

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, March 18, 2010, 5:00 p.m.  
Main Library, 351 W. 6<sup>th</sup> Street, Lorain, Ohio  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:03 p.m.

Present: Mr. Petersen, Mr. Kovach, Mr. Leandry (5:06 p.m.), Ms. Penwell, Ms. Tomas,  
Mr. Campana, Mr. Virden

**Regular Business**

**#2010-019 Approval of Minutes**

Mr. Campana moved, Mr. Kovach seconded that the minutes of the February 18, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-020 Approval of Chief Fiscal Officer's (CFO's) Report**

Ms. Penwell moved, Mr. Petersen seconded that the Treasurer's Report for the month ending February 28, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$7,773,296. Of the month end cash balance, \$1,740,649 was operating funds, of which \$885,613 were unencumbered. Revenues for the month were \$341,308. Expenses year-to-date were \$1,344,576, 12.7% of the budgeted \$10,572,645. Expenses plus encumbrances totaled \$2,863,511 or about 27.1% of the budget.

Gary Fischer of Arkinetics reported that Williams Brothers Builders Inc., the low bidder on the renovation project, received favorable references.

Mr. Wilson co-presented the Lorain State of the Library Address with Ms. Eldridge. Mr. Wilson will also make a financial presentation at the State of the Library Presentation at the North Ridgeville Friends of the Library Meeting on March 22<sup>nd</sup>.

Maureen Turner has been hired for the 30-hour-a-week Administrative Clerk position for purchasing and Central Supply.

Confirmation notices are being sent to employees who have family health care coverage. This is needed to confirm continuing student status for employee's children who are over 18 and attending college.

MT Business will be submitting a proposal for printer management services.

Mr. Wilson indicated that no levy funds had been received as yet for 2010.

Mr. Wilson will be attending the State Employment Relations Board's *SERB Academy* in Columbus on March 25<sup>th</sup> and 26<sup>th</sup>.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said, 'Good afternoon, and thank you for coming to today's meeting'. Ms. Eldridge thanked both Frances Johnson and Toni Whitney for the evening's refreshments.

Ms. Eldridge stated that LPLS will not attend the 2010 OLC Legislative Day on March 16<sup>th</sup>. Board President, Ms. Garalynn Tomas, will write a letter to all of our state officials, telling of the importance of state funding.

Ms. Eldridge informed the Board of the upcoming OLC Trustee's Dinner on Thursday, April 22, 2010, and asked for them to let her know if they are interested in attending.

Regarding the recent personnel changes, Ms. Eldridge told the Board that there were 10 staff layoffs, 8 early retirements, 1 open position for a Library Associate I Computer Trainer, and 1 open position for a Library Aide.

Ms. Eldridge mentioned her attendance at these past and upcoming networking and community events:

**02.28.10** – Lorain State of the Library presentation at the Lorain Friends meeting.

**03.04, 11, 18 & 25.10** – Columbia Library Levy Committee meetings.

**03.04, 11, 21, & 25.10** – Lorain Health and Education Campus community meetings. There is one this Sunday, and Thursday, at the South Branch Library.

**03.18.10** – Community Health Partners (CHP) breakfast meeting. Ms. Eldridge mentioned that all of the 'Who's Who' of Lorain were there, and that CHP said they were investing 50 million dollars into this area. Mr. Doug Petersen asked if CHP specified where they would be investing, to which Ms. Eldridge replied, '20 million will be spent at the Lorain CHP Campus, and the remaining money will be invested in electronic records storage, and the new CHP campus being built at Rt. 611 and I-90, in Avon.

**03.22.10** – State of the Library presentation at the North Ridgeville Friends of the library meeting. Ms. Eldridge thanked Garalynn Tomas for the invitation.

**03.25.10** – North Coast Chamber of Commerce Mayors' Luncheon.

**03.27.10** – Lorain Police Auxiliary Banquet with Debra Jackson and Valerie Smith representing the Library.

**04.09.10** – Nord Family Foundation and Oberlin College forum at Lorain County JVS on how to collectively revitalize the educational system.

In closing, Ms. Eldridge told the Board that she anticipated that the Circulation Statistics would start to go down. Although this is true, the CLEVNET loans both sent and received, have gone up quite dramatically.

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

Ms. Whitney said good evening to the Board and all in attendance.

