

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

**Minutes**

Lorain Public Library System  
Thursday, May 16, 2019  
4:30 p.m. Columbia Branch, 13824 W. River Rd. N. Columbia Station, OH  
Regular Meeting

Dr. Tomas called the meeting to order at 4:35 p.m.

**Roll Call**

Present: Dr. Badillo, Col. Belanger, Ms. McClelland, Ms. Schiemann, Dr. Tomas, Ms. Torres

Absent: Ms. Snipes

**Regular Business** *(the chair asks if any Members have a conflict of interest with today's agenda)*

**#2019-051 Approval of Minutes**

Ms. Torres moved, Dr. Badillo seconded that the minutes of the April 18, 2019 regular meeting be approved.

**Roll Call:** yeas, Dr. Badillo, Col. Belanger, Ms. McClelland, Dr. Tomas, Ms. Torres abstain, Ms. Schiemann

**#2019-052 Approval of Fiscal Officer's Report**

Col. Belanger moved, Ms. Schiemann seconded that the Fiscal Officer's Report for the month ended April 30, 2019 be approved.

Ms. Crescimano reported the cash balance in the bank as of April 30 was \$13,528,900. The cash balance in our Operating Funds, is 9,088,334 encumbered. The unencumbered cash balances as of April 30 was \$9,903,605.

The revenue balance was \$4,581,570 that was 43.6% of estimated revenues without advances or transfers. The expenses were \$3,358,412 that was 24.2% of estimated expenses without advances or transfers. The expenses with encumbrances \$5,264,395 which was 37.9% of annual estimated expenses.

Ms. Crescimano reported that the Buckeye Bank account was closed. The library was investing \$4 million at a yield of 1.82%. Star Ohio's current yield is 2.56%. Buckeye Bank would not match Star's rate, therefore, the accounts were closed and funds were transferred to Star. First Federal of Lakewood has agreed to match Star Ohio's rate and those funds were not moved.

Ms. Crescimano stated the library will need to adopt a tax budget. The tax budget identifies how much money is expected from local entities and the State government. This will start the process for the County Budget Commission to certify the levy amounts we should receive.

The closing on the property across from the library on Sixth Street was finalized on April 23, 2019. The total cost comes to \$8,788.50

Ms. Crescimano added an appropriation modification for the Wellness fund to the agenda.

Ms. Crescimano stated she enjoyed coming back and appreciated the opportunity. Unfortunately due to staff changes, She was not able to accomplish all she wanted.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Anastasia Diamond-Ortiz announced the North Ridgeville Levy passed with 75% approval. She congratulated the team and community who supported the levy. She acknowledged Branch Manager Jennifer Winkler for her hard work as well.

Ms. Diamond-Ortiz mentioned the State Budget is currently being debated at the State House. The Ohio Library Council is encouraging libraries to contact their local senator.

Ms. Diamond-Ortiz mentioned the library is sponsoring the Fire Fish Festival. She has also been involved with OLC and advisory groups.

Nordson gave the Library a \$10,000 donation for Lorain and Sheffield Lake to purchase mobile hotspots. Thirty devices will be sent to Lorain and ten devices will be sent to Sheffield.

The Library will be participating at the Lorain Better Block event on May 10, 2019. The Bike Share program will be at this event.

Ms. Diamond Ortiz stated the Avon Community Engagement committee met to discuss funding for a new building. She stated the community attendees had a very robust conversation. A survey will be created to get more input on next steps.

***Committee Reports – None***

***Supervisor-***

Mr. Guscott stated he has been learning about the community by attending events in the Columbia Station area. Mr. Guscott will be meeting the President of the Columbia Community Foundation. The foundation will be providing new resident booklets to the library.

***Friends of the Library-***

Ms. Grizzell stated the Avon Friends had a student art show and reception. Ms. Schiemann stated the Columbia Friends meeting will be in June. The Domonkas Friends will have a book sale starting May 15-18, 2019. The North Ridgeville friends did not have a meeting. Dr. Tomas thanked both the maintenance and public relations departments for their help. The Lorain Friends will have a book sale starting May 10-16, 2019.

***Foundation – None***

***Communications – None***

***Fraud Hotline- None***

**New Business**

**#2019- 053                      Approval of Personnel Appointments**

Ms. Torres moved, Col. Belanger seconded to approve the following personnel appointments

- Anne Godec, Branch Manager, Domonkas, full-time, 38 hrs, effective May 20, 2019, at an hourly rate of \$26.316 per hour or \$52,000 per year.

