

# REVISED

## CITY OF HAYWARD LIBRARY COMMISSION

Note Location



Meeting at the  
Dublin Public Library  
200 Civic Plaza  
Dublin, CA

### AGENDA

Monday, January 26, 2004  
6:30 PM  
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Tour of the Dublin Public Library* - The Library Commission will receive a tour of the library conducted by Sandy Silva, a staff member of the Dublin Public Library.

*The Library Commission will reconvene at 7:45 PM in the Administrative Office of the Hayward Public Library, 835 C Street for the purpose of conducting the business detailed in the remaining Agenda Items.*

5. *Minutes of Meeting of December 15, 2003*
6. *Public Comment*  
The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)

7. ***Friends of the Hayward Public Library Report***  
This time is provided for the Library Commission Liaison of the Board of the Friends to report on the activities of that group.
8. ***BALIS/System Advisory Board (SAB) Report***  
This time is provided for a report from the Bay Area Library and Information System (SAB) representative.
9. ***New Business***  
**Revised Collection Development Statement.** The Library Commission will discuss and take action on the revised Hayward Public Library Collection Development Statement (Agenda Report and revised document attached).
10. ***Library Director's Report***  
Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.
11. ***Library Commission Report***  
This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.
12. ***City Council Liaison Report***  
This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.
13. ***Agenda Building***  
This time is provided for Commissioners to request items to be listed specifically on the Library Commission Agenda for coming months.
14. ***Meeting Evaluation***  
This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.
15. ***Adjournment***



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Marilyn Baker-Madsen at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

**City of Hayward  
HAYWARD PUBLIC LIBRARY**

## **COLLECTION DEVELOPMENT STATEMENT**

### **I. Introduction**

The Collection Development Statement of the Hayward Public Library has been written to a set policy and a plan for a systematic approach to the acquisition of material and collection maintenance which supports the mission and goals of the Hayward Public Library.

### **II. Collection Development Policy**

The Collection Development Policy expresses the philosophy and purpose of the Library and sets a direction for the selection and acquisition of library materials.

The Hayward Public Library is committed to providing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Hayward's diverse, multicultural community ~~material in a timely manner which meet the interests and needs of the community~~ and all users of the Library. The collection will be broadly based and diverse to support the Mission Statement of the Library. (Appendix 1)

The Library will strive to provide a balance of viewpoints on subjects in the collection.

The library will strive to provide materials for the diverse cultures represented in Hayward and to provide materials in the major languages represented in the city to the extent that resources permit.

The Library will purchase materials proportional to levels of demand and use, taking care to anticipate and respond to changing situations. Collection emphasis and direction will be reviewed on a yearly basis to ensure a responsive and viable collection.

The Library will practice sound, ongoing collection management, using output measures, statistical information from the Library's integrated online system and other data, such as patron/staff input, gathered in order to continuously evaluate the collection.

The Library will adhere to the **Library Bill of Rights** adopted and reaffirmed by the American Library Association. (Appendix 2)

The City Council, as governing body for the City of Hayward and the Hayward Public Library, has adopted the Collection Development Policy of the Hayward Public Library and as part of this Policy, has adopted the **Library Bill of Rights**, the **Freedom to Read Statement** (Appendix 3), the **Freedom to View Statement** (Appendix 4), and the following interpretations of the Library Bill of Rights: Evaluating Library Collections (Appendix 5); Expurgation of Library Materials (Appendix 6); Challenged Materials (Appendix 7); Statement on labeling (Appendix 8); Diversity in Collection Development (Appendix 9); Free Access to Libraries for Minors (Appendix 10); and Restricted Access to Library Materials (Appendix 11).

