

Board of Trustees  
December 20, 2012

00103-2012

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, December 20, 2012, 5:00 p.m.  
Main Library, 351 Sixth Street, Lorain, OH  
Regular Business Meeting

**Roll Call**

Mr. Campana called the meeting to order at 5:05 p.m.

Present: Mr. Kovach, Mr. Petersen, Mr. Campana, Mr. Virden, Mr. Leandry, Ms. Tomas

**Regular Business**

**#2012-120 Approval of Minutes**

Mr. Kovach moved, Mr. Petersen seconded that the minutes of the November 15, 2012 meeting be approved.

**Roll Call:** yeas, unanimous

**#2012-121 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Petersen moved, Mr. Kovach seconded that the CFO's Report for the month ending November 30, 2012 be approved.

Mr. Wilson reported to the Board that the month end cash balance for November was \$9,267,946. Of the month end cash balance, \$6,078,588 were operating funds, of which \$5,491,598 were unencumbered. Year-to-Date Revenues were \$8,323,637, 95% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$7,360,233, 74% of the budgeted \$10,005,039. Expenses plus encumbrances totaled \$8,000,070, or about 80% of the budget.

Mr. Wilson said there were no public records requests received and one letter of correspondence was received from Ms. Amanda Hartman, an Elyria library patron, with a complaint.

Mr. Wilson said he will be closing the fiscal books in the coming one and a half weeks, and that they will reopen on January 7, 2013.

Mr. Wilson thanked both Mr. Leandry and Mr. Petersen for working with the Lorain Public Library System over the last seven years, serving on the Board of Trustees. He said they will be sorely missed. Mr. Wilson also noted that a fellow 'rookie', Mr. Leandry, would be leaving. Mr. Wilson and Mr. Leandry joined the organization at the same time. Mr. Wilson then noted the approval of the new Board of Trustees' appointments, Susan Hatch and Elaine Novak.

In closing, Mr. Wilson wished all a Merry Christmas and a Happy New Year!

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good afternoon and welcome to Lorain! She thanked Toni Whitney for the home made lasagna, and Mr. Kovach for the cake.

Ms. Eldridge asked the Board to mark their calendars for any of the upcoming 2013 OLC Trustee Dinners: NE Ohio – March 27, Kent State University, Northern Ohio – April 17, Holiday Inn, Independence. Ms. Eldridge also noted the tentative Board Retreat dates in March and April, and said she is waiting for all new Board Members' input before deciding on the final date.

Ms. Eldridge told the Board that Meagan Hayes, the new Marketing Communications Manager, was in attendance at tonight's meeting per their request.

Regarding personnel, Ms. Eldridge recognized twenty-one staff for years of service awards. She thanked staff for raising money for three charities this year: Clothe-A-Child, Catholic Charities Lorain Family Center and Easter Seals Northern Ohio. She also noted the appointment of Veronica Parker to the Outreach Librarian Supervisor position, that she was interviewed by Leadership Lorain County for which she provided a link to the interview, and that she was also interviewed by WEOL Radio Station on December 3, 2012.

Ms. Eldridge mentioned these past and upcoming networking and community events, library programs and community relations:

*12.01.12* – North Ridgeville Holiday on the Ridge. Ms. Eldridge attended and commented that it was a nice job out there. She said the harpist was very soothing.

*12.04.12* – LCCC Strategic Initiatives Wrap-Up Meeting.

Regarding circulation, Ms. Eldridge said library visits, computer usage and meeting room usage were all up compared to last year at this time.

Ms. Eldridge said former Board Member Barbara Sutton donated \$1,000 to the North Ridgeville Branch Library, and the Lorain Public Library System Foundation, Inc., donated \$5,000 to the Young Adult Summer Reading Program!

Lastly, Ms. Eldridge thanked the Board saying, 'You make my job a lot easier and I appreciate everything you all do for us and the library!' She then said, 'Merry Christmas, Happy Kwanzaa and Happy New Year!'

