

**SHASTA PUBLIC LIBRARIES  
CITIZENS ADVISORY COMMITTEE  
Redding Library Community Room  
1100 Parkview Avenue, Redding, California  
March 3, 2010**

**MINUTES**

**ROLL CALL**

The regular meeting of the Library Advisory Committee (LAC) was called to order by Chair Patte Jelavich at 3:30 p.m. on Wednesday, March 3, 2010, with the following Committee Members present: Steve Brewer, Elaine Grossman, and Peggy O'Lea. Absent was Committee Member Connie Cleckler. Also in attendance were City of Redding Community Services Director Kim Niemer, Shasta Public Libraries Director Jan Erickson, and Redding Library Administrative Assistant David Brichacek.

**PUBLIC COMMENT**

None

**CONSENT CALENDAR**

The minutes from the meeting held on February 3, 2010, were presented.

**Motion:** To approve Consent Calendar with amendment to page two (2) paragraph seven (7). The word "emendations" will be changed to "recommendations." (Motion Made by Committee Member O'Lea, Seconded by Committee Member Brewer).

AYES:	Committee Members Brewer, Grossman, Jelavich, and O'Lea
NOES:	None
ABSTAIN:	None
ABSENT:	Committee Member Cleckler
MOTION APPROVED:	Chair Jelavich

**CONSIDER STRATEGIC PLAN 2010 GOALS AND OBJECTIVES**

Community Services Director Niemer recommended that each objective in the proposed Strategic Plan be visited and discussed. Committee Member Brewer asked if the proposed numbers in the plan were increased from the 2009 Strategic Plan. Director Erickson responded that most, but not all, values were increased from the prior year's plan. Niemer noted that this document serves multiple purposes two (2) of which being: 1) setting specific goals, objectives, and activities for 2010 and; 2) connecting performance metrics between this document and the new contract between Library Systems and Services, LLC. (LSSI) and the City of Redding. Additionally, Niemer stated that this document is a modest growth document and shows the Library's progressive effort. She noted that it would be important for the LAC to discuss the proposed 2010 Strategic Plan while keeping in mind the prior Strategic Plan's goals and objectives that were set forth by the LAC. Niemer added that the LAC should look at what they had established for goals, what had actually been accomplished, what was being proposed for the new plan, and what challenges lay ahead.

Director Erickson presented the proposed 2010 Strategic Plan Goals, Objectives, and Activities. Objective 1.1: The Library will circulate at least 73,000 non-fiction items annually from a well-balanced non-fiction collection that appeals to a wide-range of community interests and information needs. In 2009, this objective was exceeded with non-fiction circulation reaching 88,749. The proposed goal for non-fiction circulation for

2010 would be increased to 90,000. Director Erickson noted that, in 2009 monies were available from opening day funds which were used to purchase Library materials. These funds have been exhausted and will not be available in 2010. Erickson declared that, even though these funds are no longer available, the Library will strive to increase circulation to 90,000 by utilizing creative marketing strategies including displays.

Objective 1.2: 400 adults per year will attend programs that promote personal development and enhanced life. In 2009 this objective was exceeded, with adult program attendance at 1,118. The proposed adult attendance goal would be increased to 1,120.

Objective 1.3: 5,000 people per year will access on-line databases providing information on a variety of topics. In 2009 this objective was met. The proposed objective value would remain the same for 2010 due to trends showing that individual database usage has declined. Director Erickson noted that the addition of adult services to the on-line *HelpNow!* tutoring resource could lead to exceeding this objective.

Objective 1.4: The Library will co-sponsor six (6) exhibits at all locations that provide parenting, safety and health information in 2009. This objective was exceeded in 2009 with 9 exhibits. The proposed number of exhibits would be set at 9.