### III. Purpose of the Collection Development Plan

The Plan is intended to:

- ✓ guide selectors in choosing materials for the collection
- ✓ guide the Librarians' group and the administration in allocating available funds
- ✓ establish collection direction and provide guidance for the withdrawal of obsolete or seldom-used materials
- ✓ Enable staff and management to evaluate existing collections and refine and revise direction in the continuing development of collections and services

### IV. SELECTION OF MATERIALS

#### Selection Guidelines

To meet the educational, informational and recreational needs of the Hayward community, the Library selects materials on a large variety of subjects and in different formats, to respond to the wide range of ages, ethnicities, languages, educational backgrounds, interests, and reading skills of library customers. Materials are selected to meet the objectives of public library service consistent with the primary roles selected for the Library during strategic planning and included in the long range plan of the Library: *promotes and celebrates the diverse cultural heritage of the community in all of its services and programs, supports each individual's right to know, provides popular materials and a reference materials center, encourages a of lifelong interest in reading and learning, and serves as an advocate and resource for new readers of all ages.* (Appendix 1)

The selection of any material for the collection of the Library does not constitute endorsement of its contents. Decisions are made solely on the merits of the work in relation to the building of the collection; the provision of more than a single viewpoint; and to serve the interests of customers. The Library does not directly attempt to meet curriculum needs of educational programs. Materials selected are supplemental to elementary and secondary educational requirements and support post secondary programs only insofar as there is interest and need for the materials in the general population. While all questions are considered on an equal basis, materials sufficient for multiple queries are not funded or available. As always, budget considerations will also guide the selection of these supplemental materials.

The library accepts gifts of library materials with the understanding that the same selection guidelines are applied to gifts as are applied to materials purchased by the Library. Cost of cataloguing and processing each item is a factor in deciding whether to add each item (for checklist, see Appendix 11). The Library reserves the right to make final disposition of all gifts received. Most are donated to the Friends of the Library for inclusion in their book sales. Gift materials not added to the collection cannot be returned to the donor. Monetary gifts are gladly accepted. Discussion between staff and donor can determine topic or title(s) of interest, with agreement being reached by all parties involved. Commemorative bookplates are available for placement in materials.

## **V. MATERIALS SELECTION**

Selection responsibility ultimately rests with the Library Director, who works within the framework of policies recommended by the Library Commission. Actual selection is assigned to librarians responsible for individual subject areas. The Supervising Librarians oversee the selection process.

Suggestions for purchase by library customers are welcomed and given every consideration. A suggested title may be purchased if it meets the selection standards of the library.

### **Selection Criteria**

The criteria for evaluation of materials includes timeliness, usefulness, popular demand, literary or artistic merit, permanent value, the need for and availability of information or materials in the subject area, authoritativeness, and cost. Selections are made to build and maintain a balanced collection, and include a variety of viewpoints and opinions to meet community needs.

### **Library Collections**

The collections of the Hayward Public Library will include, but are not limited to, books, periodicals, documents, audiocassettes, compact discs, videocassettes, digital videodiscs (DVDs) and electronic resources. The collections include access to the Internet, which as a vast network of websites and databases, not pre-selected in the traditional manner (see Appendix 12) for the Internet Use Policy, Rules and Procedures).

### **Branch Selection**

Emphasis will be on popular and educational support materials. The Branch reference section will be limited; the majority of reference materials, including specialized materials will be kept at the Main Library.

### **Selection Tools**

Selection of materials is made from book reviews in professional and popular journals and magazines, subject bibliographies, publisher's catalogs, vendor-generated selection lists, customer requests, preview of materials, and publication announcements.

### **Standing Orders**

Materials that are ordered on an annual basis, or updated regularly, which meet the selection criteria, are often placed on standing order to ensure their timeliness. Most of these titles are reference books.

### **Materials Format**

Materials are purchased in formats that are appropriate for library use. Hardcover editions are preferred because of the durability needed for circulation. However, paperback editions may be purchased because they allow duplication of information in the high demand, heavily used subject areas. Non-print and electronic formats are also considered.

### **Non-Print Items Formats**

The Library acquires media material to the extent that funding and customer and interest supports. Audio books, audio and video cassettes, and compact and video discs are selected for the best representation of their genres. We strive to maintain a representative sampling of community tastes, basic instructional materials, and core classics.

