



PRESENT

KCLS BOARD

Jessica Bonebright
Judge Richard Eadie
Lucy Krakowiak
Rob Spitzer

KCLS Staff

Bruce Adams
Barbara Blue
Jo Cavinta
Linda Glenicki
Kay Johnson
Barbara Massey
Lauren Mikov
Jed Moffitt
Bill Ptacek
Charlene Richards
Bernadette Salgado
Bruce Schauer
Denise Siers
Greg Smith
Nancy Smith
Cecie Streitman
Carol VanBaalen
Pauline Warden
Julie Williams
Jennifer Wiseman
Judith Zelter

GUESTS

Bill Ameling
Thomas Bangasser
Jack Churchill
Gib Dammann
Allen de Steiguer
Bonnie de Steiguer

MOTIONS APPROVED

1. Motion to approve the Board agenda
2. Motion to approve the April 28, 2009 minutes
3. Motion to authorize the KCLS staff to spend up to \$6,000,000 to expand and renovate the Vashon Library
4. Motion to approve Payroll expenditures
5. Motion to approve General Fund #0010 expenditures
6. Motion to approve Construction Bond Fund '88 #3020 expenditures
7. Motion to approve Capital Project Fund 2005 #3070 expenditures
8. Motion to approve Gift Fund #6010 expenditures

CALL TO ORDER

Jessica Bonebright called the meeting to order at 5:02pm.

APPROVAL OF THE AGENDA

Richard Eadie moved approval of the agenda. Rob Spitzer seconded and the motion passed unanimously.

VASHON LIBRARY

Richard Eadie moved that the KCLS staff be authorized to spend up to \$6,000,000 to expand and renovate the library facility located on the land that KCLS presently leases under its Vashon Library Lease Agreement dated May 11, 1982; on the condition that Vashon Parks District duly execute and deliver to KCLS an amendment to the Vashon Library Lease Agreement extending the term of the lease to at least February 28, 2081 and expanding the size of the leased premises to sufficiently accommodate KCLS' expansion design, with other appropriate and commercially reasonable terms. Rob Spitzer seconded and the motion was discussed.

Rob Spitzer thanked the public for their tenacious participation in this process, and for the vociferous argument and presentation of information that helped the Board get a better picture of the two sites. He also thanked the Park District representatives for indicating their willingness to cooperate and help KCLS reach an appropriate decision for the community. Rob explained that through this motion, the Board is directing the staff to develop and negotiate an appropriate deal with the Park District so that the Library can remain in Ober Park for a long time, and KCLS can continue its partnership with the people of Vashon. He acknowledged the time and effort Vashon residents have taken to attend KCLS meetings. Rob believes that when people care and articulate themselves, and deal with one another in a responsible and professional way, it makes a community strong.

Richard Eadie noted that it is obvious that the people most committed to the Vashon Library see keeping it at Ober Park as an acceptable alternative. He said that it was heartening to hear Park District representatives confirm their willingness to extend the Ober Park lease at the April Board meeting. Richard noted that KCLS is willing and committed to expand the Library with \$6 million of bond funds as long as there is a lease that makes that kind of investment publicly responsible. He said that this is a happy resolution for the Library System, and he hopes it is for Vashon residents as well.

Jessica Bonebright noted that the entire Board was present for the May 14 Planning Committee meeting. She explained that because of the real estate issue, the Board deemed it appropriate to take the topic of the Vashon Library up in Executive Session, and came to the consensus noted in the motion. Jessica added that the Board appreciates the public comment made on this issue.

After discussion, the motion passed unanimously.

PUBLIC COMMENT

May Gerstle thanked the Board for their decision, which she said means a lot to many Vashon residents. She noted that Vashon is a highly educated community, and its residents are passionate about a lot of issues, but often disagree among themselves. May said the Board's decision reflects the hope and will of a vast majority of Islanders.

Greg Wessell said he hopes this experience can be turned into a positive one and maintain its momentum. He noted that the Vashon community supports the Library System's goals wholeheartedly, has a lot of talent and time, and wants to help. Greg thanked the Board for letting the community help, and said he hopes they can do so in the future.

Ann Leda distributed copies of her book, *My Island*.

Gib Dammann said it is great that over the last five months, this has turned from a negative to a positive experience.

