

Meeting Minutes
Case-Halstead Library Board of Trustees
March 4, 2013

Board Members Present: Barb Guebert–President, Darren Tracy–Vice-President, Jane Bullock–Treasurer; Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Jeff Taylor–City Council Liaison, Christi Gerrish–Library Director. **Absent:** Wendy Folen–Secretary.

Also Present: Mayor Jan Fauke

President Barb Guebert called the meeting to order at 7:04p.m. The Pledge of Allegiance was recited.

Meeting Minutes: The February 4, 2013, meeting minutes were approved upon Jane's motion, with Darren seconding.

Brad Hoffman moved, Kim seconded, the approval of the minutes of the February 12, 2013, Special Meeting with the correction that Brad Hoffman was absent from that meeting.

The minutes for the February 19, 2013, Special Meeting were approved on a motion by Frank, with Jane's second.

Treasurer's Report: Jane gave the February Treasurer's Report which shows the final Maddux Trust income from the farm ground of \$12, 285.33. Because we are nearing the end of the fiscal year, some expenses have been placed into accounts that have budget surplus in order to assure that our end of year Library budget will be in line. Pest Control expense is normally charged to acct 5110–Maintenance Services–Bldg, but was placed into acct 5410 – Other Professional Services. Tumblebooks expense of \$199.50 will appear on next month's report. There was discussion of whether that expense should be in acct 5410 or 8800–Library Materials. To date, 76.98% of the Library budget has been expended, with 77% of Fiscal Year 2012-13 over. Mayor Fauke and Christi have discussed budget shortfalls and Christi has been economizing. Darren expressed his opinion that Christi has done a good job of budgeting. The Treasurer's Report was approved on Darren's motion, with Brad's second.

Library Construction Bills: Sharon made the motion and Jane seconded to pay the Arcturis and Mehochko bills, following a discussion of Barb's letter requesting that Ken Mehochko send the library a copy of his bills affecting the library. Jan explained that Mehochko will ONLY send his bills to City Hall for payment. We will not get even a courtesy copy.

First National Bank requires all bills submitted for payment from the Maddux Trust acct for construction expenses use an approval sheet with signatures of Christi, Jane, and Jan. Brad made a motion to approve this procedure; Kim seconded the motion. The board voted approval.

Bills and Statistics: Christi presented the February statistics for library use, commenting that there was heavy use of computers during the month and that Overdrive showed considerable increase. The cleaning service was half the usual cost due to one cleaning instead of two. March and April cleaning will also be one time per month. The staff are doing some light cleaning during this period. The AT&T and Proliance bills were not received in time for this report, but will be added when they come in. Books and materials totaled \$764.03 and were pre-orders only. No new orders were placed this month. Bills for February totaled \$2196.88.

Director's Report: Christi reported that during the ice storm in February, she sent staff home early but remained until 4pm due to the Mayor stating that City Hall was remaining open until then. There was a discussion at the end of the report related to weather closings. Our By-Laws state that the Board sets Library hours. Several members felt that there was a safety concern with icy conditions. The director will confer with the board and if closing is decided, will notify City Hall to that effect.

Christi also announced staff training required for the new Heartland Library System will be held March 4, from 8 a.m. until afternoon. The Library will be closed that day until staff returns from training. Important dates for the new system are:

March 15 is the cutoff day for placing holds;

April 1-8, all circulation goes off-line and no materials can be checked out without one's library card being used

April 9—"Go Live Day" for the new Heartland system. At that time 420 libraries in IL will be connected, serving 2 million patrons, offering 10 million items. The new system will be the largest in the United States.

Georgia Elias is resigning, effective March 15. Barb suggested board members send cards and stop by to thank her for her service to Case-Halstead Library. Christi will advertise in the paper and on our website for a replacement for Georgia.

Staff member Tona Holle will have surgery which will require her to recuperate for four weeks. Staffing requirements will be met.

Budget Committee: The 2013-2014 Budget was reviewed. Among the accounts to be increased were: training; utilities; insurance, office supplies, periodical, janitorial. The total proposed budget, WITHOUT salary adjust that will be done later, is \$191,319.59. Sharon moved that we table the budget discussion until it is complete. Kim seconded the motion and it was approved.

Construction Committee: Barb had an update on the General Dean portrait discovered in the attic. She had taken the portrait to Hall of Frames, the same firm that had repaired and framed the portrait of Eckstein Case. The cost of repair of holes and tears in the portrait was \$150.00. Water damage will require added restoration. The total to repair, restore, and frame will be \$490.00. This will be public art for display in the "Heritage Room" of the new library, thus billable to the Maddux Trust account. Jane moved we go ahead with the framing and repair. Sharon seconded

the motion which was passed.