Ms. Whitney told the Board that the Columbia Levy Committee was doing a wonderful job. Ms. Whitney then handed out literature on upcoming Columbia Branch Library programming. She mentioned that The Mobile Internet Training Lab, which is provided through the State of Ohio's Serving Every Ohioan (SEO) Library Center, is coming to the Columbia Branch Library in April for computer classes and programs.

Ms. Whitney said that she has been reviewing the hours of service at Avon, Domonkas and South Branch Libraries. She stated that since the impact of the layoffs was less than anticipated, that we may be able to restore partial hours at these branches. She has asked the Branch Managers to give their thoughts and recommendations to her for the next Board meeting, on April 15, 2010.

Ms. Whitney informed the Board that the South Branch Library was included in a \$5,000 grant from The Norton Family Foundation, to be used for creating a Browser's Corner at the South Branch Library.

Ms. Whitney mentioned the wonderful Sunday afternoon programs that were going on at North Ridgeville Branch Library. She said that 120 people attended the recent 'Steel Drum' program.

Ms. Whitney also mentioned that all of the branches have been busy preparing for the upcoming National Library Week, April 11<sup>th</sup> through the 17<sup>th</sup>, 2010.

In closing, Ms. Whitney welcomed SEIU members present at the meeting, and informed the Board that the recent grievance filed by the SEIU, had been withdrawn.

## **Committee Reports**

Mr. Tony Campana reported to the Board about the recent AdHoc Committee meeting with the Lorain School Board. Mr. Campana said that the meetings were interesting, and that Mr. Gary Fischer has been the moderator. Mr. Campana also said that people do have their own agenda's, which causes confusion, and that the AdHoc Committee basically wants to see if the community is interested in the concept. He then said that the proposed river site is an advantageous site, because it displaces less people. He then closed by saying that the committee is not committed to anything, but they are more than willing to listen.

## **Communications**

No Communications received.

## **Audience Participation**

### *District 1199*

Ms. Linda Meredith represented the SEIU District 1199. Ms. Meredith stated that she felt that the Board and Library Administration had a hidden agenda with the recent layoffs; to break down jobs to part time status. Ms. Meredith also requested a detailed listing of the cost savings that were attained, by the recent staff reductions. Ms. Meredith then thanked the Board for the opportunity to work with them for eight years, and said that it had been a great experience. Ms. Garalynn Tomas, then thanked Ms. Meredith for her years of service to the library.

### *Supervisors*

Ms. Frances Johnson, Outreach Librarian Supervisor, welcomed the Board to the Main Library. She said that she would one day like to welcome the Board to a meeting on the Bookmobile! Ms. Johnson informed the Board that there has been an hours' reduction of the Bookmobile on the road, due to the recent layoffs. The Bookmobile is now off the road on Mondays and Fridays, as well as Tuesday evenings and every other Saturday. Even though the hours have been reduced, the headcount is actually up, and so is the Books By Mail circulation. Ms. Johnson also dispelled the recent rumor that the staff hours' change had caused a loss of service to area nursing homes, this is not true, the service has been continued through the North Ridgeville Branch Library. Ms. Johnson then reported that the only Outreach Service that has been affected is the delivery of books to the Lakeview Plaza, behind the Main Library. In closing, Ms. Johnson invited all to attend the first ever held, National Bookmobile Day, on April 14, 2010. Ms. Garalynn Tomas asked if Ms. Johnson needed any help from the Friends of the Library groups.

*Friends of the Library*

The Avon Friends next meeting will be held April 15, 2010. Their next book sale will be held March 25-27, 2010.

The Columbia Friends next meeting will be held on April 26, 2010.

The Domonkas Friends next meeting will be held on April 6, 2010. Their next book sale will be held on May 24 – 29<sup>th</sup>, 2010.

The Lorain Friends next meeting will be held April 13, 2010. The Lorain Friends next book sale will be held May 13 – 17<sup>th</sup>, 2010. The Lorain Friends Main Library liason is Ms. Valerie Smith.

The North Ridgeville Friends next meeting will be held March 22, 2010. The NR Friends will elect new officers at the March meeting. The North Ridgeville Friends next book sale will be held April 22 – 25, 2010.

The Lorain Public Library Foundation, Inc., will be holding the Annual Appeal, starting in mid April. They will then have a follow up appeal in November or December. The Foundation will be asking all Board members and Friends Groups for donations of help and monies, for the Annual Appeal.