Jack Churchill referred to comments he made about KCLS' planning process at an earlier meeting. He said that throughout this process, Vashon residents have seen the result of how KCLS works with the community to help design the future of its libraries. Jack noted that KCLS does an excellent job of considering how people use the Library in designing the new building. He suggested that looking back on when the decision-making process hit the wall, KCLS may have had a more positive experience by using its planning process. Based on his 60 years in public service at the Federal, State and local level, he believes this is an excellent process.

Bonnie de Steiguer thanked the Board, and showed a video featuring the statements of Island residents unable to attend the meeting.

Allen de Steiguer said this is a happy day for the Vashon community, and everyone involved can now exhale and begin the hard work required to bring the project to fruition. He congratulated the Board on making the right decision for KCLS and for Vashon. Allen said that in accordance with KCLS' guiding principles, Vashon residents want to be KCLS' partners, and the Park District, Community Council and residents are all ready to get involved and work together. Allen noted that he and other Vashon residents will commit to being at KCLS' side and working with the Park District and the Department of Development and Environmental Services to bring the same reasonableness to future project elements that the Board brought to this decision. Allen said that while this is KCLS' project, it is Vashon's Library, and the community looks forward to being engaged with staff. He said everyone won tonight, and congratulated KCLS and Vashon.

Alice Larson said that while she knew Vashon loved its Library, she didn't realize how passionate residents were until now. She noted that this process has made the community reemphasize how crucial the Library is for them. Alice said that Vashon residents are ready to work with KCLS and thanked the Board for listening to what the community had to say. She hopes that KCLS is listening, and knows that the community has been. Alice wants to continue to work with KCLS and looks forward to a partnership for years to come.

Bill Ameling mentioned that his years of service on the Vashon Park District Board have coincided with hearing loss. Since he didn't want to pay for hearing aids, he was forced to begin staring at people at meetings. As a result, Bill said he became a good listener, which is one of the things elected officials should do. He noted that President Obama chose Supreme Court Justice Sotomayor as someone who would listen to the people, so that they know they have had a fair shake at governance. Bill said that tonight, the people of Vashon got a fair shake.

Tom Bangasser congratulated the Board for making a wise decision. He said while some people think he has been negative about Bill Ptacek and the way he runs KCLS, he would like to clarify that he thinks a person can't build one of the largest Library Systems in the entire country without being tough and misunderstood. Tom finds it ironic that this process was recently referred to as the "library wars" and pointed out that Bill has served as a "great general." He said, however, that a good general knows when to retire. Tom suggested that this decision is, in some respects, a plateau, since this won't be over until the Library is done and everyone is happy. He is concerned about a few things that were not in the Board's motion; specifically that the K2 site was not taken off of the table, but the motion only implied that it was. Tom would like that to be clarified. He also noted that the motion was about a remodel of the current Library building, which is where the project went astray when

the Park District took issue about expansion and not new construction. Tom believes that it is important for KCLS not to exclude the fact that it may be smarter to build a new Library, so that the Park District and the Library will have two buildings at Ober Park. He mentioned that earlier today, the Library System and the Vashon Community Council were joined in litigation regarding the Growth Management Act so that the community can sort out how decisions are made on the Island and the relationship of the Community Council. Tom invited the Library System to assist the community in the 2012 community planning process. He also hopes that KCLS and the community can work well together through the next plateau: site selection and design of the Library. Tom anticipates that if the architects design with steel and glass, there may be opposition from Vashon, which is a rural community. He thanked the Board for making a wise deliberation in its Executive Session and vote.

APPROVAL OF THE MINUTES

Rob Spitzer moved approval of the April 28 Board minutes. Lucy Krakowiak seconded and the motion passed unanimously.

FINANCE REPORT

In April, KCLS spent \$7.1 million, compared to a monthly budget average of \$8 million. At 33% of the year completed, year-to-date expenditures are 29.8% of budget, compared to 30.0% in April 2008. Year-to-date growth in expenditures is at 4.7%, with growth in payroll expenditures.

The following general fund items were called out:

- Staff Development: April expenditures show a 19% decrease compared to 2008. This is partially due to the fact that the Public Library Association holds its conference every other year, and conference attendance is included in staff development. There was a conference in 2008, but not 2009.
- Capital Materials: Expenditures of \$897 thousand included a quarterly payment for online reference resources, and microfiche subscriptions.