Objective 1.5: The Library will address the needs of hearing impaired customers by offering two (2) six-week American Sign Language (ASL) classes in 2009. The proposed number of ASL classes would remain at two (2) in 2010 due to the instructor's availability. Chair Jelavich asked what the attendance levels were in these sign language classes. Director Erickson responded that these classes were popular and attendance levels reached their maximum. Committee Member O'Lea asked if additional sign language teachers were needed. She mentioned that she might know someone who would be able to help. Director Erickson responded that additional teachers would be helpful and are being sought.

Objective 1.6: 150 young adults annually will participate in programs, workshops, or other group activities in the Library. Attendance totaled 1,021 in 2009. The proposed attendance level objective would be increased to 1,100 for 2010. Committee Member Brewer asked if this attendance level counted individual attendees or separate visits. Director Erickson replied that the level was monitored through attendee counts. Community Service Director Niemer added that these attendee counts could be redundant with some individuals attending more than one (1) session.

Objective 1.7: 9,000 school-age students annually will utilize materials, on-line resources and reference services to support their success in learning to use effective research techniques, reading and writing skills, and information literacy needed to complete school assignments. In 2009, this objective was exceeded with 17,398 school-age students utilizing these services. The proposed objective would be increased to 18,000 for 2010. Community Services Director Niemer asked if this value included other metrics or if it was tracked exclusively through on-line resource utilization. Director Erickson responded that this number is tracked through on-line resource utilization, materials usage, and reference services.

Objective 2.1: 350 adults per year will learn basic computer skills in classes offered by the Library. In 2009, this objective was surpassed with 354 attendees. The proposed level would be set at 355 for 2010. Director Erickson noted that the attendance counts for the basic computer classes have seemed to level off. She mentioned that this could be due to many attendees having learned basic computer skills in the offered classes.

Objective 2.2: 750 adults per year will participate in classes designed to improve computer skills and to master the use of on-line databases and other digital information. This objective was surpassed with 939 attendees. The proposed measure for 2010 would be increased to 950 adults participating in these computer classes.

Objective 2.3: 30 classes/sessions will be provided annually for young adults on topics of interest to them. This objective was exceeded in 2009 with 185 classes/sessions provided to young adults. For 2010, the proposed number of sessions would be set at 185. Director Erickson noted that these young adult interest

sessions, implemented by Head of Youth Services Diane Gustafson and Youth Services Librarian Cheryl Cruse, are provided throughout the year including running simultaneously during summer reading programs.

Objective 3.1: At least 70 learners annually will participate in the Shasta Literacy Program providing basic skills training through one-on-one tutoring. In 2009, this objective was exceeded with 141 total program learners. The proposed number of learners would remain at 70 for 2010. Director Erickson stated that Literacy Program funding has recently experienced some cuts resulting in a reduction in the working hours of the Literacy Coordinator. Due to these budget and time constraints, this program will be unable to grow in 2010 until additional funding is acquired. The program will continue to support the objective of 70 learners which is the level necessary to meet State Grant funding requirements. Community Services Director Niemer asked if the required level of 70 learners was mandatory over the course of 12 months, or had to be achieved concurrently. Director Erickson replied that the necessary level of 70 learners was to be achieved over the course of 12 months.

Objective 3.2: At least 40 learners annually will prepare to take the G.E.D. This objective would be a proposed addition to the Strategic plan for 2010. Director Erickson noted that many learners participating in the Shasta Literacy Program aspire to obtain a G.E.D. She added that, due to the current state of the economy, many job seekers are finding that most employers require a high school diploma or G.E.D.

Objective 4.1: The Library will provide direct and indirect emergent literacy activities to 3,000 children per year. This objective was exceeded in 2009 with 6,940 children participating in literacy activities. The proposed level of child attendance for 2010 would be set at 6,500. Director Erickson mentioned that a portion of these participating children came through the *Raising a Reader* program which has experienced some recent changes. She noted that these changes could impact the number of children participating in emergent literacy activities.