### **Report of the Assistant Director**

Ms. Whitney said hello and happy holidays to all. Ms. Whitney then congratulated Ms. Donna Kelly for her successful first year as the Avon Branch Librarian Supervisor. Ms. Kelly overcame short staffing, reorganized the Avon Branch Library space, integrated well into the Management Staff, and has done a great job thus far. Ms. Whitney also congratulated Ms. Veronica Parker on her promotion to the Librarian Supervisor of Outreach Services, and Ms. Frances Johnson on her new position of Circulation Services Manager. Ms. Whitney also said Ms. Johnson was to be congratulated for doing a great job in her previous position of Outreach Services Supervisor.

Regarding SEIU #1199, Ms. Whitney listed the following highlights:

- State minimum wage increase to \$7.85.
- Preparation and discussion of Sunday schedules and conflicts for the Main Library with Ms. Whitney, Ms. Johnson and Mr. Leonard
- Ms. Whitney thanked the SEIU #1199 for their \$100 donation to the Clothes-Child drive.
- Two grievances were received from SEIU #1199

Ms. Whitney said a meeting of the Labor Management Committee was held on November 7, 2012, with mediator Matthew Cockroft of Federal Mediation and Conciliation Service.

Ms. Whitney mentioned these past and upcoming meetings which she will be attending:

- **12.07.12** – LCLAC/Avon Lake Public Library
- **12.17.12** – Columbia Friends of the Library

Ms. Garalynn Tomas, Board Member, asked Ms. Whitney about the status of the electric signage monitor mountings on the wall at North Ridgeville and if it has been addressed. Ms. Whitney reported that the LPLS Maintenance Department was relocating wires and then would be re-plastering and painting the wall as soon as possible.

## **Committee Reports**

Mr. Petersen reported that there were no messages left on the Fraud Hotline.

Mr. Petersen reported about the recent Finance, Audit and Properties Committee meeting held on December 13, 2012. Mr. Petersen said the following issues were discussed; review of 2013 Temporary Appropriations Budget, consolidation of library bank accounts, LCLAC Libraries' PLF Agreement and a liquor permit request for the Dollar General Store in Sheffield Lake, Ohio.

## **Communications**

Email received from patron Amanda Hartman (see CFO's Report). Ms. Eldridge responded that she telephoned Ms. Hartman and did not receive a returned telephone call from Ms. Hartman.

## **Audience Participation**

### *Supervisors*

Debra Jackson, retiring Public Services Coordinator at the Main Library, greeted and then thanked the Board and the library for the last twenty-six years of employment and support within the Lorain Public Library System. Ms. Jackson stated that it had been quite a journey, with a lot of change! Some changes she noted were; Main Library circulation was now 85-90,000 items per month versus 35-40,000 years ago, the advent of CLEVNET and how she could not imagine the library without it, e-books and their continual morphing, 20% of library items now go to patrons in other places, the change in neighborhood schools with closings and re-buildings, the social changes in the neighborhood and how she almost feels more comfortable in the Main Library neighborhood than her own. Mr. Campana thanked Ms. Jackson for her years of service and said the LPLS and the Board will miss her greatly and wishes her the best in the future!

### *Friends of the Library*

The Avon Friends next meeting will be held January 3, 2013. The Avon Friends November book sale netted \$683.49. The Avon Friends held a 'Crafts for Kids' Reception on December 15<sup>th</sup>, sponsored by the Teen Volunteer Group, which is a new group started by Ms. Donna Kelly, Avon Branch Librarian Supervisor.

The Columbia Friends next meeting will be held February 25, 2013. The Columbia Friends next book sale will be held April 23-27, 2013. The Columbia Friends donated \$225.00 to the Columbia Levy Committee.

The Domonkas Friends next meeting will be held January 8, 2013. The Domonkas Friends next book sale will be held January 16-19 & 21, 2013. Interested parties of Zumba classes at the library intend to ask the Domonkas Friends to fund the activity.