Revenue in April was high, since KCLS took in just under \$32 million in current year taxes. KCLS is slightly ahead of 2008 in both current and delinquent taxes. Since leasehold excise taxes are 179% over 2008 and timber revenues are low, the two categories should net to keep KCLS on budget.

Expenditures in the 307 fund were \$2.4 million in April. The largest item was \$1.4 million in progress payments on the Burien Library project. Expenditures also included progress payments for the Federal Way Regional, Kirkland and Sammamish libraries, design fees for the Lake Hills Library, installation of Automated Materials Handling equipment at the Kirkland Library and \$59 thousand for artwork at a variety of locations. Total expenditures in the 307 fund are \$59.2 million. The first bond sale issue was \$63.5 million, and including interest KCLS has earned since then, the current balance is \$12 million.

There was a total of \$27 thousand in 302 fund expenditures, including some final bills on the Redmond Regional Library project, and the first bills for the Kent Regional Library.

PAYMENT OF BILLS

Rob Spitzer moved approval of Payroll Expenditures in the amount of \$2,375,041.76; Checks April 1-15th Chk#143915-144072; 197536-198641 and October 16-30th Chk#144073-144232; 198642-199749. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of General Fund #0010 Expenditures for April 2009 in the amount of \$4,963,242.29; (Travel Advances) Chk #923-927, (4/6) Chk #1006171-1006194; 1006195-1006203, (4/7) Chk #1006204-1006263, (4/9) Chk #1006266-1006365; 1006368-1006422, (4/13) Chk #1006427-1006467, (4/14) Chk #1006470-1006508, (4/15) Chk #1006510-1006527; 1006533-1006592, (4/17) Chk #1006604-1006607; 1006608-1006620, (4/20) Chk #1006621-1006638; 1006639-1006669, (4/21) Chk #1006676-1006801, (4/23) Chk #1006805-1006879, (4/24) Chk #1006885-1006995, (4/27) Chk #1006996-1007033; 1007038-1007052, (4/29) Chk #1007056-1007063; 1007064-1007087; 1007088-1007151, (4/30) Chk #1007153-1007181, (5/4) Chk #1007206-1007219; 1007220-1007223; 1007225, (Voids) Chk #1006382; 1006336. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures for April 2009 in the amount of \$27,977.43; (4/7) Chk #1006264-1006265, (4/14) Chk #1006509, (4/27) Chk #1007053, (4/29) Chk #1007152, (4/30) Chk #1007182. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Capital Project Fund 2005 #3070 Expenditures for April 2009 in the amount of \$2,449,435.60; (4/9) Chk #1006423-1006426, (4/14) Chk #1006468-1006469, (4/15) Chk #1006593-1006595, (4/17) Chk #1006596-1006603, (4/20) Chk #1006670-1006675, (4/22) Chk #1006802-1006804, (4/23) Chk #1006880-1006882, (4/27) Chk #1007034-1007037, (5/4) Chk #1007183-1007205, (5/4) Chk #1007224. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Gift Fund #6010 Expenditures for April 2009 in the amount of \$8,187.33; (4/9) Chk #1006366-1006367, (4/15) Chk #1006528-1006532, (4/23) Chk #1006883-1006884, (4/27) Chk #1007054-1007055, (5/4) Chk #1007226. Richard Eadie seconded and the motion passed unanimously.

CAPITAL PLAN QUARTERLY PROGRAM REVIEW

Staff reviewed the proposed changes to the capital plan related to budget amounts or timing:

- Newport Way Library: Total project cost of \$2.2 million to add 800 square feet to the Library, bringing the total square feet to 8,825.
- Kent Library: Total project cost of \$1.4 million, funded through a transfer from the general fund to the 302 fund.
- Foster Library: New expected start date of 2010, since the Tukwila Village project is proceeding slower than anticipated.
- Lake Forest Park Library: New expected start date of 2009 due to difficulties in negotiations for a new space with the Lake Forest Park Towne Centre management.
- East Hill of Kent Library: New expected start date of 2012, in order to allow for potential annexation of the City of Renton.
- Skyway Library: New expected start date of 2012, also due to potential Renton annexation.
- Auburn Library: New earlier expected start date of 2009 instead of 2012.
- Federal Way 320th Library: Earlier expected start date of 2011.
- Traveling Library Center: Project was shown as 2005-2015, and is now shown as 2009-2011, since KCLS is ready to proceed with the new "Sprinter" style vehicles.