### **Videotape and Digital Videodisc (DVD)**

The videotape collection contains quality videotapes in English, Farsi, Hindi, Spanish and Vietnamese with subject matter including, but not limited to, education, travel, entertainment, foreign films, and children's. The DVD collection contains feature films. Criteria for the selection of videotapes and DVDs will follow the general criteria outlined in the Hayward Public Library Collection Development Policy. The videotape collection of the Library is fairly extensive and is offered on ½" VHS videocassettes. The DVD collection, due to limited budget funds, is smaller and limited to feature films. The Library does not offer video equipment for loan. In keeping with the American Library Association's **Library Bill of Rights and Freedom To View** (Appendix 4) statements, the Library provides free and equal access to the entire range of library resources and formats, including videotapes and DVDs. These rights extend to all users of the library including minors.

### **Emerging Technologies**

Because of the rapid evolution of electronic publishing (e-books and web based reference products) the Library has a responsibility to examine and consider cutting edge information technology to provide access within the selection criteria of the collection Development Policy.

### **Multiple Copies**

Titles are duplicated if the materials are of timely or permanent value, subject to budget limitations. Duplicates may be purchased for the Branch collection or to make the same title available, for example, in both the Adult and Young Adult collections.

The Library buys multiple copies of high-demand, popular items such as "best sellers" to improve service and limit waiting by customers for titles of current interest.

### **New Reader**

In keeping with the goals of the Mission Statement, the Library is committed to providing language texts and easy-to-understand materials for adults with limited reading or English skills. Purchase of these materials is done in cooperation with our Literacy Specialists.

### **Reference Materials**

One of the most important Library functions is to serve as a general center of information by providing reference and research materials. Reference materials are consulted for definite information rather than consecutive reading. Factors considered in the selection of reference materials are: authority, reliability, scope, treatment, format, cost, existing holdings, demand, and availability. Access to information is also provided beyond the walls of the

Library through community referrals and electronic sources such as Internet and online databases.

### **Magazines**

Magazines are selected to supplement the book collection with current material in various subject areas, for use as archival materials, and for informational and recreational reading. Criteria for selection are based on: accuracy and objectivity, indexing available, information and currency needed to supplement the book collection, local interest in the subject, availability in other libraries in the area.

### **Newspapers**

Newspapers are selected to meet reference and research needs, and to provide current and local information. Space problems and prohibitive costs determine the ability of the Library to maintain extensive newspaper files.

### **Pamphlets**

Selection of pamphlets follows the general policies outlined for book selection. A balance of viewpoints is sought on all subjects.

### **Controversial Issues**

It is one of the responsibilities of the Library to provide material that will enable the library user to form his or her own opinion. To accomplish this purpose controversial materials may be purchased to further illuminate various sides of an issue.

### **Pressures**

The Library does not abdicate its responsibility for materials selection to any individual or organization issuing restrictive lists. If materials serve the purpose of the Library, are of required quality, and fill an existing need, they should not be removed from the shelves because of pressure groups or individuals. We are supported in this belief by the Library Bill of Rights. (Appendix 2)

### **Labels**

The Library does not indicate, through the use of labels or other devices, particular philosophies outlined in a book. To do so is to establish in the reader's mind a judgment before the reader has had the opportunity to examine the book personally.

## **VI. COLLECTION MAINTENANCE AND EVALUATION**

Collection maintenance and evaluation is important to ensure the materials in the Library are balanced and responsive to community needs. As with all responsibilities of the Library staff, the amount of time dedicated to these tasks is determined by staffing resources.

### **Withdrawal of Materials**

The Library strives to maintain an up-to-date, useful collection. Titles and items are withdrawn from the collection through periodic, systematic review by librarians. Materials may be withdrawn because they are worn, obsolete, or seldom used, or superseded by a newer edition or better work on the subject. Items that have been lost or physically damaged are also withdrawn.

These decisions to withdraw materials require as much thought and care as selection judgements. Once librarians have determined that an item or title is no longer needed for the collection, the procedures of the Library for withdrawal and disposing of materials will be followed.