Objective 4.2: The Library will model techniques during programs to 1,000 adults per year to teach them skills to be their preschool child's first teacher. This objective would be a proposed addition to the 2010 Strategic Plan. Director Erickson mentioned that the 2009 Strategic Plan addressed school-age children in this category, but not preschool-age children. She felt that this would be an important addition to the proposed plan.

Objective 5.1: The Library will partner with school districts annually to provide 240 hours of after school tutoring to improve student reading abilities and reading scores. This objective would remain the same in 2010 as school districts set the number of hours provided for after school tutoring.

Objective 5.2: The Library will model techniques during programs to 300 adults per year to teach them skills to be their child's first teacher. In 2010, this objective would be changed to "The Library will provide reading programs to 850 school-age children."

Objective 6.1: At least 11,300 items of current interest including fiction and non-fiction will be circulated annually. In 2009, this objective was surpassed with 15,317 items of current interest being circulated. The proposed number of current interest items to be circulated in 2010 would be established at 15,000.

Objective 6.2: Staff will complete an annual review of all magazine and newspaper subscriptions to add or eliminate titles required to build an up-to-date and responsive collection. This objective was met in 2009 with 13 magazine and/or newspaper subscriptions being added to the collection, and would remain the same for 2010.

Objective 6.3: Staff will collect audiovisual materials in a variety of formats that appeal to a wide-range of community interests. This objective would be a new addition to the Strategic Plan in 2010. Director Erickson added that many customer requests have been made for different audiovisual formats including DVD and Blu-Ray discs. Chair Jelavich asked about the issue of audiovisual theft. Director Erickson replied that theft in this area has remained a consistent problem. Erickson added that the addition of digitally downloadable

material to the collection is great for reducing theft. These downloadable materials have no expiration dates, do not have to be re-shelved, and cannot be damaged or stolen. Community Services Director Niemer offered the idea of adding a DVD/Movie dispenser to the Library much like the dispensers found in many local supermarkets that offer rentals for approximately \$1.00. She added that these dispensers may possibly be an avenue for raising monies for Library and Literacy programs and could offer more current titles to customers. The LAC agreed that this idea should be researched.

Objective 7.1: The Community and Reading Rooms will be utilized 1,200 times annually. This objective was exceeded in 2009 with the Community and Reading Rooms being utilized 1,513 times. The proposed utilization level of these rooms would be increased to 1,665 times in 2010.

Objective 7.2: 45 tours annually for youth and adults will include information on library etiquette. This objective would be moved to Objective 7.3 in the 2010 Strategic Plan and the number of tours that include information on library etiquette would increase to 55. Objective 7.2 would become "The Computer Center will be utilized 325 times annually" in 2010. This objective would be a proposal for the 2010 plan. Director Erickson noted that the Computer Center can be reserved through the online *Evanced* reservation system and has proven to be useful to many organizations that provide computer training and instruction to their staffs.

Objective 7.4: The Library will offer at least 60 Family-Oriented Programs annually. In 2009 this objective was exceeded with 149 Family-Oriented Programs being offered. The proposed number of programs, to be offered in 2010, would be increased to 150. Director Erickson concluded her proposal for the 2010 Strategic Plan by adding that the 2009 Strategic Plan's Objective 7.4 "In 2009, the Library Advisory Committee will consider recommending to the Redding Municipal Library Board a policy to provide a tobacco free campus" had been accomplished and would not be included in the 2010 plan.

Committee Member Brewer stated that some of the proposed increases seemed modest. Committee Member O'Lea replied that many of the prior year's goals and objectives were exceeded dramatically and this should be considered when setting the 2010 objectives. She added that, with fixed staffing levels and ever increasing public demand, these accomplishments are impressive. Community Services Director Niemer stated that free programs are abundant and it is important to maintain quality of programs while striving for quantity. Additionally, it is important to strive for growth without inundating staff so that the goals and objectives of the Library remain feasible and successful. Niemer pointed out that the Library had accomplished a great deal in 2009 leaving little room for exponential growth, but growth goals are essential. Director Erickson added that 2009 funding allowed for staff to overshoot goals and objectives. Many of these funds will not be available in 2010, but creative marketing and programming will be used to move forward so as to continue to fulfill community needs.

Committee Member Brewer suggested changing wording in this document under each marketing section to read "local media" instead of "local print media, and local television and radio community calendars." Director Erickson responded that this change would be made.

**Motion:** To approve proposed 2010 Strategic Plan (Motion Made by Committee Member O'Lea, Seconded by Committee Member Brewer).

AYES: Committee Members Brewer, Grossman, Jelavich, and O'Lea  
NOES: None  
ABSTAIN: None  
ABSENT: Committee Member Cleckler  
MOTION APPROVED: Chair Jelavich

#### **VOLUNTEER APPRECIATION EVENT UPDATE**

Director Erickson presented an update on the upcoming Volunteer Appreciation event to be held Monday, *Shasta Public Libraries Citizens Advisory Committee* *Page 4*  
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April 19, 2010 from 3:00-5:00 pm in the Redding Library's Community Room. Invitations are being sent out and award pins, refreshments, and a speaker have been procured. Erickson added that it is enjoyable for staff to submit nominations for Volunteer of the Year.

### **LIBRARY ANNIVERSARY CELEBRATION UPDATE**

Director Erickson provided the Library anniversary celebration update. The three-year Library anniversary, "Turning Three and Going D: Dewey Goes Digital," will be held at the Redding Library Saturday, March 27, 2010, from 10:00 am to 4:00 pm. Redding Library staff has been working with the Friends of the Shasta County Libraries (FOSCL) and the Shasta Library Foundation to plan the anniversary celebration event. Training sessions are being provided to staff so that they may assist customers with digitally downloadable media and associated devices. Cleaning is underway, including indoor carpet cleaning, outdoor power washing and Library detailing. The anniversary celebration will feature the *Overdrive* Digital Bookmobile. This bookmobile is a high-tech tractor trailer that will be used to provide digital demonstrations, personal instruction and information about supported devices to Library customers who wish to learn about the Library's newly added digital collection. City of Redding Mayor Patrick H. Jones and Board of Supervisors Chairman David Kehoe will attend the event and provide an opening speech. Members of the City Council and the Shasta County Board of Supervisors (Supervisors) will also be in attendance. Special events will occur throughout the day including puppet shows, a Library Treasure Hunt, drawings for mp3 players and Sony Readers, donated by FOSCL and the Shasta Library Foundation, and Burgers for Books. Committee Member O'Lea noted that volunteers who would like to help with the event can sign up through FOSCL or the Shasta Library Foundation. She noted that assistance will be needed with food, drawings, traffic direction, and other areas.

### **LITERACY PROGRAM UPDATE**

Director Erickson presented the Literacy Program Update. Director Erickson and Literacy Coordinator Marilyn Odegard worked with Committee Member O'Lea and submitted a grant through the Shasta Library Foundation to U.S. Bank. At the recent Resource Distribution Committee meeting, representatives from the Shasta Library Foundation offered \$1,000 for Literacy materials. Director Erickson mentioned that additional funding is currently being sought.

Director Erickson stated that students of the Literacy Program choose their own individual goals and strive to achieve these goals at established paces. Erickson noted that computer literacy is very important and Literacy Coordinator Odegard has been receiving computer training, and working with Outreach Coordinator Megan Owens and *HelpNow!* tutoring to work towards offering computer literacy in the Literacy Program. Chair Jelavich inquired into the level of funding provided to the Library by the Shasta Library Foundation. Committee Member O'Lea responded that the Foundation provides fifty percent of earnings from the endowment, nearly \$10,000 this year, to Library programs and services.