The Lorain Friends next book sale will be held January 10-14, 2013.

The North Ridgeville Friends next meeting will be held January 7, 2013. The North Ridgeville Friends next book sale will be held January 24-27, 2013.

The Lorain Public Library System Foundation, Inc. (LPLSF) has not met lately nor has there been any feedback from the group. Ms. Garalynn Tomas, LPLS Board Member and LPLSF Board Member, expressed her concern about the LPLSF not meeting and that she is not sure where the future of the LPLSF lies. Two important issues (marketing campaign and the capital campaign for a new Bookmobile) have been left up in the air. Ms. Tomas commented that there needs to be more interest shown by the LPLS for the LPLSF! Ms. Tomas also said that funds are still coming in to LPLSF, such as the Emerson Trust of \$5,000.00 and \$69.00 from the Rockpile in Avon. Mr. Leandry, LPLS Board Member, suggested that a meeting be set up with Mr. Brian Frederick of the Lorain Community Foundation. Mr. Leandry feels that Mr. Frederick would be very helpful in garnering support of and in the organization of the LPLSF. Mr. Leandry also volunteered to be on the Capital Campaign Committee for a new Bookmobile, when the committee forms.

#### *Other*

Ms. Valerie Smith, Public Services Coordinator, brought directions for making the Book Wreath craft, which was hanging in the meeting room, and introduced her daughter Jessica who is a librarian working in Pittsburgh.

Mr. Douglas Petersen, retiring Board Member, thanked the Board and the LPLS for their Resolution of Appreciation and for the time he served on the Board. He said he enjoyed his time on the Board and hopes the best for the LPLS in the future. Mr. Campana, Board President, said, "We appreciate everything you've done for the library system and we will miss you!"

Mr. Victor Leandry, expiring Board Member, thanked the Board and the LPLS for their Resolution of Appreciation and for the time he served on the Board. Mr. Leandry said that LPLS will always have a special place in his heart, being the first Board he served on in the Lorain community at the start of his career. He said he was very grateful to the LPLS for appointing him to the Board, without any previous experience. He also said he learned a lot about committees and boards from the LPLS tenure. Mr. Campana said, "Many thanks to you Victor, for your time and dedication to the library!"

**New Business**

**#2012-122 Approval of Personnel Appointments**

Mr. Kovach moved, Mr. Petersen seconded to approve the following personnel appointments:

- Arlene Sikorski, Library Associate I - Floater, Public Services position at the Avon and North Ridgeville Branches, part-time, effective December 3, 2012, at an hourly rate of \$15.305, grade UH, step 1.
- Joy Smith, Library Assistant, Public Services position in the Circulation/Operations Department at the Main Library, full-time, effective December 3, 2012, at an hourly rate of \$12.687, grade UE, step 4.
- Isabelle Wimmer, Library Assistant - Floater, Public Services position at the North Ridgeville and Avon Branches, part-time, effective December 17, 2012, at an hourly rate of \$14.708, grade UE, step 9.
- Meagan Hayes, Marketing Communications Manager in the Public Relations Department, full-time, effective December 19, 2012, at an hourly rate of \$25.304, grade EK.
- Arun Singh, Library Associate I, Public Services, System-wide Computer Trainer in the Adult Services Department, part-time, effective December 10, 2012, at an hourly rate of \$16.724, grade UH, step 4.
- Veronica Parker, Outreach Services Librarian Supervisor, Public Services, full-time, effective February 4, 2013, at an hourly rate of \$21.508, grade EK.