Building Update: Barb and Christi reviewed the design submitted by Arcturis, March 1, 2013. The elevation shown is of the "neo-classical" design, with a mix of old and new neoclassical elements. There was unanimous acceptance of the new design, with the understanding that small changes can be incorporated at a later date. A May groundbreaking, or "kick-off" will be planned.

By-Laws Committee: Kim presented the changes in our By-Laws for the second reading, changing the date of adoption to March 4, 2013. Darren moved to accept the changes. Kim seconded the motion. The Board accepted the new By-Laws. Barb reminded the Board that if a special meeting is required, three or more trustees or the President can call a meeting under our By-Laws.

Old Business: Christi reported that she is working on the Annual Report to submit to the State. Due to time constraints and a full agenda, the Technology chapter of Serving Our Public will be discussed at the April meeting. The 75th anniversary banner, generously donated by Jeff Taylor of the Carlyle IGA, was unfurled for the Board to view. The banner features our anniversary slogan: "Anchored in the Past and Planning for the Future," an anchor, and "75" in large numerals. Christi will ask John Hodapp, Foreman of Streets and Alleys, to hang the banner on the balcony at the front of the building. Sharon reported that she and LuAlice Kampwerth are working on the video project, with a completion goal of late April.

Executive Session:

At 9:10 pm, Brad made a motion for the board to enter executive session to discuss the report of the personnel committee. Motion seconded by Jane and approved.

At 9:31 pm, the regular meeting resumed. Darren made a motion to set the salary of the Library Director retroactive to her hiring date of December 5, 2012, in the amount recommended by the Personnel Committee for the new budget year. The Board voted unanimously in favor of the motion.

Jeff moved to adjourn. Brad seconded the motion. The meeting was adjourned at 9:40. The next regular monthly meeting will be April 1, 2013, at 7pm.

Respectfully submitted

,Sharon Berdeaux, Substitute Secretary

Minutes for Special Meeting
Case-Halstead Library Board of Trustees
Thursday, March 21, 2013

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Christi Gerrish-Library Director **Also Present:** Keith Poettker

Absent: Brad Hoffman, Kim Stamps and all three members of the City Finance

The meeting was called to order by Barb at 7:00 p.m. and the Pledge of Allegiance was recited.

Barb brought the board up to date on what had transpired with the site plan. Arcturis forwarded a new site plan after the site survey differed from their 2005 information. The lot size that was drawn was much larger in width and length than the actual lot, which has affected the approved plan.

Barb told the Library Board that the Construction Committee met on Tuesday, March 19 to review the new site plan as well as the floor plan. She shared a copy of the notes and the construction committee had two recommendations to present to the board.

The new site plans shows that in order for the library not to sit so close to 5th Street, the East wing of the old library will need to be removed prior to construction, something the board had hoped to avoid. Keith Poettker said this would not be a construction problem and would not add too much cost. The biggest concern would be the inconvenience to the patrons during the construction, but several board members had walked the space and Christi had a good plan in mind. This would involve moving the children's library to the current reading room and having a closed stack system in the children's library. Christi said she spoke with the staff about this and they would be willing to work this way because they know the outcome will be much better.

After showing the new site plan and much discussion, Jane with the construction committee made the motion to approve the site plan with the library 47' from 5th Street and with the community room on the north side of the lot. (This means removing the east addition to start construction.) Wendy seconded the motion, all were in favor and the motion carried.

Sharon brought up the idea of seeing if anyone would be interested in the old building addition rather than just demolishing it. It was pointed out that it does contain some asbestos. Darren made the formal motion that the east addition be removed and we put out bids for anyone interested in purchasing it. Frank seconded the motion, all were in favor and the motion carried.

Barb told the board that Wendy, Christi and her had a conference call with Chrissy Hill Rogers of Arcturis earlier that day. Chrissy told of three HVAC systems that could be considered for the new library, interior, rooftop, and VRF, a new refrigerant flow system. Chrissy said geothermal would not work with our lot size due to the number of wells required at 20' intervals.

We agreed to be open to the idea of the rooftop system since Chrissy said it was more efficient than the interior system. We want to hear more on the recommendation of the engineer and the CM about the best system for the new library. Lower energy costs for the future is our main concern.

Barb said we need to be thinking of the Kick-Off reception and should start planning now. She asked all board members to bring ideas to the next meeting of people to invite. She asked how the board prefers to handle this, and said she would like a committee to plan a formal and professional style event. It was decided we can work on this as a board, with a leader. Barb had wanted to ask Kim if she would be willing to do this but she was absent. (Kim arrived after the meeting adjourned and agreed.)