Changes to the 2004 Bond Issue Capital Plan Program Review (green) sheet reflect actual costs for closed projects, estimates to complete current projects and intended budgets for future projects. The sheet doesn't include the impact of the changes in timing just reviewed since KCLS needs more time to work on the budgets for those projects. The green sheet tallies to \$176.2 million. Since KCLS was at \$177.3 million when the sheet was last presented, it has now moved closer to the goal, and is likely to continue to do so.

Since KCLS' current fund balance is \$12 million, there is no need to sell another tranche of bonds just yet. KCLS will wait to sell the next tranche until it is certain that 5% of the funds will be spent within the first six months of the sale.

Lucy Krakowiak moved approval of the changes to the KCLS 2004 Bond Issue Capital Plan. Rob Spitzer seconded and the motion passed unanimously.

PUBLIC HEARING FOR PERFORMANCE AUDIT OF KCLS CONSTRUCTION MANAGEMENT

Linda Glenicki reported that KPMG was hired by the State Auditor's Office to conduct the Performance Audit of KCLS' Construction Management. KPMG evaluated a sampling of KCLS projects and came up with 12 recommendations in the areas of policies and procedures, change orders, estimating, procurement and contracting. In general, the findings were in the form of recommendations for process improvements and identification of a few minor procedural lapses. KCLS' management response letter is included in the body of the audit report.

The recommendation that would involve the greatest effort to implement was to create a full-scale policies and procedures manual. This recommendation was based on comparisons with much larger organizations, such as the Washington State Department of Transportation and Sound Transit. In response, KCLS noted that because its construction projects are on an intermittent basis, creating such a manual would need to yield a significant

benefit compared to the cost. Outside sources have estimated that it would cost KCLS approximately \$300,000 to develop a manual of that scale, which likely would not yield significant enough benefit, since KCLS is at least halfway through the bond projects.

One recommendation that rises above the level of procedural lapses and process improvements is regarding alternative contracting procedures, specifically the design-builds. The State Auditor's Office cited a legal opinion they obtained that indicated KCLS didn't have the authority to use that procedure, while KCLS had a legal opinion saying that it was valid for KCLS' use. However, all parties were in agreement that KCLS saved money and completed the projects faster by using that method. This issue is a "moot point" going forward, since the law was changed in 2007 and organizations must now seek approval from the State's Capital Projects Advisory Review Board (CPARB) for use of alternative contracting methods.

Linda noted that the report identifies potential cost savings of \$715 thousand to \$1.3 million. Between two-thirds and three-fourths of that amount is related to one recommendation regarding change orders. The report notes that KCLS could save 3-5% on change orders by using an outside cost estimator. This amount of savings is very debatable. One important point is that the majority of projects the audit reviewed were design-builds, which have an inherent higher rate of change orders. KCLS' non-design-build projects averaged well under the recommended percentage of change orders. If KCLS used an outside cost estimator, it would have to earn back the cost of doing so before realizing savings. Staff also noted that many change orders are the result of dealing with external parties, such as Cities, that require changes not anticipated in the original project contract.

The audit also notes a finding of \$1.175 million susceptible to price increases and dispute. This is in reference to pre-contract work, which is not uncommon in the construction industry. All of these contracts have now been signed, and many of the projects completed, so any risk or exposure that existed has now lapsed without incident. In response to this finding, KCLS will develop a short form notice to precede contracts, to establish basic terms and conditions in the event that pre-contract services are required.

The cost of the audit to the State Auditor's Office was \$449,000, which doesn't include the costs KCLS incurred from the audit, such as staff time and materials. KCLS has developed an action plan based on its management response letter, and is required to submit a status report before July 1 of each year until all action items are completed. At the June Board meeting, staff will present the action plan and status, which will serve as the 2009 status report.