**Roll Call:** yeas, unanimous

**#2012-123 Approval of Wage Increases to New Ohio Minimum Wage of \$7.85 Hour**

Mr. Petersen moved, Mr. Virden seconded to approve 2013 wage increases to \$7.85 per hour for the following employees:

Judith Arroyo	Amanda Aten	Judy Bednarz
Sara Boehm	Sherri Buck	Christopher Caldera
Marie Cesaratto	Ayla Clemente	Michelle Cook
Kelsey DeCoste	Jennifer Dispenza	Helena Flasher
Mallory Haslage	Arielle Kazmierski	Madison Kovalik
Deborah Leyva	Alexander Medina	Kayla Mihalik
Anthony Nieves	Nicole Palur	Lauren Raicevich
Nathan Reyes	Kayla Sands	Belinda Smith
Lillian Traxler	Brooke Weborg	Denise Williams
Sylvia Wootten		

**Roll Call:** yeas, unanimous

**#2012-124 Approval of 2013 Estimated Revenues – General and Levy Funds**

Mr. Kovach moved, Mr. Petersen seconded to approve the estimated revenues for the general and levy funds for 2013:

2012		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,677,470						\$3,677,470
1200	TAX LEVIES	-	\$2,631,531	\$431,706	\$333,255	\$1,194,440	\$370,969	4,961,901
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	1,750	360	250	55	350	65	2,830
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		557,712	217,047	93,555	301,870	77,214	1,247,398
<b>TOTAL EST. REVENUE</b>		<b>\$3,813,820</b>	<b>\$3,189,603</b>	<b>\$649,003</b>	<b>\$426,865</b>	<b>\$1,496,660</b>	<b>\$448,248</b>	<b>\$10,024,199</b>

**Roll Call:** yeas, unanimous

**#2012-125 Approval of 2013 Estimated Revenues – Other Funds**

Mr. Petersen moved, Mr. Kovach seconded to approve the estimated revenues for other funds for 2013:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 42,250.00
204	Family Read Aloud	Contributions	5,000.00
215	Book/Memorial Fund	Interest on Investments	100.00
		Contributions	500.00
		Contributions Avon	500.00
		Contributions Columbia	200.00
		Contributions Domonkas	200.00
		Contributions N. Ridgeville	500.00
		Contributions South	200.00
401	Building & Repair Fund	Interest on Investments	10,000.00
451	Capital Improvements Fund	Interest on Investments	200.00
701	Hageman Trust Fund	Interest on Investments	100.00
		Contributions	9,000.00
702	Stocker Trust Fund	Interest on Investments	20.00
801	Kurtz/Male	Interest on Investments	5.00
803	Domonkas Trust	Interest on Investments	40.00
<b>TOTAL</b>			<b>\$ 68,815.00</b>

**Roll Call:** yeas, unanimous

**#2012-126 Approval of 2013 Temporary Budget**

Mr. Petersen moved, Mr. Kovach seconded to approve the temporary appropriations budget for 2013:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>	
101	General Fund	\$ 4,012,961	
110	N Ridgeville	1,450,000	
112	Avon	700,000	
120	Columbia	460,000	
122	Domonkas	475,000	
130	Lorain	3,568,060	\$ 10,666,021
203	Summer Reading	42,250	
204	Family Read Aloud	5,000	
205	Project Lite	0	
215	Book Memorial	116,000	
401	Building & Repair	232,300	
451	Capital Improvement	36,000	
701	Hageman	30,860	
702	Stocker Trust	5,000	
<b>Total</b>		<b>\$ 11,133,431</b>	

**Roll Call:** yeas, unanimous

**#2012-127 Renew PR Consulting Contract**

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to renew the consulting contract with Highland PR, for the Three Thousand, Seven Hundred and Fifty (\$3,750) per month, or Forty-Five Thousand Dollars (\$45,000) for the year.

**Roll Call:** yeas, unanimous

**#2012-128 Approval to Purchase Print and Electronic Media Coverage Through Highland PR**

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to enter into an agreement with Highland PR to purchase up to Sixty-Seven Thousand, One Hundred and Forty-Five Dollars (\$67,145), and additional supplemental purchases in an amount not to exceed Nine Thousand, Seven Hundred and Fifty Dollar (\$9,750) of print and electronic media coverage from local media outlets in 2013.