The Special Meeting adjourned at 8:03 p.m. The next regular board meeting will take place on Monday, April 1 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Note: for more reference see construction committee minutes dated 3-19-13

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 28, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,327.60	57,469.20	82,350.00	24,880.80	69.79
20-56-4510 HEALTH & DENTAL INSURANCE	581.15	7,192.66	7,500.00	307.34	95.90
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	5,044.08	5,130.00	85.92	98.33
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	407.08	1,692.71	2,025.00	332.29	83.59
20-56-5330 LEGAL SERVICES	.00	28,128.40	20,000.00	(8,128.40)	140.64
20-56-5490 OTHER PROFESSIONAL SERVICES	861.90	5,148.44	6,570.00	1,421.56	78.36
20-56-5510 POSTAGE	25.55	298.59	450.00	153.41	65.91
20-56-5520 TELEPHONE	63.36	785.01	2,700.00	1,914.99	29.07
20-56-5530 PUBLISHING	.00	745.38	1,350.00	604.62	55.21
20-56-5540 PRINTING	.00	4.75	630.00	625.25	.75
20-56-5620 TRAVEL EXPENSE	29.64	156.68	900.00	743.32	17.41
20-56-5630 TRAINING	.00	150.00	720.00	570.00	20.83
20-56-5710 UTILITIES	886.92	6,392.95	6,300.00	(92.95)	101.48
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	5,311.60	4,000.00	(1,311.60)	132.79
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	66.69	270.00	203.31	24.70
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	5.18	.00	(5.18)	.00
20-56-6510 OFFICE SUPPLIES	36.35	1,845.51	1,800.00	(45.51)	102.53
20-56-6540 JANITORIAL SUPPLIES	.00	257.61	360.00	102.39	71.56
20-56-6580 PERIODICALS	233.20	1,403.18	2,250.00	846.82	62.36
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	214.76	3,060.00	2,845.24	7.02
20-56-8700 FURNITURE	.00	.00	2,400.00	2,400.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	631.02	25,557.84	28,000.00	2,442.16	91.28
20-56-9250 SPECIAL PROGRAMS	220.00	2,318.65	3,780.00	1,461.35	61.34
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	90.00	90.00	.00
TOTAL LIBRARY	9,603.77	150,187.87	182,635.00	32,447.13	82.23
TOTAL FUND EXPENDITURES	9,603.77	150,187.87	182,635.00	32,447.13	82.23
NET REVENUES OVER EXPENDITURES	(7,718.28)	(2,971.25)	(1,995.00)	(976.25)	(148.93)

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 28, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	PROPERTY TAX	1,006.52	28,292.66	28,430.00 (137.34)	99.52
20-3150	MOBILE HOME TAX	80.72	80.72	90.00 (9.28)	89.69
20-3160	PAYMENT IN LIEU OF TAXES	275.98	5,401.27	5,220.00 181.27	103.47
	TOTAL TAXES	1,363.22	33,774.65	33,740.00 34.65	100.10
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440	GRANTS	.00	3,918.19	.00 3,918.19	.00
	TOTAL INTERGOVERNMENTAL REVENUE	.00	3,918.19	.00 3,918.19	.00
<u>FINES & FORFEITURES</u>					
20-3530	PENALTIES-LIBRARY FEES	501.29	6,159.53	13,000.00 (6,840.47)	47.38
	TOTAL FINES & FORFEITURES	501.29	6,159.53	13,000.00 (6,840.47)	47.38
<u>MISCELLANEOUS REVENUE</u>					
20-3810	INTEREST INCOME	.98	20.42	50.00 (29.58)	40.84
20-3831	DONATIONS	.00	3,025.00	2,000.00 1,025.00	151.25
20-3832	DONATIONS-SUMMER READING	.00	1,994.00	1,000.00 994.00	199.40
20-3833	DONATIONS-BOOK SALES	20.00	339.50	300.00 39.50	113.17
20-3860	MADDUX TRUST	.00	22,985.33	20,500.00 2,485.33	112.12
20-3890	MISCELLANEOUS - GIFTS	.00	.00	50.00 (50.00)	.00
	TOTAL MISCELLANEOUS REVENUE	20.98	28,364.25	23,900.00 4,464.25	118.68
<u>OTHER FINANCING SOURCES</u>					
20-3990	TRANSFER FROM OTHER FUNDS	.00	75,000.00	110,000.00 (35,000.00)	68.18
	TOTAL OTHER FINANCING SOURCES	.00	75,000.00	110,000.00 (35,000.00)	68.18
	TOTAL FUND REVENUE	1,885.49	147,216.62	180,640.00 (33,423.38)	81.50