**Roll Call:** yeas, unanimous

**#2019-054      Resolution Requesting Columbia Township to Submit to the Electors  
of the Township, a Tax Levy for the Renewal of the Operating Levy in  
Columbia Township**

Ms. Torres moved, Ms. Schiemann seconded to introduce the following resolution  
and moved its passage:

RESOLUTION REQUESTING THE BOARD OF TOWNSHIP  
TRUSTEES OF COLUMBIA TOWNSHIP, LORAIN COUNTY, OHIO,  
TO REQUEST THAT THE LORAIN COUNTY AUDITOR CERTIFY  
THE CURRENT TAX VALUATION OF COLUMBIA TOWNSHIP,  
LORAIN COUNTY, OHIO AND THE DOLLAR AMOUNT OF  
REVENUE TO BE GENERATED BY A RENEWAL TAX LEVY; AND  
TO SUBMIT TO THE ELECTORS OF THE TOWNSHIP THE  
QUESTION OF A Renewal LEVY FOR CURRENT EXPENSES OF THE  
LORAIN PUBLIC LIBRARY SYSTEM, INCLUDING OPERATING  
THE BRANCH LIBRARY LOCATED IN THE TOWNSHIP

(R.C. Sections 5705.03, 5705.19(D), 5705.191)  
Public Library Operating Levy

WHEREAS, the Township of Columbia (the "Township") is currently  
levying a 1.74 mill operating levy for five years for the benefit of the Lorain  
Public Library System including a branch library located in the Township, for the  
purpose of providing current expenses, approved by the voters of the Township  
on May 5, 2015, and first placed on the tax list and duplicate in 2015 for first  
collection in 2016 and final collection in 2020 (the "Existing Levy"); and

WHEREAS, pursuant to Section 3375.42, Ohio Revised Code, the  
Township and Library entered into an agreement relating to the operation of the  
Library and to the use of the proceeds of the Existing Levy and of other funds  
available for the operation of the Library;

WHEREAS, this Board wishes to request that the Board of Township  
Trustees of the Township initiate proceedings for the submission to the electors of  
the Township the question to renew all of the Existing Levy for a period of five  
years;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library System was established prior to September 4, 1947, by resolution adopted by the Board of Education of the School District as a free public library; (b) the Columbia Branch of the Lorain Public Library System has been established as a free public library to serve the Township; and (c) this Board wishes to initiate proceedings for the submission to the electors of the Township the question of a renewal of all of the Existing Levy for current expenses of the Lorain Public Library System, including operating a branch library located in the Township.

2. The Board of Trustees of the Township is hereby requested to request that the Lorain County Auditor certify the current tax valuation of the Township and the dollar amount to be generated by a renewal tax for the benefit of the Library at a rate not exceeding 1.74 mills for each one dollar of valuation, which amounts to \$0.174 for each one hundred dollars of valuation, for the benefit of the Lorain Public Library System including a branch library located in the township, for the purpose of providing current expenses, for a period of five years, commencing in 2020, first due in calendar year 2021.

3. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in Columbia Township, Lorain County, Ohio and for the residents of Columbia Township, Lorain County, Ohio.

4. Pursuant to Section 3375.42, Ohio Revised Code, this Board hereby finds and determines it to be necessary to enter into an agreement with the Township relating to the operation of the Columbia Branch of the Library and to the use of the proceeds of the tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Columbia Branch of the Library. That agreement shall be in substantially the form attached hereto as Exhibit A ("Agreement").

5. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided that the approval of those changes by those

officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

6. The President and Chief Fiscal Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as Exhibit A.

7. This Board hereby requests that the Board of Trustees of the Township pass a resolution under section 5705.19(D), Ohio Revised Code, and other applicable provisions of law to submit to the electors of the Township at an election to be held therein on November 5, 2019, the question of a renewal tax levy for current expenses of the Library. The Library shall reimburse the Township for costs of the election as certified by the Board of Elections of Lorain County.

8. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of Trustees of the Township.

9. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**Roll Call:** yeas, unanimous

**#2019- 055     Approval of 2020 Tax Budget**

Ms. McClelland moved, Ms. Torres seconded to approve the 2020 Tax Budget.

**Approval of 2020 Tax Budget**

General Fund	\$ 6,000,000.00
Lorain Levy Fund	3,750,000.00
Avon Branch	700,000.00
Columbia Branch	500,000.00
Domonkas Branch	500,000.00
North Ridgeville Branch	1,750,000.00

Book Memorial	100,000.00
Building & Repair Fund	1,000,000.00
Hageman Fund	60,000.00
Stocker Fund	4,000.00
Kurtz-Male Fund	1,000.00
HRA Fund	14,000.00
TOTAL PROPOSED	\$ 14,379,000.00

**Roll Call:** yeas, unanimous

**#2019-056 Approve Contract with Paycor/Newton Software, Inc.**

Dr. Badillo moved, Ms. Schiemann seconded to approve a contract with Paycor/Newton Software, Inc. for Human Recourses and Onboarding Bundle, Applicant Tracking, and New Hire Filings for an implementation fee of Two Thousand Five Hundred Dollars (\$2,500) and an estimated yearly cost of approximately Thirteen Thousand Five Hundred Dollars (\$13,500).