*Other*

**New Business**

**#2010-021 Approval of Personnel Appointments**

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

- Donald Morrison, Library Associate I, Public Services position in the Children's Department, part-time, effective March 8, 2010, at an hourly rate of \$17.055 which is grade UH, step 5.
- Ana Trejos, Library Associate I, Floater Public Services position in the Adult Services Department and the South Branch, full-time, effective March 8, 2010, at an hourly rate of \$18.093 which is grade UH, step 7.
- Paula Andrews, Library Associate I, Public Services position at the Columbia Branch, part-time, effective March 8, 2010, at an hourly rate of \$17.566 which is grade UH, step 6.

- Celina Roe, Library Associate I, Floater Public Services position systemwide, part-time, effective March 8, 2010, at an hourly rate of \$15.607 which is grade UH, step 2.
- Denise Delich, Library Assistant, Floater Public Services position at the Main Library, Domonkas and South Branches, part-time, effective March 8, 2010, at an hourly rate of \$12.561 which is grade UE, step 4.
- Jessica Lash, temporary Adult Library Aide, Public Services position, temporary, part-time, effective February 26, 2010 until March 20, 2010 and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$7.30.
- Jeanne Stevens, Library Assistant, Public Services position at the Columbia Branch, part-time, effective March 8, 2010, at an hourly rate of \$11.840 which is grade UE, step 2.
- Jennifer Schnoering, Delivery Aide, part-time, effective March 22, 2010, at the current hourly rate of \$11.495 which is not on the steps in the Delivery Aide grade.
- Joy Smith, Library Assistant, Public Services position at the North Ridgeville Branch, part-time, effective March 21, 2010, at an hourly rate of \$12.561 which is grade UE, step 4.
- Jessica Lash, Library Aide, Public Services position in the Operations/Circulation Department at the Main Library, part-time, effective March 22, 2010, at an hourly rate of \$7.30 which is grade UA, step 1.
- Maureen Turner, Administrative Clerk for Purchasing and Central Supplies, 30 hour/week with single healthcare coverage, effective March 22, 2010, at an hourly rate of \$13.082 which is grade EF, step 1.

**Roll Call:** yeas, unanimous

**#2010-022      Renewal Contract with 3M for Library Security Equipment Maintenance**

Mr. Petersen moved, Mr. Virden seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control systems in an amount not to exceed \$27,856.46.

**Roll Call:** yeas, unanimous

**#2010-023      Approve Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches**

Mr. Campana moved, Mr. Petersen seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of \$17,820.00.

**Roll Call:** yeas, unanimous

**#2010-024 Acceptance of bid for 2010 Main Library Renovation Project**

Mr. Petersen moved, Mr. Leandry seconded to accept the bid for the 2010 Main Library Renovation Project:

Contractor: Williams Brothers Builders, Inc.

Base Bid:	\$ 333,580.00
Alt #1:	12,732.00
Alt #2:	<u>36,250.00</u>
Project:	<u>\$ 382,562.00</u>

**Roll Call:** yeas, unanimous

**#2010-025 Resolution of Appreciation for Teresa DeGracia**

Mr. Campana moved, Mr. Petersen seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Terry DeGracia in her 21 years of employment with the Lorain Public Library System has been a valuable staff member in the Outreach Services Department, and at the South Lorain Branch Library; and

**WHEREAS**, she has done outstanding work with Books by Mail and Residential Services; and

**WHEREAS**, Terry DeGracia gave special care to each of her patrons as part of her library outreach efforts; and

**WHEREAS**, she possesses excellent readers advisory skills which allowed her to provide exceptional reading recommendations to her patrons; and

**WHEREAS**, Terry DeGracia combined her musical talents, enthusiasm, as well as storytelling and language skills to provide English and Spanish story times that were enjoyed by all ages at the South Lorain Branch Library;

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Terry DeGracia and her contribution to the library system and extends its appreciation on behalf of the Board and staff.

**Roll Call:** yeas, unanimous

**#2010-026 Resolution of Appreciation for Nancy Hanko**

Mr. Kovach moved, Mr. Leandry seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

**WHEREAS**, the primary purpose of any public library is to serve all people with qualified staff; and

**WHEREAS**, Nancy Hanko has been a loyal, dedicated and dependable employee for almost 43 years; and

**WHEREAS**, she has performed her duties in a professional and personalized manner; and

**WHEREAS**, Nancy Hanko's excellent customer service skills assured that patrons of the Main Library in Lorain received good library service; and

**WHEREAS**, she was an exemplary mentor to other circulation staff; and

**WHEREAS**, her involvement in the community resulted in patron support of the Main Library;

**THEREFORE BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Nancy Hanko and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

