing in Green Bay

September 9 – discuss changes in education philosophy and the role of library media specialists and libraries at the UW-Madison School of Education library media center

November 11 – meeting at Milwaukee Public Library Villard Square Branch (library as anchor store from Beginnings Report)

## 12. REVIEW FOLLOW UP ITEMS

- Goals and measurable objectives to Barbara Arnold by February 18 for vote at March meeting
- DPI will review survey for NEW ERA library access project

-- Three letters to go out: to entire Wisconsin congressional representatives regarding funding for LSTA and EETT; letter to the new state treasurer introducing COLAND and reiterating the importance of protecting the Common School Fund; letter to the Governor and DOA on the federal broadband grant (BadgerNet).

Cal moved to send a letter to the all state legislative representatives letting them know about COLAND and the value of libraries (Kurt suggested stressing cost effectiveness of the delivery of libraries). The letter should go out prior to Library Legislative Day and the date should be mentioned. Mike B. seconded the motion. (No vote was taken.)

Lisa Sterrett suggested tabling the presentation on the Pro Se topic because there are more important issues for discussion.

Barbara mentioned two articles in the publication Information Outlook, Vol. 14, No. 7, Oct.-Nov. 2010, on the subjects of e-books and copyrights. Annette asked Barbara to send out the notation to COLAND by email.

Annette mentioned she had just returned from China and would like to include some of her photos and share some information as part of the discussion on 21<sup>st</sup> century libraries in September.

Sandra asked if copies of the bylaw changes would be sent to all COLAND members; Roslyn confirmed that copies will be sent in packets for the next meeting and they will be posted on the COLAND website. Sandra also mentioned she did not send out the SPAM email coming from her email address.

Kurt talked about Sally Drew's retirement as of December 31, 2010. DPI is currently looking at how to replace Sally and to continue the work she has been involved in doing. Kurt said he wants to commend and thank Sally for her capacity to get things done and her vision. There will be some sort of celebration in her honor. He also thanked Martha Berninger and David Sleasman on their work during this transition. Cal moved to put together a commendation or letter for her years of service; Barbara 2<sup>nd</sup> the motion. The motion passed.

14. ANNOUNCEMENTS

See previous agenda item.

15. ADJOURNMENT

Carol Hansen moved to adjourn; Lisa Sterrett seconded. The motion passed and the meeting was adjourned at 12:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Annette Smith". The signature is written in black ink on a white background.

Annette Smith, Secretary