**Roll Call:** yeas, unanimous

**#2019-057 Approve Contract with Sommer Electric**

Col Belanger moved, Ms. Torres seconded to approve a contract with Sommer Electric for a LED retrofit and fixture replacement for the Domonkas Branch at a cost of Fifteen Thousand Two Hundred and Forty-Nine Dollars (\$15,249).

**Roll Call:** yeas, unanimous

**#2019-058 Approve Contract with Worcester's Sales and Service, Inc.**

Col. Belanger moved, Dr. Badillo seconded to approve a contract with Worcester's Sales and Service, Inc. to purchase a lawn tractor for Ten Thousand Eight Hundred and Twelve Dollars and Nine-five Cents (\$10,812.95).

**Roll Call:** yeas, unanimous

**2019-059      Approval to Revise the Current Circulation Policies Fines and Fees and  
Revise Codified Non-Book Gift Acceptance Policy 2.05**

Dr. Badillo moved, seconded to approve revising the current circulation policies fines and fees approve the revised Codified Non-Book Gift Acceptance Policy 2.05 to be effective immediately.

**CIRCULATION POLICIES (2017-11-      REV)  
5.01**

**Borrowing Guidelines**

A total of fifty circulating items may be on a borrower's record at any given time. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Lorain Public Library. Most Lorain Public Library materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$9.99 in fines and/or fees on the account. The library lending system will attempt to automatically renew items one day before an item is due.

Items will not be renewed if:

- Another patron has placed a hold on the item.
- The item has reached its renewal limit.
- Patrons have a blocked or barred status.

If an item cannot be renewed, patrons will receive a courtesy "due soon" notice (via phone, email, or text) according to their account settings. Patrons may renew items by telephone, Internet and in person without bringing the items into the library, provided that the borrower's account is not blocked and providing the Circulation System is not down.

**Fines & Fees**

Most library materials will not result in overdue fines. Fines will still accumulate but will be removed from the account when the items are returned. Fines will still be charged for non-traditional library materials. The Library will charge fees for lost or damaged materials. Once library materials are overdue, the cardholder will be charged overdue fines according to the Circulation Periods and Fees Policy, approved by the Lorain Public Library System Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines, and fees associated with materials owned by other CLEVNET member libraries at any Lorain Public Library location. The Library will not waive any fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library to request a refund. Lorain Public Library will not issue refunds for materials owned by another library system. The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over or those who qualify for a Golden Buckeye card due to a permanent disability. To qualify, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who qualify for a Golden Buckeye card due to a permanent disability are still responsible for lost or damaged item charges. Once an item is twenty-one (21) or more days overdue, the Library will mail the borrower a bill for the cost of the item. Items not returned at that point are then considered LOST in circulation and the borrower will be billed for the cost of the item. This may result in the borrower's account becoming delinquent. The Lorain Public Library does not issue refunds in the event an item that was paid for is found by a patron at a later date. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by Lorain Public Library and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

Fines do not accumulate on children's books and magazines. However, a billing notice is sent for items which are more than 28 days overdue. Items not returned at that point are then considered LOST in circulation and the borrower will be billed for the cost of the item. This may result in the borrower's account becoming delinquent.



**CIRCULATION PERIODS & FEES (2017-11-16 REV)**

5.01A

**Loan Periods:**

7 Days	New DVDs, Non-traditional Items Launchpads
14 Days	Outreach Materials
21 Days	Books, Magazines, DVDs, and Videos, AudioBooks (any format), Multi-media Kits, CDs, Hotspots, Framed Art Prints (Limit 2)
35 Days	Books by Mail Materials

**Fines:**

40 cents per day per item	Books, Magazines, AudioBooks (any format), DVDs and Videos, Multi Media Kits, Compact Discs Launchpads
\$1.00 per day per item	New DVDs
25 cents per day per item	Framed Art prints (Limit 2)
\$5.00 per day per item	Non-traditional Items

**Renewal Limits:**

5 Renewals	Books, Magazines, AudioBooks (any format), Multi-Media Kits, CDs
2 Renewals	DVDs and Videos, Framed Art Prints (Limit 2)
No Renewals	New DVDs, Non-traditional Items Launchpads

Framed Art Prints may only be borrowed by patrons 18 years of age and older. Only 2 such prints may be checked out by a patron at a time.