Rob Spitzer asked if a conflict of interest disclosure form is part of KCLS' contract process. Linda responded that she needs to verify this with KCLS' construction management team. Rob then asked for clarification regarding the type of procedural lapses the audit found. Linda replied that there were a few lapses outside of KCLS' policies, such as a purchase order approval that was over the individual's signature authority limit, and some cases where the policy language needed clarification. KCLS has already communicated with the staff involved to ensure that they fully understand the policies. There were no improprieties in any areas of the audit. Rob said that the report cites potential savings due to errors and omissions on the part of the contractors. He asked if there have been any problems with contractors, and how KCLS has dealt with those problems. Linda replied that the term "errors and omissions" has a very specific legal definition and that none of KCLS' projects have involved this level of issue. The audit recommended grouping change orders by category and she said it will be a simple matter to do this kind of categorizing going forward. Rob stated that it seems that the report is saying that the way KCLS accounts and categorizes is insufficient, but there are no problems with actual performance. Greg Smith confirmed that there are not any issues with performance of contractors. Rob asked if KCLS has used an outside cost estimator in the past, and in what type of situation. Linda said that in the past, KCLS has used cost estimators when the design work is complete and KCLS is ready to go to bid on a project, in order to have a good idea of what to expect from the bids. The audit suggested that it would be helpful to use cost estimators more in the beginning of the project, and KCLS acknowledges that this would be helpful. The report also suggests that KCLS use cost estimators on change orders, and KCLS is not sure that doing so would be worth the cost in most cases. KCLS' current policy is to require cost estimates if there is a large discrepancy or other indicator that the price is out of the ordinary. KCLS has done this on other projects, but didn't need to do so on any of the projects that the auditor sampled. In the management response letter, KCLS indicated that staff will consider putting a dollar threshold in place for use of outside cost estimators. Rob asked if KCLS publishes requests for proposals for architects. Linda replied that KCLS does publish them for larger projects, and maintains a roster for smaller projects. The audit report cites one of the projects where KCLS chose an architect from the roster, and notes that KCLS should have solicited proposals instead. Both KCLS and the auditor agree that the State law is unclear in many ways on the subject of architect selection. Greg Smith added that the project in question was the Shoreline Library parking lot expansion, where the architect who did the feasibility

study ended up doing the full project. He noted that KCLS has held a regular interview process for every other bond project.

Based on a question from the public in the audience, Linda clarified that bond funding is the primary source of funding for KCLS' capital projects, but there are a few other funding sources, including investment interest, bond sale premiums, property sales and transfers from the General Fund. Property sales are anticipated to yield \$14.3 million, and interest and premiums are anticipated to yield another \$11.8 million. KCLS is also allocating \$13.3 million in general fund coverage for remodels. The total anticipated cost of the capital plan is \$215 million, compared to the bond target of \$172 million. KCLS anticipates covering some of the difference with timing adjustments on a few projects.

Bill commended the KCLS staff that worked on the project, noting that coordinating and preparing materials for the audit was one of their primary tasks for months. He acknowledged the efforts of Linda Glenicki, who was the project lead; Julie Williams, who filled in as lead while Linda was away; Greg Smith and Kay Johnson. Bill also mentioned that Brian Sonntag, the State Auditor, wrote in the audit report that "KCLS is doing a good job overall"; clearly an endorsement of KCLS' quality work. There is still room for improvement, and KCLS appreciates the opportunity to learn about areas of improvement.

DIVERSITY COMMITTEE REPORT

Nancy Smith, Cecie Streitman, Judith Zelter, Bernadette Salgado and Jo Cavinta presented the KCLS Diversity Committee's annual report to the Board: <http://www.kcls.org/about/board/2009/052609/AttachmentE.pdf>.

Lucy Krakowiak asked how KCLS determines which languages World Language Story Times are offered in, and where and how often they are held. Jo Cavinta replied that Cecilia McGowan, KCLS' Children's Services Coordinator, tracks attendance at the Story Times, and staff know which languages are spoken in and around the libraries through demographics and firsthand experience.

Jessica Bonebright asked if the Committee has thought of ways to incentivize staff to enhance their language skills. Jo replied that KCLS provides tuition assistance for language classes, and if staff members do learn a new language they can get a new language badge. Charlene Richards added that KCLS doesn't require staff to spend time learning a new language. She noted that staff can also use the Language Talk Tool to answer basic library questions. Charlene said that because of the variety of languages, it is impossible to meet the needs of the whole community. However, KCLS does offer funding for language classes and is working to provide an online service for staff to connect to someone who speaks the same language as a patron asking a question. Rob Spitzer noted that one way to incentivize staff is through recognition, and asked staff to let the Board know if there is anything the Trustees can do to help with that. He then asked Jo to clarify the Committee's measurements for success. Jo replied that because a lot of the projects are different, each one is measured individually. She said that with her background in success metrics, she will help the Committee develop criteria for what will be measured and how progress will be shown in the future. Jo noted that statistics on KCLS' contracts with women and minority owned businesses are available in the Dashboard.

Jo also thanked outgoing Committee sponsors Charlene Richards and Julie Williams.

DES MOINES COMMUNITY STUDY

Pauline Warden, Carol VanBaalén, Barbara Blue and Barbara Massey presented the [Des Moines Community Study](#). Carol VanBaalén then introduced the members of the Des Moines Library Advisory Board: Barbara McMichael, Dana Ketcham, Janet Sorby, Virg Staiger, and Tony Wilson.

LAKE HILLS LIBRARY

Greg Smith said that the Lake Hills Library is being relocated up the street on the corner of 156th Street and Lake Hills Boulevard at the Lake Hills Shopping Center. KCLS went through a public process to procure a project architect and chose Zimmer Gunsul Frasca (ZGF).

Kim Scott presented renderings of the project. Another architect is designing the shell and core of the Library building and the rest of the Shopping Center, which includes shops and some housing, and ZGF is designing the interior of the Library. In the first phase of the project, parking will be below the Library. The underground parking will eventually become a shop or restaurant and Library parking will be on the surface. KCLS will lease the 10,000-square-foot Library space. The Library site is on the corner of the Shopping Center, and will have a

lot of natural light. In the Library, a one-foot raised floor will allow flexibility for future changes. KCLS has held two community meetings for the project, and will incorporate some patron comments into the design of the Library.

Some opportunities for sale or long term lease of the current site include churches or other community services. The State of Washington also might be interested in buying the property to mitigate the expansion of I-405 and WA-520. KCLS has been in communication with the City of Bellevue, and when the time comes, will begin the process of finding a use for the old site.

The City of Bellevue has been working on redeveloping shopping centers such as Lake Hills and Factoria for around 15 years. The developer, Cosmos Development, has been involved with the Lake Hills project for 10 years. The project groundbreaking was held on May 20, and attended by almost every Bellevue City Councilmember. KCLS hopes to have the Lake Hills Library open this time next year.

DIRECTOR'S REPORT

KCLS expects to hear more from the City of Renton regarding potential annexation to KCLS. The current conversation is regarding how Renton Library staff would be incorporated in the event of annexation. This summer, KCLS expects to receive an edited version of the interlocal agreement from the City. The annexation vote may occur in February 2010.


On May 21, KCLS staff met with the Tukwila Library Advisory Board regarding the future of the Tukwila Library. KCLS staff are finding it hard to work at the Tukwila Library because on a per hour basis, it gets fewer visitors than the Skykomish Library, making it the least busy Library in the entire System. Tukwila sees 13.4 visitors per hour, Skykomish 18.4, and in comparison, the Bellevue Regional Library is visited by 250 patrons per hour. The meeting with the Library Advisory Board was positive, and the group discussed potential outreach activities and expanded services that could be provided instead of regular Library service.

KCLS administrative staff also had a productive meeting with the Valley View Library Advisory Board, with a discussion including a potential Library in SeaTac. Since Tukwila Village is less than a mile from the new light rail station and the City of SeaTac is on the other side, KCLS is considering a "Library Express" (similar to the one being planned for in Redmond) in that development in combination with other services in the area. Work is still progressing on the Redmond Library Express project.

Although KCLS was negotiating with Madison Marquette, the owner of the Lake Forest Park Towne Center, to move the Lake Forest Park Library to the upper floor of the building, the organization has leased KCLS' desired space to a retail company. Madison Marquette would like to lease KCLS additional space on the ground floor.

ADJOURNMENT

Jessica Bonebright adjourned the meeting at 7:47pm.



Jessica Bonebright, President

Rob Spitzer, Secretary