Case Halstead P.L. – Income and Expenditures

March 2013

1. Income

- A. Nonresident Fees- \$378.00
- B. Fines & Fees- \$86.25
- C. Copier & Printer- \$192.90
- D. Fax Machine- \$41.75
- E. Book Sale – \$
- F. Amazon Book Sale (not in totals) –\$58.84

Total \$698.90

Total at CH \$740.03

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$150.00</u>
Cleaning Service - \$150.00	
5120 Maintenance-Equipment	<u>5120 \$92.94</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$13.11	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$662.40</u>
IHS Payment - \$662.40	
5510 Postage	<u>5510 \$35.03</u>
Postage - \$21.16	
Postage Reimbursement to Susan Bruemmer - \$13.87	
5520 Telephone	<u>5520 \$100.90</u>
AT&T - \$75.90	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620</u>
5630 Training	<u>5630</u>
5710 Utilities	<u>5710 \$495.67</u>
City of Carlyle - \$396.53	
Ameren - \$99.14	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$102.07</u>
Demco - \$102.07	

6540 Janitorial Supplies	<u>6540 \$40.20</u>
Wal-Mart - \$40.20	
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300</u>
8700 Furniture	<u>8700</u>
8800 Books & Other Materials	<u>8800 \$1017.40</u>
Amazon - \$165.84	
Baker & Taylor - \$377.58	
Hayner Public Library (Lost book) - \$5.99	
O'Fallon Public Library (Lost book) - \$5.99	
Show Me Books - \$462.00	
9250 Special Programs	<u>9250 \$263.96</u>
Artists of Note - \$250.00	
Wal-Mart - 13.96	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$2960.57</u>

Late Bills from February

5520 - AT&T - \$118.00
5710 - Proliance - \$62.24
5530 - Union Banner - \$63.00
8800 - Baker & Taylor - \$75.28
 Taste of Home - \$25.98
Total for February - \$2541.38

Library Construction Bills

March 2013

8900 Other Improvements

Arcturis - \$33,000.00

Hall of Frames Deposit - \$200.00

Total - \$33,200.00

Library Director

Date

Library Board Treasurer

Date

Mayor Jan Fauke

Date

Circulation Statistics---Monthly

2013 March

ADULT---1630

CHILDREN---498

YOUNG ADULT---84

RENEWALS---626

MANUAL CHECKOUTS---120

TUMBLEBOOKS---18

Overdrive---178

TOTAL=3154

2012 March

ADULT---1936

CHILDREN---722

YOUNG ADULT---74

RENEWALS---574

MANUAL CHECKOUTS---101

TUMBLEBOOKS---53

Overdrive---72

TOTAL= 3532

ROUTE INS= 283

ROUTE OUTS= 376

COMPUTER USE= 285

Adult Programs (Irish Music) – 24

Teen Programs (Hotel Transylvania)- 20

Minutes of the Construction Committee Meeting
Case-Halstead Library Board of Trustees
Tuesday, March 19, 2013 – 7:00 p.m.

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Library Construction Committee Members Present: Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-Library Director

Also Present: Mayor Jan Fauke and Keith Poettker of Poettker Construction.

Carlyle Finance Committee Members Present: none **Absent:** Don Perez, Brent Sheathelm, Jeremy Weh

The meeting was called to order at 7:00 p.m. The purpose of the meeting was to discuss recent developments regarding the site survey and the location of the building, and to begin the process of planning the ground breaking event.

It was reported that Christi and Wendy were notified by Chrissy at Arcturis last week that a mistake was made regarding the interpretation of the HMG site survey and measurement of the available lot. Christi, Wendy and Frank met to discuss possible options for resolving the issues presented, including location of the east set-back, parking, location of the detention pond, and the possibility of having to raze the East Addition of the present library. Christi, Wendy and Frank communicated with Arcturis and presented their findings and available options to the rest of the construction committee. Also earlier today, a telephone conference call involved Christi, Wendy, Barb and Chrissy of Arcturis. Chrissy reiterated the architect's opinion about access to the outdoor reading area, reconfigured parking spaces, and gave an update on 4 options to consider for HVAC systems. Barb told Chrissy that the library board was concerned about the added costs involved in preparing new drawings as a result of this mistake, whereupon Chrissy admitted that Arcturis should have caught the survey error sooner. She said that there would be no design fees from Arcturis for the additional work.