**Roll Call:** yeas, unanimous

**#2010-027 Resolution of Appreciation for Lynda Kozar**

Mr. Campana moved, Mr. Kovach seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Lynda Kozar in her 28 years of employment with the Lorain Public Library System has been a valuable staff member in the Outreach Services Department, and at the Domonkas Branch Library; and

**WHEREAS**, her outstanding customer service efforts have benefitted all of the library patrons that she has served over the years; and

**WHEREAS**, Lynda Kozar has given patient and informed assistance in providing library service; and

**WHEREAS**, her commitment and passion for community outreach has been instrumental in the success of the library system's Bookmobile and Outreach Services;

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Lynda Kozar and her contribution to the library system and extends its appreciation on behalf of the Board and staff.

**Roll Call:** yeas, unanimous



**#2010-028 Resolution of Appreciation for Ann Liles**

Mr. Campana moved, Mr. Petersen seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

**WHEREAS**, the primary purpose of any public library is to serve all people with qualified staff; and

**WHEREAS**, Ann "Midge" Liles has been a faithful and dependable employee for 22 years, performing her duties in a professional and personalized manner; and

**WHEREAS**, she has assured that patrons of the Domonkas Branch Library received good library service; and

**WHEREAS**, Midge Liles has used her creativity and organizational skills to maintain the community bulletin boards; and

**WHEREAS**, her involvement in the community resulted in patron support of the Domonkas Branch Library and helped her secure interesting library displays of patrons' collectibles and hobbies;

**THEREFORE BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Midge Liles and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

**Roll Call:** yeas, unanimous

**#2010-029 Resolution of Appreciation for Sandra Logar**

Mr. Leandry moved, Mr. Kovach seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Sandra Logar has been a loyal and dependable employee for 26 years; and

**WHEREAS**, Sandra Logar has earned the respect of the library administration and staff members for her efficiency, professionalism, and exemplary internal and external customer service skills; and

**WHEREAS**, her attention to detail and tenacity allowed her to excel at all of her duties, including researching and processing purchases; maintaining accurate and detailed files; filling supply requisitions for the entire library system; monitoring inventory of supplies for the library system; as well as overseeing the postage meter duties; and

**WHEREAS**, Sandra Logar used her excellent communication skills to establish strong business relationships with vendors resulting in cost savings for the library system; and

**WHEREAS**, she has gone above and beyond by serving as a diligent and hard working volunteer on library levy campaigns;

**THEREFORE BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Sandra Logar and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

**Roll Call:** yeas, unanimous

**#2010-030 Resolution of Appreciation for Linda Meredith**

Mr. Petersen moved, Mr. Virden seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

**WHEREAS**, the primary purpose of any public library is to serve all people with qualified staff; and

**WHEREAS**, Linda Meredith in her 22 years of employment with the Lorain Public Library System has been a valuable staff member in the Children's Services Department; and

**WHEREAS**, her outstanding organizational skills, tenacity and enthusiasm have ensured the success of the system-wide Summer Reading Program and other children's activities, such as the Explorer program; and

**WHEREAS**, Linda Meredith's work in coordinating vendor visits was instrumental in building a strong book collection for children; and

**WHEREAS**, her commitment to detail was valuable in her work of classifying materials that ensured that each child was able to find the right book for the appropriate age and reading level; and

**WHEREAS**, her communication skills and professional knowledge were instrumental in her effective supervision of Children's Services Department shelving aides; and

**WHEREAS**, Linda Meredith has given informed assistance to all library patrons, especially serving as an excellent liaison between the Main Library and the local schools as well as with homeschool parents;

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Linda Meredith and her contribution to the library system and extends its appreciation on behalf of the Board and staff and wishes her well in her retirement.

**Roll Call:** yeas, unanimous

**#2010-031 Resolution of Appreciation for Sandra Ruth**

Mr. Campana moved, Mr. Leandry seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Sandra Ruth has made a major contribution in serving library patrons for almost 27 years as a Library Associate II in the Adult Services Department; and

**WHEREAS**, for many years Sandra Ruth knowledgeably supervised the organization of the Main Library periodicals collection in its print and microform versions; and

**WHEREAS**, she has shown a steady commitment to her own lifelong learning in the online reference, readers advisory and computer literacy training skills needed in her profession; and

**WHEREAS**, Sandra Ruth has consistently worked to become skilled in the use of new and emerging computer technologies relevant to library staff and patrons' information retrieval needs and provided live online reference service through KnowItNow; and