Sundays are not considered in computing fines for overdue materials. Maximum overdue fine is \$3.00 per item

**Outreach Loan Periods, Fines, and Renewal Limits**

**Books by Mail**

Loan Period	Fines	Renewal Limit	
35 Days	None	2 Renewals	Books, Magazines, AudioBooks (Any Type), CD's
35 Days	None	No Renewals	DVDs, New DVDs, Videos

**Outreach**

Loan Period	Fines	Renewal Limit	
14 Days	None	2 Renewals	Books, Magazines, AudioBooks (Any Type), CD's
14 Days	None	No Renewals	DVDs, New DVDs, Videos

~~Outreach patrons may renew items as long as there are no outstanding requests on the items and providing the Circulation System is not down.~~

## **GIFT ACCEPTANCE STATEMENT (2002-06-20)**

**5.04**

### ~~Section VI – Gifts and Memorials~~

~~Gifts for the library collection may consist of materials or of funds for the purchase of materials.~~

~~The Library may accept gifts of books, periodicals, videos and other materials with the understanding that the materials may be added to the Library collection subject to the same principles of selection as are applied to materials purchased with Library funds.~~

~~Although donors of funds may suggest subjects or titles to be acquired with their donation, the Library reserves the right of final selection of the title/s to acquire that will enhance the Library collection and meet the criteria of the Materials Selection Policy. A copy of the Gift Donation form is included in the appendix of this policy.~~

~~Monetary gifts may be designated as memorials to honor a deceased friend or relative or may be general (without specific designation.). No special shelves or sections will be designated for the gift collections, but an appropriate bookplate will be placed in each book purchased from donated funds. Library staff will place books where they belong in relation to other books in the collection for the best use of all materials. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.~~

~~The Library will only accept materials that are outright gifts, and reserves the right to assign any of its materials wherever the need is the greatest. All gifts must be in usable physical condition. The Library reserves the right to accept or discard, at its discretion, any materials sent or offered to the Library.~~

~~Donors may request a Gift Acceptance form that will acknowledge the date and number of materials donated. Library staff will not assign a dollar value to any gift or provide an itemized list of titles received.~~

## **NON-BOOK GIFT ACCEPTANCE POLICY (1997-05-22)**

### **2.05**

The Lorain Public Library has a broad spectrum of needs and welcomes gifts from individuals and organizations who are interested in helping the library provide quality library service. Types of gifts may range from small bequests of money, equipment items, refreshments for library programs to stocks and bonds, trusts and even buildings. The library encourages prospective donors to discuss the needs of the library with appropriate staff before offering a gift.

The Chief Fiscal Officer shall provide a quarterly list to the Board of Trustees detailing any gifts of money or those readily convertible into cash. The list will be a permanent record of the Board as an Attachment to the official minutes of the Board meeting. Gifts of money or those readily convertible into cash of \$500.00 or more shall be officially accepted by the Board and officially entered into the minutes. The board may authorize the Chief Fiscal Officer to receipt any gifts into a particular fund; if no fund is designated, the gifts shall be receipted into the General Fund.

Gifts (other than library materials or money) of significant value or of an unusual nature may be evaluated by a committee consisting of a Library Trustees, the CEO and the Supervisor of the appropriate unit prior to acceptance. Usefulness and appropriateness of the gift for the library are considered. The library discourages gifts with conditions, since they may be so restrictive as to make it difficult for the library to be flexible enough to respond to changing needs.

Gifts of actual items such as artwork, furniture or equipment, are accepted with the understanding that they unconditionally become the property of the library and may be disposed of in whatever manner the library deems best.

The appraisal of a gift to the library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction. The cost of the appraisal must be borne by the donor. To protect both its donors and itself, the library, as an interested party, will not appraise gifts made to it. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library. If the appraiser happens to be a library employee, he should not in any way suggest that his appraisal is endorsed by the library if his institution is to receive the donation.

## **GIFT ACCEPTANCE POLICY (2019-05-16)**

### **2.05**

The Lorain Public Library System, LPLPS, has a broad spectrum of needs and welcomes gifts from individuals and organizations who are interested in helping the library provide quality library service.

The Chief Fiscal Officer shall provide a quarterly list to the Board of Trustees detailing any gifts of money or those readily convertible into cash. The list will be a permanent record of the Board as an Attachment to the official minutes of the Board meeting. Gifts of money or those readily convertible into cash of \$500.00 or more shall be officially accepted by the Board and officially entered into the minutes. The board may authorize the Chief Fiscal Officer to receipt any gifts into a particular fund; if no fund is designated, the gifts shall be receipted into the General Fund.