**Roll Call:** yeas, unanimous



**#2012-129 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.**

Mr. Petersen moved, Mr. Kovach seconded to approve:

<b>Surplus List for Board – 12/20/12</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Computer	Dell OptiPlex GX260T	48WFM21	1805
Computer	Dell OptiPlex GX260T	DM8GM21	1820
Computer	Dell OptiPlex GX270T	8RN3L31	2858
Hub/Switch	Linksys WAP54G	MDG003202771	2930
Hub/Switch	Allied Telesyn CentreCOM FS724i	M0VT11019A	5716
Monitor	ViewSonic GS773	2E002001636	1597
Monitor	Samsung SyncMaster 151s	GG15H9NT929730M	1705
Monitor	Samsung SyncMaster 151s	GG15H9NT929737Z	1712
Monitor	Samsung SyncMaster 151s	GG15H4NTC00916D	1772
Monitor	ViewSonic Graphics Series G70F	23t021701601	1880
Monitor	Sony SDM-S73/HK UC7	9000895	2837
Monitor	Samsung SyncMaster 940BX	HA19HVCP121172J	5849
Monitor	Samsung SyncMaster 943BX	my19h9nq3181391v	6149
Phone System Equipment	Nortel WLAN Handset 6120	NNTMHM680627114	6301
Print Server	Linksys EFSP42	9112F5015973	1941
Print Server	Linksys EFSP42	9112F5015972	1942
Print Server	Linksys EFSP42	9112F5016155	1974
Printer	HP LaserJet 1100	USJC062240	187
Printer	Citizen iDP3540	61261597K	1098
Printer	HP LaserJet 1100	USRN124900	1418
Printer	HP OfficeJet 5510	my3cef1198	2929
Printer	Brother MFC-5840CN	U61092K5F614361	3128
Printer	Star TSP200-24	93414100024	5724
Printer	Star TSP200-24	934141100001	5725
Printer	Star TSP200-24	934151200009	5766
Printer	Star TSP200-24	934151200021	5767
Printer	Star TSP200-24	934151200023	5768
Printer	Okidata Microline 420	AE64058866B0	5788
UPS	APC Smart-UPS 1500	AS0242133946	1982
UPS	APC Smart-UPS 1500	AS0609222342	5759
UPS	APC Smart-UPS SC420	3S0704X22089	5891
UPS	APC Smart-UPS SC620	AS0849260635	6411

**Roll Call:** yeas, unanimous

**#2012-130 Approval of Resolution of Appreciation for Douglas Petersen**

Mr. Kovach moved, Mr. Virden seconded to approve a resolution of appreciation for Douglas Petersen:

**RESOLUTION OF APPRECIATION**

**WHEREAS**, the Lorain Public Library System is fortunate to have many community volunteers who are dedicated to the Library; and

**WHEREAS**, Douglas Petersen in his service on the Board of Trustees from December 1998 through December 2012, has devoted countless hours to the Library and has regularly advocated for stable funding of public libraries when meeting with state elected officials; and

**WHEREAS**, Douglas Petersen has served in many leadership capacities as President, Vice President and Secretary of the Lorain Public Library System Board of Trustees; and

**WHEREAS**, he has given thoughtful, professional advice as a member of a number of Library Board committees, such as: the Finance, Audit and Properties Committee; the Library Services and Personnel Committee, the Trustee Development and Nominating Committee and he has regularly checked the Library's Fraud Hotline; and

**WHEREAS**, Douglas Petersen has been involved in building and levy campaigns to ensure that the citizens of the Avon community benefit from good up-to-date library services and technology; and

**WHEREAS**, Douglas Petersen has been involved in the Friends of the Avon Library activities and community events and has encouraged his family's involvement in library events and publicity; and

**WHEREAS**, Douglas Petersen has upheld the importance of providing good customer service as a core value of the Lorain Public Library System; and has done an exemplary job representing the communities that the library system serves; and

**THEREFORE, BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Douglas Petersen and his contribution to our library system, and extends its appreciation, on behalf of the Board and Staff.