Several committee members expressed their disappointment that an error involving the site survey occurred, but felt that it was better to discover the error now while we still had time to make changes in the plan. Mayor Fauke reported that she personally telephoned HMG to make sure that Arcturis was now in possession of a correct survey. The committee reviewed the new drawing submitted by Arcturis showing the new property lines and the lines representing the outline of the building. If left "as is" the east wall of the new library would now be located too close to 5th Street, and it was suggested that sight lines at the corner of 5th and Franklin would compromise traffic safety. Also, it was felt that left "as is", the new library's location would not be aesthetically appealing. The committee also considered "flipping" the floor plan to result in locating the community room on the west side of the building. However, it was felt that the majority of library patrons would not have easy access to the proposed outdoor reading room, especially the children. The committee decided that the location of the community room would be best left on the east end of the building.

The committee recommended that Christi contact the company that did the environmental analysis to find out if the present library's East Addition could be razed, since the environmental analysis revealed that asbestos was present in two areas of the East Addition. She said she would also contact Shaffer regarding his estimate for demolishing the East Addition. Keith Poettker said that before leaving this evening he would look at the situation on the first floor regarding location of electric panels and a furnace, and submit a plan to construct a temporary exterior wall. He estimated that demolition of the East Addition, relocating electric, furnace, constructing the temporary wall, etc., would take approximately 2 to 2-1/2 months. He estimated that construction of the new building might take 8 to 8-1/2 months. (Following the meeting, Keith also looked at the original drawings of the East Addition which Christi had located.)

Frank questioned the necessity to re-locate the detention pond since the building-to-lot ratio had changed. Keith said that HMG would have to run new calculations. Frank questioned whether a cistern could be constructed to catch run-off; but Keith said that EPA restrictions were unknown at this time and that he will check with HMG. The Mayor and Darren both suggested that we eliminate the patio planned for the community room. Frank said that if more detention were required on the lot, then the area originally reserved for a patio would be available for that purpose.

The committee is concerned about the delay in moving forward to complete the drawings in order to satisfy the grant requirements. Christi said that she contacted Mark Shaffer at the State, and she said that he was going to send her copies for reference of what other libraries had already submitted to satisfy the budget requirement. Christi was to send Arcturis the information as a guide to use.

The committee then discussed four HVAC options for discussion. Chrissy conveyed the information furnished by the HVAC engineer working with Arcturis:

1. Geo-Thermal – It was anticipated that the cost of geo-thermal would be one and one-half times more expensive. The site would require wells at 20' centers and 20-30 wells. The reduced size of our lot would not accommodate the required number of wells to create an efficient system.
2. Roof-top HVAC – Approximate cost of \$20 per sq.ft.—more efficient than an indoor system, but would require a trap door and ladder from the inside to the roof (as seen at Glen Carbon). The roof-top unit would be located on the lower level of the roof. The roof line would be higher to “screen” the unit from view. There was a question about whether a separate unit might be required on the roof of the community room. Chrissy at Arcturis was to send another 3-dimensional drawing to show how the unit(s) would be hidden from view. Keith Poettker pointed out that a roof-top system would reduce the square footage needed in the indoor mechanical room. He also commented that a roof-top could include dual high-efficiency units.
3. Indoor Handling Unit – Approximate cost of \$22 per sq.ft.—thought to be slightly less efficient; would have to have a condenser unit on the ground.
4. VRF – Variable Refrigerant System – Lowest cost regarding energy use—newer technology. While proven in Europe, this system is not commonly used yet in the U.S. While the HVAC engineer is acquainted with the system and says it has a proven track record so far, fewer U.S. companies exist to install and maintain the system; therefore maintenance costs would probably be higher. The system requires lots of piping and indoor as well as outdoor units.

The committee then dismissed the idea of geo-thermal and the VRS system. Mayor Fauke questioned whether we had considered an all-electric building since the City produces its own electricity at very low rates. No further discussion was held regarding the HVAC system.

Jane reported that she learned the origin of the large boulders on the library property. She said that they formed the original foundation of an old fort above the river on the east end of town. After the fort no longer existed, Ken and Ruby Hoffman built a home on that property, and Ruby wanted to get rid of the boulders because to her they looked like “tomb stones.” The boulders were moved to the library property.

Barb asked the committee members to be thinking about the ground-breaking event and how it should be handled. Since the hour was getting late, there was no more discussion about ground-breaking. The committee requested that Christi put out a meeting notice to schedule a special meeting of the Board. The meeting was adjourned at approximately 8:30 p.m.

Respectfully submitted,
Barb Guebert