**WHEREAS**, she has served as a lead person in helping brainstorm about the best way to offer and improve patron access to services in the Main Library's Computer Resources Room; and

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**WHEREAS**, Sandra Ruth has shared her expertise through numerous computer and online resource programs presented to both the staff and the public, plus friendly one-on-one help to fellow staff as well as the public; and

**WHEREAS**, Sandra Ruth has shared her knowledge and dedication to assisting the public in obtaining computer literacy skills as a trainer at LPLS staff training sessions and as a member of the CLEVNET Trainers Committee; and

**WHEREAS**, she has served as a liaison for the library system with Lorain County Computer Users Group and was instrumental in acting as the Library's mentor to the group upon its organization in 1990; and

**WHEREAS**, Sandra Ruth has been a driving force in forging links of cooperation through information and resource sharing with other public library systems in Lorain County; and

**WHEREAS**, she has provided exemplary customer service by treating all patrons with respect and courtesy;

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

**Roll Call:** yeas, unanimous

**#2010-032 Resolution of Appreciation for Judith Trifiletti**

Mr. Kovach moved, Mr. Petersen seconded to approve the following resolution of appreciation:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Judith Trifiletti in her 26 years of employment with the Lorain Public Library System has been a diligent staff member in the Operations, Children's, and Technical Services Departments; and

**WHEREAS**, her outstanding organizational skills, tenacity and commitment to detail have ensured an efficient work flow in every department in which she has worked; and

**WHEREAS**, Judith Trifiletti's enthusiasm in undertaking the cleaning and polishing of DVDs and CDs reflects her overall commitment to good customer service; and

**WHEREAS**, her efficiency as a shelver and storytelling aide contributed to a well-run Children's Department; and

**WHEREAS**, Judith Trifiletti has earned the respect of the library administration and fellow department staff members for her loyalty and hard work;

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Judith Trifiletti and her contribution to the library system and extends its appreciation on behalf of the Board and staff.

**Roll Call:** yeas, unanimous

**#2010-033 Accept Grant from The Nord Family Foundation**

Mr. Virden moved, Mr. Petersen seconded to accept the \$5,000 grant for The Nord Family Foundation in support of the “Make a Splash to READ” initiative for the Summer Reading Program.

**Roll Call:** yeas, unanimous

**#2010-034 Increase Revenue Budget for Summer Reading**

Mr. Kovach moved, Ms. Penwell seconded to increase the revenue budget for the Summer Reading program in anticipation of grants to be received.

203-00-46100	Restricted Grants	\$40,350
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**Roll Call:** yeas, unanimous

**#2010-035 Transfer-Out Appropriation Increase**

Mr. Campana moved, Mr. Kovach seconded to approve the following appropriation increase in the Stocker Fund.

702-01-59999	Transfers Out to Other Funds	\$ 5,000.00
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**Roll Call:** yeas, unanimous

**#2010-036 Approval to Transfer Funds from Stocker to Summer Reading Fund**

Mr. Campana moved, Mr. Petersen seconded to approve the following fund transfers needed to help pay for the 2010 Summer Reading Program:

<b>From</b>	<b>To</b>	<b>Amount Out</b>	<b>Amount In</b>
701-01-59999 Tx Out of Stocker Fund		\$ 5,000.00	
	203-00-49999 Tx In Summer Reading		\$ 5,000.00

**Roll Call:** yeas, unanimous

**#2010-037 Summer Reading Appropriation Increases**

Mr. Kovach moved, Mr. Virden seconded to approve the following appropriation increases in the Summer Reading Program Fund.

203-01-52110	Summer Reading Supplies	\$38,350.00
203-01-53290	Printing/Publications	\$ 1,500.00
203-01-53720	Lecturers/Speakers	\$ 500.00

**Roll Call:** yeas, unanimous

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**#2010-038 Approval to Change Hours of Operation at the South, Domonkas, and Avon Branch Libraries**

Mr. Petersen moved, Ms. Penwell seconded to TABLE the change of hours of operation at the Branch Libraries.

**Roll Call:** Motion TABLED for review by the Library Services and Personnel Committee


**Other Agenda Items**

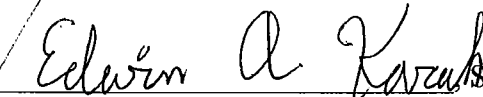
**Next Meeting**

April 15, 2010 at 5 p.m.  
South Branch Library

**Adjournment Time:** 6:10 p.m.

**Attest:**

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

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