Gifts will not be accepted where there is no charitable intent on the part of the donor.

Contributions should support and enhance the mission and purpose of LPLS. Contributions which subject LPLS to burdensome or unusual restrictions will not be accepted.

Gifts of actual items are accepted with the understanding that they unconditionally become the property of the library and may be disposed of in whatever manner the library deems best.

LPLS will assume that donors rely on their own personal advisers for tax, legal, financial, and other advice concerning their gifts. A letter of understanding from a donor for a property gift, along with proof of outside advice from counsel, may be required before such a gift will be accepted.

**Roll Call:** yeas, unanimous

**#2019-060    Revise Codified Travel Policy 2.09**

Col. Belanger moved, Ms. Schiemann seconded to approve the revised Codified Travel Policy 2.09 to be effective immediately.

**TRAVEL POLICY (REV 2015-12-17 2019-05-16)**  
**2.09**

**5. TRAVEL/MEETING ATTENDANCE TIME** - When an employee leaves from the library or home on library business or to attend a meeting, workshop, conference, travel time will be considered as part of the normal workday. The time is calculated from the point of departure, or the primary worksite, whichever is closer to the destination.

Any meeting or workshop that is at least five hours will include mealtime pay for breakfast, lunch, or dinner time.

For example:

- If a non-exempt employee travels from home two hours to a seminar, attends the seminar for eight hours, and then drives home for two hours, the library will pay for the eight hours at the seminar and the four hours of travel time provided that the travel from home is a shorter distance to the workshop than from the primary work location. If the workshop is closer to the employee's primary work location, the employee will be paid travel time from the primary work location.

Time adjustments can be made for all Fair Labor Standard Act (FLSA) non-exempt employees after consulting with their supervisors so that staff members are not compensated for more than 24 hours in a workweek.

- **Travel to another city on one-day assignments**

The Library will pay an employee for time spent traveling to and from another city in the same day. If the employee does not first report to his usual workplace, the Library will deduct the time the employee usually takes to get to and from work from the time spent traveling to the other city. The Library will abide by 29 CFR § 785.37.

- **Travel that keeps employees away from home overnight**

When employees are required to travel away from their homes and that travel spans more than one workday, the Library will include in hours worked the time actually spent traveling, e.g., in a car or on airplane or train, only if it occurs during the employee's normal work hours. For example, if an employee normally works from 8:00 a.m. to 5:00 p.m., an employer is only required to include time spent traveling during that time period as hours worked. Time spent traveling before 8:00 a.m. and after 5:00 p.m. would not need to be included.

The Library will count as hours worked time spent by employees traveling on non-workdays if the travel takes place during the employees' normal work hours. To clarify, if an employee normally works Monday through Friday from 8:00 a.m. to 5:00 p.m. and the employee is traveling on Saturday, the employer would be required to count as hours worked the time spent traveling by the employee between 8:00 a.m. and 5:00 p.m. on that Saturday. If the employee's travel spans that entire normal workday time period, the employer would be required to include all that time, minus time usually given for lunch or breaks, as hours worked. The Library will abide by 29 CFR § 785.38.

**Roll Call:** yeas, unanimous

**#2019-61      Approval of Surplus Property**

Ms. Torres moved, Ms. McClelland seconded to approve the disposal of the following materials pursuant to Board Policy due to being outdated or in poor condition:

LPLS Tag	Serial No.	Description
None	ROPXUMTPMF050304680	Redoctane DDR Pands
	ROPXUMTPMF050304779	Redoctane DDR Pands
02841		Hanging Bag Rack
02843		Hanging Bag Rack
01788	A3IC16779	Panasonic PVV4022A VHS Player
02934	B311852072	Sharp 25R-S100 TV
02495		Luxor Rolling AV Cart
01789	PL22804859	Toshiba MSD1800U DVD Player
78014		Rolling AV Cart

**Roll Call:** yeas, unanimous

**#2019-063      Adoption of Revised Compensation Structure and Associated Changes**

Ms. Torres moved, Ms. Schiemann seconded that the proposed changes to the Library's compensation structure be adopted.

**Roll Call:** yeas, unanimous

**#2019-064      Appointment of Chief Fiscal Officer**

Col. Belanger moved, Ms. Schiemann seconded to appoint Angie Rich, Chief Fiscal Officer through the 2020 Organizational Meeting, at an annual salary of \$90,000 effective June 10, 2019, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

Ethel M Schiemann, Secretary