### **Evaluation of the Collection**

On-going evaluation and weeding is necessary to keep the collection responsive to the needs of the community, to ensure its vitality, and to make space available for new materials. Whenever possible, and as resources allow, librarians may review collections, comparing the holdings of the Library against professional tools and bibliographies accepted as standard for the subject or genre.

During the process of evaluation, the librarian will have the opportunity to identify subjects where materials are needed, missing titles that should be replaced, older editions of titles which should be updated, and subjects, authors, and titles that are no longer in demand in the community. Statistical tools such as circulation reports and client surveys will help librarians to determine how the collection is being used, and community demographic information will be used to help keep abreast of changing community needs.

## **VII. WORLD WIDE WEB SITE LINKS ON LIBRARY WEB PAGES**

The Hayward Public Library offers World Wide Web (WWW) access to the Internet and its multitude of resources from computers within the Library. To facilitate the use of the Web in navigating the Internet, the Library presents a subject-approach to selected WWW sites.

WWW sites, provided as links on the Library Web Pages, are selected to enrich, broaden, and complement the print and audiovisual materials of the Library. Their selection is an extension of the Library's Collection Development Policy to include the vast resources available online. These online resources may be selected to provide home or in-library access to types of material available in print form at the Library or they may be selected to provide more current and more specific material than that available at the Library. In selecting resources available on the internet, the Library attempts to use to its full advantage the unique nature of the Internet by providing government databases for reference needs, sites for informational needs, homework help, and fun activities for both children and adults.

### **Influencing Factors**

Internet access to the public at the Library exists to serve the general informational, educational, and recreational needs of the community. Quality and validity of the information, accessibility, design, and its up-to-date nature are deciding factors in the selection of a World Wide Web site to be included in the Library's links.

## Selection Plan

Standard professional print publications are increasingly publishing reviews of online resources. *Internet World* and other computer-related journals, as well as general interest magazines and newspapers, regularly have articles or features on the best Internet resources. Other organizations, such as the American Library Association and the Librarian's Index to the Internet (sponsored largely by the U.S. Institute of Museum and Library Services, the Washington State Library, the California Digital Library, and other sources) also review and recommend Internet sites. These and other similar resources are the primary sources for assigned Library staff in choosing sites for Internet links. Criteria for the selection of Web sites for the Hayward Public Library include the following:

- 1) Preference is given to sites of governmental, academic or non-profit agencies. If these are not available, commercial sites with a minimum amount of advertising may be included. Sites that generate extensive popup advertising will not be included.
- 2) If the Library carries print materials from a particular source, a site link may be included to provide updated or augmented information for that publication.
- 3) Sites are reviewed for the quality, validity and currency of content, accessibility, design, format and ease of use before inclusion on the Library web site.
- 4) When dealing with controversial topics, sites with differing points of view should be provided whenever possible. Sites will not be omitted or included based on a particular viewpoint.
- 5) Sites will be examined and reevaluated regularly in order to maintain working links to Web sites and to assure continued quality of content. As links become inactive or out-of-date, their links will be removed.
- 6) The Library will not provide links to sites promoting or exhibiting hate, bias, discrimination, pornography; libelous or otherwise defamatory content.
- 7) Every request by a person or entity to have the Library provide a link from its website to the requesting party's website must undergo review to determine whether it meets Library guidelines.

## Disclaimer of Endorsement

The information posted on the Hayward Public Library's website includes hypertext links to information created and maintained by other public and/or private organizations. Hayward Public Library provides these links solely for the information and convenience of the users of the Library's website. When users select a link to an outside website, they are leaving the Hayward Public Library website and are subject to the privacy and security policies of the owners/sponsors of the external site.

The Library does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website.

The Library does not endorse or recommend any third party web site, product, or services, unless otherwise noted.

The Library does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website.

The Library is not responsible for transmissions users receive from linked websites.

Adopted:       October 12, 1982  
                  *(by City Council Resolution 82-316)*

Revised:       October 1995  
                  February 1997  
                  January 2004

CITY OF HAYWARD  
Minutes of the Library Commission Meeting  
December 15, 2003

Administrative Office  
Hayward Public Library  
835 C Street, Hayward

**1. Call to Order**

The meeting of the Hayward Library Commission was called to order by Chair Glines at 7:04 PM.

**2. Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

<b>3. Attendance</b>	Present	Present	Absent to Date
	This Meeting	To Date	This F/Y
Linda Bennett	X	3	0
William Burnside	X	3	0
Jessica Fields	0	3	1
Elsa Glines	X	3	0
Bill Quirk	X	3	0
Elizabeth Schluntz	0	3	1
Helen Wu	X	3	0

Staff: Marilyn Baker-Madsen, Library Director  
Linda Atwater, Administrative Secretary

**4. Minutes of the Meeting of November 17, 2003**

Board Action: It was moved and seconded (Wu/Burnside) to approve the minutes of the meeting of November 17, 2003. Motion carried.

**5. Public Comment:** No public comment offered.

**6. BALIS/System Advisory Board (SAB) Report**

Library Director Marilyn Baker-Madsen provided the BALIS/System Advisory Board (SAB) Report. The SAB met on November 19, 2003 with Hayward represented by Marilyn Baker-Madsen as Ilene Rockman was speaking at a conference. The SAB established their calendar for the year, discussed special projects, and identified dates for joint meetings with the Peninsula and Silicon Valley Library Systems. Library legislative updates were received and a date and speaker was selected for the SAB's joint meeting with the Administrative Council.

**7. New Business.**

**Support and Roles.** The Library Director presented information on Library support organizations including the Bay Area Library and Information System (BALIS), the Friends of the Library, the Literacy Plus Council and the Library Commission.

BALIS is an organization of public libraries created to enhance local library and information services through cooperative resource sharing. It is one of fifteen such cooperatives in California that are helping their members share resources to better serve library users. For a relatively small amount of money and staff time, BALIS has greatly augmented Hayward citizens' access to books, other materials, and to professional services. State, federal and local sources provide funding for the operation of BALIS. In addition, federal agencies and the private sector often provide special program and planning grants. The BALIS service area covers three counties: Alameda, Contra Costa and San Francisco. The member libraries of BALIS are: Alameda Free Library, Alameda County Library, Berkeley Public Library, Contra Costa Library, Hayward Public Library, Livermore Public Library, Oakland Public Library, Pleasanton Public Library and San Francisco Public Library.

BALIS is a public entity, established under authority of the California Library Services Act. It is governed by an Administrative Council made up of the nine-member library directors. Lay representatives from each member jurisdiction serve on the System Advisory Board (SAB) of BALIS. The SAB assists the Administrative Council in developing the annual plan of service for the system; advises the Council on the need for services and programs and assists in evaluating system services.

In July 1996, BALIS, Peninsula Library System (PLS) and Silicon Valley Library System (SVLS) entered into an agreement to share administrative and reference staff. This agreement extended regional cooperation to a new and innovative level. When the California State Library formed the Library of California dividing the State in broad library networks, BALIS, PLS and SVLS were ideally positioned and provided the leadership to establish the Golden Gate Library Network, a successful multi-type library network.

The Friends of the Hayward Public Library have been supporting the Library through fundraising and library advocacy in the community since 1982. The purpose of this group that is organized as a 501(c) 3 non-profit agency is to focus public attention on library services, facilities, and needs; and to stimulate gifts of books, magazines, desirable collections, endowments and bequests, recognizing that the administration of the Library is vested in the Hayward City Council and advised in policy by the Library Commission.

The Friends raise funds, mostly through the sale of used books and magazines. The money is used to purchase additional materials and equipment for the Library, and to sponsor special programs. In 2001, the Friends contributed \$35,000 to the Weekes Branch Library Expansion Project to provide for a Teen Room. Funding from the Friends supports programming, the purchase of equipment and furniture costs not included in the City budget, special projects in the Literacy Plus Program and the Summer Reading Game held annually for kids in Hayward.

The Literacy Plus Program is a non-profit Public Benefit Corporation that was established in 1985. It is dedicated to developing literacy skills in the residents of the Hayward community. The program focuses on illiterate adults and their children and supports a Mini Learning Center for children in the 1<sup>st</sup> through 5<sup>th</sup> grades. The Literacy Plus Council is designated in the Bylaws as the Board of Directors of this

program. Members of the Board help with the planning and execution of the annual Recognition Reception for tutors, learners and supporters of the Literacy Plus Program. Members also help with the recruitment of tutors and learners and the development of sources of funding from private donors. The Board has been active in Library strategic planning efforts and has coordinated advocacy efforts for library and literacy services. Since 1986, the Literacy Plus Program has helped over 2200 adults learn to read. In addition, they have worked with about the same number of children of adult learners, introducing them to books and reading in an effort to break the intergenerational cycle of illiteracy.

8. **Library Director's Report.** The Library Director referred Commissioners to the activity and statistical reports for current library news. An update on the budget was provided. City Departments prepared 3%, 5% and 7% budget reduction scenarios for City Management and City Council consideration. In the various budget reduction scenarios, it was recognized that the Library Department was operating at a reduced staffing level, down 10 positions that have been frozen. As a result of a review of the reduction scenarios, the recommendation is for the Library Department to make a budget reduction of less than 3%. A significant portion of the reduction is coming from the materials (books, magazines, audio, visual and electronic formats) budget and the substitute librarian budget.

The Library Director responded to questions posed by Commissioners with regard to various components of the Library budget, and reductions that have been made during the past few years. The current budget situation is grim, yet not as grim as it will be for fiscal year 2004-05.

Chair Glines asked what action the Library Commission should take this week with regard to the budget. The City Council will review the budget material prepared by the Budget Subcommittee on Tuesday (tomorrow) in work session. There is an opportunity to provide public comment. Commissioners discussed attendance of the work session as well as other advocacy efforts.

The Library has been designing the Library portion of the City's Web Pages that will soon be unveiled. During the design stages, Library staff consulted the Library Collection Development Policy and realized that the policy did not address developing electronic resources or helping people to use these resources. Over the next few meetings, the Library Director will bring to the Commission a discussion on the Collection Development Policy and revising and amending the document to include statements to cover this area.

Chair Glines commented on the noticeable increase in the Reference Statistics. The Library Director explained that BALIS conducted a study on what statistics are being recorded and it was recommended that libraries count the transactions for assistance that are provided at the Internet stations. The most recent statistics reflect the inclusion of this reference assistance. The Library Director observed that libraries provide equal access to information for all members of the community. There is a high level of Internet usage in the library and the Library is the source for electronic access to information for many people who do not have computers in their homes. In addition to information access, the computers serve as the communication point for

many people in our community who use e-mail to communicate with their families in other countries.

The Commission discussed the increased level of usage that libraries experience during times of an economic downturn.

9. **Library Commission Report.** Chair Glines noted that Commissioner Quirk, Ilene Rockman and she attended the City Council Budget and Finance Committee Meeting. Chair Glines offered observation and comment on the session.

Commissioner Wu provided copies of *The Spectator*, the Chabot College newspaper, November 13, 2003 edition, to the Commission. Along with other library-related articles, the front page featured a write up on the November 5<sup>th</sup> Annual Literacy Plus Reception.

10. **Friends of the Library Report.** Commissioner Quirk, President of the Friends, provided the Friends of the Library Report. Members of the Friends will attend the City Council work session tomorrow. The Friends will host their annual holiday potluck at 4 PM on Saturday, February 14<sup>th</sup>, in the Meeting Room of the Main Library. A "Better Than Usual Booksale" is scheduled for January 17<sup>th</sup>.
11. **City Council Liaison Report.** The City Council Liaison was not able to attend the meeting.
12. **Agenda Building.** The January 26, 2004 meeting of the Library Commission will be held at the Dublin Public Library, 6:30 to 8 PM. Commissioners interested in carpooling will meet in the Administrative Office by 5:45 PM. Included on the Agenda will be an update on the budget.
13. **Meeting Evaluation.** Commissioner Quirk commented that the Library Commission was the best Commission upon which to serve.
14. **Adjournment.** The meeting was adjourned at 8:45 PM.