**Roll Call:** yeas, one abstain (Mr. Petersen)

**#2012-131 Approval to Enter into Contract with Bodnar Printing for the Printing of Four Issues of the Library's 2013 Dimensions Newsletter**

Mr. Kovach moved, Mr. Virden seconded to authorize the CFO to enter into an agreement with Bodnar Printing for the printing of two separate editions of all four 2013 issues of the Library's Dimensions Newsletter, for an amount not to exceed Sixty-Six Thousand, One Hundred and Twenty Dollars and ninety-Six Cents (\$66,120.96).

**Roll Call:** yeas, unanimous

**#2012-132 Approval of Resolution of Appreciation for Victor Leandry**

Mr. Petersen moved, Mr. Virden seconded to approve a resolution of appreciation for Victor Leandry:

**RESOLUTION OF APPRECIATION**

**WHEREAS**, the Lorain Public Library System is fortunate to have numerous community volunteers who are dedicated and committed to the library; and

**WHEREAS**, Victor Leandry in his seven years of service on the Board of Trustees, has provided helpful insight to ensure continued growth and success of the library; and

**WHEREAS**, the function of the Board of Trustees is to provide the library with guidance and to establish policy; and

**WHEREAS**, Victor Leandry in particular contributed invaluable experience and assistance to the Library Services and Personnel Committee and the Finance, Audit and Properties Committee; and

**WHEREAS**, he has given thoughtful, professional advice to benefit the quality of library services for everyone including the Hispanic community;

**WHEREAS**, Victor Leandry has assisted the Library in marketing and publicity by agreeing to have his family videotaped and photographed;

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Victor Leandry and his contribution to the library system and extend its appreciation on behalf of the Board and staff.

**Roll Call:** yeas, one abstain (Mr. Leandry)

**#2012-133 Approval to Enter into Contract with Kuno Creative Strategic Marketing and Emerge Inc. to Develop New Website for the Library**

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to enter into an agreement with Kuno Creative and Emerge, Inc. to develop a new Library website at a cost not to exceed Thirty-Six Thousand Dollars (\$36,000).

**Roll Call:** yeas, unanimous

**#2012-134 Approval to Enter into Contract with Kuno Creative Strategic Marketing to Host the Library Website and Support Social Media Sites for Library Publicity for the First Six Months of 2013.**

Mr. Petersen moved, Mr. Leandry seconded to authorize the CFO to enter into an agreement with Kuno Creative to host the Library website, and to support and maintain the Library website and social media Internet sites for the Library in the first six months of 2013, in an amount not to exceed Twelve Thousand, Six Hundred Dollars (\$12,600).

**Roll Call:** yeas, unanimous

**#2012-135 Approval to Enter into Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for the Second Six Months of 2013.**

Mr. Kovach moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Emerge, Inc. to host the Library website after the development of the new website, and to support and maintain the Library website and social media Internet sites for the Library in the second six months of 2013, in an amount not to exceed Twelve Thousand Dollars (\$12,000).

**Roll Call:** yeas, unanimous

**#2012-136 Approval to Enter into Contract with Kuno Creative Strategic Marketing for the Design and Layout of Both Versions of the *Dimensions* Newsletter**

Mr. Petersen moved, Mr. Leandry seconded to authorize the CFO to enter into an agreement with Kuno Creative for the design and layout of both versions of the Dimension newsletter for the Spring, Summer and Fall, 2013 and Winter, 2014 issues, in an amount not to exceed Twelve Thousand Dollars (\$12,000).

**Roll Call:** yeas, unanimous

**#2012-137 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Kovach moved, Mr. Petersen seconded at 5:50 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

Board of Trustees  
December 20, 2012

00115-2012

**Reconvened:** 7:03 p.m.


**Other Agenda Items**

**Next Meeting**

Board of Trustees Organizational Meeting  
January 17, 2013 at 5 p.m.  
North Ridgeville Branch Library

**Adjournment Time:** 7:04 p.m.

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary