

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

December 9th 2025, 6.30p.m.

Hybrid Meeting

CALL TO ORDER - 6.31 pm by Ms. Chapman

SUNSHINE STATEMENT read by Ms Chapman posted in designated newspapers

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate)

Ms. Sonja Chapman

Ms. Marta Dani - absent

Ms. Deirdre Feeney

Ms. Jessica Fricchione

Mr. James Lynch (Mayor)

Ms. Wendy Wendt

REGULAR MEETING

HEARING OF PUBLIC – No public this evening

CORRESPONDENCE – donation of \$100 from Lynn Russell, former trustee.

APPROVAL OF MINUTES – Ms. Bahl made motion to approve minutes of November meeting, seconded by Ms. Wendt. Motion passes.

Treasurers Report

- Our total cash balance is \$426,502.18 -- we still have about \$50,000 budgeted expenses, but all in all, we still have a healthy financial cushion
- Budget vs. Actual is looking pretty good with a nice surplus of \$34,000 (\$17,000 if you discount "other revenue")
- Checks to be approved are:
 - ACH/Debit charges in the amount of \$2,998.96 (very high this month due to furniture purchases for the children's room)
 - Check #12 from the Valley Bank Grant Account in the amount of \$76,712.53 (by my estimate, we have another \$5,000 outstanding to Wallkill)
 - Check #156 from the Trustee Account in the amount of \$640 (this was a replacement check to the Qi Gong instructor: the original check was lost in the mail)
 - Checks #2564-2601 from the Valley Bank Operating Account, totaling \$39,430.80 (the total is a bit high this month as it includes Q4 health insurance payments)
 -

Mr. Lynch made a motion to accept treasury cheques - Ms. Frichionne seconded. All in favor.

DIRECTOR'S REPORT:

- Good month, highlights included historian John Dyer's lecture.
- Community outreach program - pre Thanksgiving food drive. Encouraging to see level of engagement.

OLD BUSINESS:

Building updates:

- Completed children's room.

NEW BUSINESS:

- Reviewed budgets for 2026. Miss Chapman moves the motion to approve the 2026 operating budget, Mr. Lynch seconds. Motion passes.
- Children room reopening, plan event, date to be finalized.
- Jess F resigning from board as of December 31st. Gene Filosa joining the board
- Very kind donation from Cathy Cerbo to fund a new teen room.
- Holiday gifts for staff from Heavenly Temptations, Mr. Lynch moves holiday gift motion and Ms Wendt seconds.

OTHER BUSINESS:

- None.

COMMITTEE REPORTS: none

ADJOURNMENT- Ms. Feeney made motion at 19.05 pm, seconded by Ms. Wendt and approved.

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

January 13th 2026, 6.30p.m.

Hybrid Meeting

CALL TO ORDER - 6.32 pm by Ms. Newlin

SUNSHINE STATEMENT read by Ms Newlin posted in designated newspapers

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate)

Ms. Sonja Chapman - excused

Ms. Marta Dani

Ms. Deirdre Feeney

Mr. Gene Filosa

Mr. James Lynch (Mayor)

Ms. Wendy Wendt

New trustee Mr. Gene Filosa reads the oath of allegiance.

Reorg see doc - Mr. Lynch moves forward and Ms. Feeney seconds.

REGULAR MEETING

HEARING OF PUBLIC – No public this evening

CORRESPONDENCE – No correspondence

APPROVAL OF MINUTES – Ms. Lynch made motion to approve minutes of December meeting, seconded by Ms. Wendt. Motion passes.

Treasurers Report

- **Budget vs. Actual**
 - Ending FY25 on a positive note with an operating budget surplus of \$26,773.37. "Other income" totals 21,835.59, mostly from interests, program fees, meeting room rent, and printing.
 - As of the end of the year, there were very few outliers on the expense side. Library equipment came in high due to a few high-end purchases at the end of the year. Telephones were high as well due to the outlay for the new system at the beginning of the year. Payroll was not as dramatically over budget as feared. So all in all, a decent year.
- **Future considerations**
 - As we discussed at the last meeting, we should keep a reserve for potential retirement sick time payouts. As of January 2026, that total is \$11,115 for all employees. I've reached out to Mike Yazdi with some clarifying questions on this. I propose that we set the \$11K aside in a 6 month CD with Provident Bank, or whatever bank offers us the best CD.

NEW BUSINESS:

- ~ Capital expenditures, high spend in 2025, expectation that 2026 will be a more conservative year.
Hope to paint main level and replace roof children's library.

- Mr. Lynch makes a motion that we move into executive session at 7.01pm to discuss personnel matters. Seconded by Mr. Filosa.

Action was to speak with Mike Yazdi CFO at the Town of Boonton.

No other business in executive sessions

Mr. Filosa makes a motion to close executive session at 7.10pm, Ms. Wendt seconds, motion approved.

Ms Bahl makes a motion to reopen ordinary session, Mr Lynch seconds.

OTHER BUSINESS:

- ~ Lotte away from 30th Jan 15th to 22nd. Jes Mondino to take care of library in her absence.
- ~ Grand opening date for new children's library, proposal February 10th, 4.30 til 6.30.
- ~ 7 hours training every year for trustees. Available online at NJ trustee library association.

COMMITTEE REPORTS: none

ADJOURNMENT- Ms. Feeney made motion at 7.19pm, seconded by Ms. Wendt and approved by all.

**BOONTON HOLMES PUBLIC LIBRARY
BOARD OF TRUSTEES
REORGANIZATION MEETING**

January 13, 2026

Proposed Slate of Officers

President: Sonja Chapman

Vice President: Gene Filosa

Secretary: Deirdre Feeney

Treasurer: Wendy Wendt

Moved Mr Lynch Seconded Ms. Wendt
AYES All NAYS None ABSTAIN None (Res 26-03)

Proposed Standing Committee Assignments

Building & Grounds

- Marta Dani
- Deirdre Feeney
- Gene Filosa

Finance

- Sonja Chapman
- Wendy Wendt
- James Lynch

Personnel

- Sonja Chapman
- Nupur Bahl
- Wendy Wendt

Moved Ms Feeney Seconded Ms. Dani
AYES All NAYS None ABSTAIN None (Res 26-03)

**BOONTON HOLMES PUBLIC LIBRARY
BOARD OF TRUSTEES
REORGANIZATION MEETING**

January 13, 2026

Resolved, that the official newspapers of the Board of Trustees for the Boonton Holmes Public Library shall be *The Citizen* and *The Daily Record*. It is further resolved that *The Citizen* and *The Daily Record* shall be notified of meeting dates under the Open Public Meetings Act and informed of library activities through press releases.

Moved Mr Lynch Seconded Ms. Wendt

AYES All NAYS None ABSTAIN None (Res 26-01)

Resolved, that the official bank for the Operating and Grant Accounts shall be Valley Bank, located at 6 Bloomfield Avenue, Denville, NJ; that the official bank for the Money Market Capital account shall be Provident Bank, Boonton branch, located at 321 West Main Street; and that the official bank for the Trustee Account shall be Santander Bank, Boonton Branch, located at 405 Main Street.

Moved Mr Filosa Seconded Ms. Bahl

AYES All NAYS None ABSTAIN None (Res 26-02)

Resolved, that signatory powers on checks for library disbursements shall require two signatures, with any two of the following authorized to cosign: President, Vice-President, Treasurer of the Board of Trustees, or Library Director, Lotte Newlin.

Moved Mr Lynch Seconded Ms. Wendt

AYES All NAYS None ABSTAIN None (Res 26-03)

Resolved, that the Boonton Holmes Public Library shall retain a petty cash fund in the amount of \$500.

Moved Ms. Feeney Seconded Ms. Dani

AYES All NAYS None ABSTAIN None (Res 26-04)

Resolved, that the Boonton Holmes Public Library appoints Lerch, Vinci and Bliss, LLP, with offices in Fairlawn, New Jersey, as auditor.

Moved Mr Filosa Seconded Ms. Bahl

AYES All NAYS None ABSTAIN None (Res 26-05)

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

February 10th 2026, 6.30p.m.

Hybrid Meeting

CALL TO ORDER - 5.32 pm by Mr. Filosa

SUNSHINE STATEMENT read by Mr. Filosa posted in designated newspapers

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate)

Ms. Sonja Chapman - excused

Ms. Marta Dani

Ms. Deirdre Feeney

Mr. Gene Filosa

Mr. James Lynch (Mayor)

Ms. Wendy Wendt

REGULAR MEETING

HEARING OF PUBLIC – No public this evening

CORRESPONDENCE – Staff extend gratitude for Christmas gifts. \$100 cheque from Karen Altman

APPROVAL OF MINUTES – Ms. Dani made motion to approve minutes of January meeting, seconded by Ms. Wendt. Motion passes.

Treasurers Report

- Our cash-in-hand balances have dropped significantly due to the final payments on the Children's Room renovation. Also, January's appropriations check is not reflected in the operating account as we received the check in early February (BTW, the monthly check has increased from \$45,167.38 to \$48,697.83 -- thank you, Boonton property owners!)
- Budget vs. Actual is pretty much in line with budgeted expenses. There are two large up-front outlays to McNaughton for the book lease contract and to MAIN for the annual assessment.
- We will be approving the following:
 - ACH/Debits totaling \$631.86
 - Check #15 from the Grant Account in the amount of \$8,340.86 (final payment to Wallkill Group)
 - Checks #1126, 2633-2659 from the Operating Account totaling \$23,194.90 (artificially low because payroll isn't reflected)

Ms. Dani made a motion to pay treasury cheques - Mr. Filosa seconded. All in favor.

DIRECTOR'S REPORT:

- Some closures after snow storm, amazing DPW job, thankful for their tireless efforts and commitment.
- January good start with some new programs for new year.

OLD BUSINESS:

Building updates:

- Major energy bills incurred and more expected due to extremely cold winter
- Problem customer barred after recurrent problems which had a cost element associated.
- 1099s out for staff members
- Quick books set up for accounts

- Motion made by Ms. Dani to enter **executive session** at 5.44, seconded by Ms. Bahl

Ms. Wendt makes motion to approve salary increases and Mr. Lynch seconded.

Mr Filosa recuses himself on this. Motion passes

Motion to exit executive session made at 5.45 by Mr. Filosa, seconded by Ms. Wendt session

NEW BUSINESS:

- Library membership agreement. Ms. Feeney makes motion to accept agreement, Ms. Dani seconds, motions passes.

OTHER BUSINESS:

- Doris Yanez extends her gratitude to the library staff post familial bereavement.
- Library reviews, put more efforts into acquiring positive reviews of the many events hosted by the library.

COMMITTEE REPORTS: none

ADJOURNMENT- Mr. Lynch made motion at 5.19pm, seconded by Ms. Bahl and approved by all.

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

March 10th 2026, 6.30p.m.

Hybrid Meeting

CALL TO ORDER - 6.32 pm by Mr. Filosa

SUNSHINE STATEMENT read by Mr. Filosa posted in designated newspapers

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate)

Ms. Sonja Chapman - absent

Ms. Marta Dani - absent

Ms. Deirdre Feeney

Mr. Gene Filosa

Mr. James Lynch (Mayor)

Ms. Wendy Wendt

REGULAR MEETING

HEARING OF PUBLIC – No public this evening

CORRESPONDENCE

APPROVAL OF MINUTES – Mr. Filosa made motion to approve minutes of February meeting, seconded by Ms. Wendt. Motion passes.

Treasurers Report

- Budget vs. Actual
 - The report shows a surplus of \$19,642.98 which is a bit misleading because the number includes the \$19,000 donation by Cathy Cerbo and other non-appropriation income.
 - The total expense percentage of the budget for the fiscal year is 17.1% which is in line with where we should be.
 - However, this does not reflect the big up front outlays
 - \$13,132.61 MAIN assessment
 - \$3,198.66 Print management etc. -- this is a 5 year subscription for Deep Freeze, a cloud based PC and internet security service
 - \$15,666 Adult Book Lease
 - There are also some other outliers percentage-wise
 - \$932.96 Library equipment -- I bought a photo printer for the photography club and 2 mat cutters, one of which I returned.
 - 619.95 Museum passes -- this is the time of year when we buy them (more below)
 - \$1,355.28 Community Outreach -- the children's room grand opening, Sunday concerts, and native plant workshops
 - \$1,254.29 Copier -- we will be receiving the buyout for the old copier in a few weeks, so this will be resolved then
 - \$4,054.20 Gas expense -- ugh, I say!

- Finally, there's a reconciliation discrepancy of \$650. This reflects the as yet unresolved fraud situation with Provident Bank. Once this is settled, the discrepancy should go away.
- Check detail:
 - We will approve \$2,362.36 in ACH/Debit charges
 - And checks #2685-2725 from the Valley Bank Operating Account, totaling \$56,429.62 (the total amount is high because it reflects 2 payrolls)

Ms. Lynch made a motion to pay treasury cheques - Mr. Filosa seconded. All in favor.

DIRECTOR'S REPORT:

- Museum passes purchased.
- Staff got their raises.
- MAIN library consortium changing name to Pillar libraries - inclusive of some non Morris county branches.

OLD BUSINESS:

Capital plan:

- Building committee met, forecast expenditure made for 5 years out. 2026 items higher priority than following years. Check if teen room needs to be included.

Miss Feeney makes motion to approve capital plan for next 5 years . Ms Wendt seconds.

Finance committee

- Restructuring bank accounts, moved some cash to a CD (no penalty for withdrawal). Left with two bank accounts which simplifies matters.

Motion to approve Mr. Lynch, Ms. Feeney seconds. All in favor.

NEW BUSINESS:

- Potential new internal cleaning services, \$300 less per month than current contractor.
- Teen space progressing, shelving to be installed in April. Local contractor hired for painting/ demolishing, old shelving being saved. Ordered most of new furniture.
- Grand opening of teen space plan for same night as May trustee meeting.

OTHER BUSINESS:

- Audit of library to occur in conjunction with town audit.

- Coordinate concerted effort to acquire positive reviews of the many events hosted by the library.
- Annual state aid application nearly complete and grant for children's room also.
- Spring clean up of gardens needed.
- 6pm start for new meetings discussed.

COMMITTEE REPORTS: none

ADJOURNMENT- Mr. Filosa made motion at 7.04pm, seconded by Mr. Lynch and approved by all.

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

April 14, 2026, 6 p.m.

Hybrid Meeting

CALL TO ORDER- 6:02 pm by Mr. Filosa

SUNSHINE STATEMENT read by Mr. Filosa

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate)

Ms. Sonja Chapman -- excused

Ms. Marta Dani

Ms. Deirdre Feeney -- excused

Mr. Eugene Filosa

Mr. James Lynch (Mayor) -- excused

Ms. Wendy Wendt

REGULAR MEETING

HEARING OF PUBLIC – No public

CORRESPONDENCE – No correspondence

APPROVAL OF MINUTES – The Minutes from the March 10 meeting were presented. Ms. Wendt made the motion to approve the Minutes as presented. Ms. Bahl seconded. All in favor.

TREASURER'S REPORT – The operating budget shows a surplus of \$48,837.21. The relatively high number is due to the April appropriation being included.

No significant problems on the expense side. Payroll is a bit high as the first week of April is included in the amount.

W. Wendt asked for approval of the following expenses:

- ACH/Debits totaling \$3,187.84
- Check #16-18 from the Valley Bank Grant Account totaling \$6,909.98
- Checks #2661-2682 and 2728-2745 totaling \$60,597.49

Mr. Filosa made the motion to approve the expenses as presented. Ms. Dani seconded. All in favor.

DIRECTOR'S REPORT – Ms. Newlin presented the report covering March 2026.

- The Teen Room renovation was moving along nicely: Shelving and "soft" furniture has been installed. Awaiting delivery of table tops and barn door. Ms. Newlin is in touch with Ms. Cerbo to design a suitable donor plaque in memory of her late aunt, Filomena Cerbo.

- Ms. Newlin is in the process of getting quotes for tree and shrub work in the backyard.
- Ms. Newlin and Ms. Kraus participated in a home gardener's conference at Rutgers Agricultural Extension. The purpose was to scout out potential speakers and get ideas for programming going forward.
- The new name of the consortium – Pillar Libraries – has been approved. Draft logo designs will be presented April 21.

OLD BUSINESS:

Perennis Financial Advisors CD accounts – The paperwork for the non-profit brokerage account is complete, and the account is ready for funds.

Ms. Newlin proposed taking the funds from the bank accounts as listed below:

6 mo. CD @	
3.6%	\$120,000 from VB operating account
6 mo. CD	
@3.6%	\$50,000 from Santander Trustee account
3 mo. CD	
@3.5%	\$50,000 from VB grant account
Total	\$220,000

Ms. Wendt asked for a motion to approve the proposed transactions. Mr. Filosa made the motion. Ms. Bahl seconded. All in favor.

NEW BUSINESS:

- Local Use Only Cards – the consortium is initiating a new pay card category. The price for a card, which can only be used at the issuing library, must be at least 30% above the library's per capita spending. In Boonton's case the price would be \$65. Ms. Newlin asked the Board to weigh in on whether this was a feasible proposal for the library. After some discussion, Mr. Filosa proposed a three-month "soft roll-out" of a \$100 local-only card, to be revisited after the roll-out. Ms. Bahl made a motion to approve the proposal. Ms. Wendt seconded. All in favor.
- NJ State Library Trustee training requirement – the State library has increased the required annual trustee training from one hour to two hours. Ms. Newlin proposed showing 1 10-15 minute library business related video per meeting going forward. The Board felt this was an appropriate solution. Ms. Newlin will undertake finding suitable videos for the purpose.

COMMITTEE REPORTS: None

ADJOURNMENT- Ms. Dani made the motion to adjourn the meeting. Mr. Filosa seconded. All in favor. The meeting adjourned at 6:42 p.m.

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

May 10th 2026, 6.30p.m.

Hybrid Meeting

CALL TO ORDER - 18.00 pm by Mr. Filosa

SUNSHINE STATEMENT read by Mr. Filosa posted in designated newspapers

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate)

Ms. Sonja Chapman - absent

Ms. Marta Dani - absent

Ms. Deirdre Feeney

Mr. Gene Filosa

Mr. James Lynch (Mayor)

Ms. Wendy Wendt

REGULAR MEETING

HEARING OF PUBLIC – No public this evening

CORRESPONDENCE - A kind donation from Gene Lee. Doris Yanez expressed gratitude following her family bereavement.

APPROVAL OF MINUTES – Ms. Wendt made motion to approve minutes of April meeting, seconded by Ms. Bahl. Motion passes.

Treasurers Report

- In spite of all the money we spent in 2025, we're still quite solvent with a healthy cash balance of \$355,041.96, \$220,000 of which is now happily invested in CDs with Perennis Financial Planners. With regards to the latter, the interest on the CDs is 3.75%, so a little better than the earlier quote. Both CDs are breakable so if we decide to take funds out, there won't be a penalty.
- FYI, I updated the check detail and budget vs. actual this morning to include the payments to Oscar and Laura. So the numbers are a bit higher than in Friday's packet. The revised documents are attached.
- Budget vs. Actual is looking pretty good.
 - We have a surplus of \$81,200.96. It's a bit high as I didn't receive the payroll invoice yet.
 - As for expenses, there are no major red flags.
 - Adult programs is a bit high -- but remember, Laura's yoga classes pay for themselves in program fees.
 - Repairs & Maintenance is a bit high as well. This is typical as some months are busier than others (Norton!)
 - Copier is also a bit high. We are expecting a payout of \$1220 to from the new leasing company so that will look better next month.
 - Payroll -- always the big number -- is behaving nicely!
- Check detail (I can't believe how many checks we cut every month!) boils down to the following:

- ACH/Debit charges totaling \$1,798.83
- Checks #6 and #7 totaling \$8,510 (the bill from Connolly & Hickey was a bit of a shocker, but I went back and checked. We did indeed approve the original quote from the firm, and we did need them to help administering the children's room project.
- Check #159 from the Santander Trustee account in the amount of \$50,000 (3 month CD)
- Checks #2746-2781 from the Valley Bank Operating account totaling \$183,561.54

Mr. Filosa made a motion to pay treasury cheques - Ms. Feeney seconded. All in favor.

DIRECTOR'S REPORT:

- Design of donation plaque from Cathy Cerbo finalized.
- Added hours for some children's programs, a new person started to do this.
- Teen room grand opening scheduled for June 9th.
- Museum passes wild west city amongst others were sourced.

OLD BUSINESS:

Teen room came in under budget.

New Jersey library trustee association membership should be sought by all board members.

Finance committee

- No business

NEW BUSINESS:

- No new business

OTHER BUSINESS:

- Audit of library to occur in conjunction with town audit.
- Dungeons and Dragons - talk to Jess Miondino in conjunction with some interest from a high school student. Hope to restart in Fall.
- A request to put a gate up on theatre side.

COMMITTEE REPORTS: none

ADJOURNMENT- Mr. Lynch made motion at 18.22pm, seconded by Ms. Wendt and approved by all.

BOONTON HOLMES PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 9th 2026, 5.30p.m.

Hybrid Meeting

CALL TO ORDER - 5.27 pm by Mr. Filosa

SUNSHINE STATEMENT read by Mr. Filosa

ROLL CALL:

Ms. Nupur Bahl (Superintendent's Alternate) - absent

Ms. Sonja Chapman - absent

Ms. Marta Dani

Ms. Deirdre Feeney

Mr. Gene Filosa

Mr. James Lynch (Mayor)

Ms. Wendy Wendt

REGULAR MEETING

HEARING OF PUBLIC – No public this evening

CORRESPONDENCE - none

APPROVAL OF MINUTES – Ms. Wendt made motion to approve minutes of May meeting, seconded by Ms. Dani. Motion passes.

Treasurers Report

- At the 5 month mark, our total expenses should be 41.7%; we're at 40.5%, so that's good and is reflected in the surplus of \$31,250.77. Income is exactly at 41.7% because Mike Yazdi is diligent about paying us in a timely fashion. This was not always the case!
- Outlier expenses include:
 - Movie license upfront payment of \$574
 - Print management and misc. fees are at 99% as we paid the annual subscription of \$1750 to Assabet Interactive for our calendar/booking app
 - Cataloging at 58.6% reflects payment for 1,000 barcodes
 - Adult programs at 53.2% reflecting up front payments for programs in July and August. Qi Gong and mobility clubs will take a break during the summer months, so by the end of September, we'll be fine.
 - Repairs & maintenance at 65% reflects painting & electric work. The good news is that there's still money in that budget for the rest of the year.
- Audit commentary
 - Treasurer and Director need to sign payment vouchers (above \$1,000) before making payments
 - Director needs to sign an approval for payroll to hourly employees (already begun)
 - Capital reserve transfers from the operating account need to be approved in the Minutes

- Mr. Filosa tabled a motion to pay Treasury cheques - Ms. Feeney seconded. All in favor.

DIRECTOR'S REPORT:

- Commending Jes Mondino, extensive community outreach, farmers market, multi cultural evening etc.
- Staff meeting 17th of June, proposal for Boonton Township residents to pay and use the library facilities, cost to them tbd.
- Youth service team - Kaitlin started two mornings a week and helping Jes at farmers market too. Student helping out for summer.

OLD BUSINESS:

Finance committee

- No business

Buildings and grounds:

- Gutter and soffit to be fixed up.
- Heating pipes make space
- Painting main floor
- More electric sockets
- Fire inspector - boiler room, outlet downstairs and outlet in ladies room. Boiler room most serious. Cost tbd

NEW BUSINESS:

- Potential sharing of function of Qualified Purchasing Agent function with the town. Table discussion, Jim to do research.
- Approve July and August spend, Mr Filosa makes motion to pre approve summer expenses for payroll and miscellaneous exp set of 65k . Ms Dani seconds. All approved.

OTHER BUSINESS:

July 6 - 13 Lotte away. Jes and staff still here.

COMMITTEE REPORTS: None

ADJOURNMENT- Ms. Wendt made motion to adjourn meeting at 6.03pm, seconded by Ms. Feeney and approved by all.