### **BURNEY LIBRARY UPDATE**

Friends of the Intermountain Libraries (FOIL) President Michelle McCammon introduced herself to the LAC committee. McCammon mentioned that the Burney Library is very important to its community and that the current Library is much too small. She asked for clarification regarding the LAC's progress with the Burney Library relocation project. Community Services Director Niemer stated that the LAC has been monitoring the progress of this project and that two (2) locations were under consideration for the Burney Library. These locations include the Lyon's Pharmacy and Holiday Market buildings in Burney. Committee Member O'Lea added that the Lyon's Pharmacy building location ran into some issues with the flood plain, but that this location has not been abandoned yet. FOIL President McCammon questioned why the flooding issue was a problem since Caltrans had fixed the problem. Niemer stated that although work has been done to mitigate the flooding issues in downtown Burney, a hydrology study was necessary to prove the changes in conditions. Such a study would have to be completed by qualified engineers then submitted and approved by the Federal

Emergency Management Agency (FEMA). She added that this work can be very expensive, involved, and time consuming.

FOIL President McCammon stated that to present a proposal to the Supervisors, she was told it was necessary to procure a location able to house all Burney-area county offices. With this understanding, FOIL had placed an offer and signed a contract to purchase the Holiday Market building in the amount of \$325,000. Later the Supervisors held a closed session meeting where they discussed the Holiday Market property acquisition in the proposed amount of \$400,000, which they rejected. FOIL President McCammon said that FOIL's expectation was that the county would close escrow using funds from the Hatchet Ridge Windmill project grant. McCammon stated that FOIL submitted an offer for the building because there were other interested parties. She added that there is not another available 12,000 sq. ft. building in the area so they went ahead and secured the location. It is important to the Burney community to have the Library on Main Street. Chair Jelavich questioned why FOIL was placing an offer without County authorization. President McCammon responded that she believed comments from CAO Lees indicated he would support the transaction and that they included contingencies that would allow them to refund their deposit if they could not close the deal. Community Services Director Niemer stated that some miscommunication had occurred and that that it would be wise to appoint a member of county staff to exclusively handle this project in coordination with FOIL. This would alleviate confusion and miscommunication as well as provide solid information that would be useful for moving forward with this project.

Committee Member Grossman pointed out some specific language contained in the December 2009 letter that FOIL sent to Glenn Hawes. The letter states that FOIL had decided that their aspirations were to acquire a building for the Burney Library, and that the Supervisors shall have the sole authority to extend both the initial payments and the annual payments for such an acquisition. Grossman recommended that FOIL create a general letter restating their intent and their belief that whatever portion of the Hatchet Ridge Windmill project fund that is available to the community should be used in the acquisition of a new building for the Burney Library. She added that letters from supporting communities, businesses, organizations, etc. would be good additions to FOIL's letter and would provide support for their case. Such letters would show that the Burney Library relocation project is where the Burney community would like the Hatchet Ridge Windmill funds to go. Committee Member O'Lea recommended that the LAC send a separate letter to the county stating their understanding of the project's scenario and that they have been monitoring it. This letter could include the LAC's support of FOIL's seeking available options. Chair Jelavich mentioned that the best approach may be for FOIL to work directly through Burney's District Supervisor. Committee Member O'Lea acknowledged that county commitment is needed on this project and that a letter from the LAC may be helpful. Niemer stated that the most important step in this project is for FOIL to get funds reserved so that they have actual dollar amounts to work with. FOIL President McCammon stated that the Burney community's commitment to its Library is significant, as has been demonstrated through over 20 years of community bake and book sales, as well as many other Library fund raisers. She added that the community needs support from the county and its Supervisors. Committee Member O'Lea reiterated that the LAC supports the entire library system and that this project is supported by the Libraries' Strategic Plan. She felt that an independent letter from the LAC stating they have been monitoring the progress of this project would be appropriate. O'Lea added that a portion of this letter could contain paragraphs noting the success of partnerships with the Shasta Public Libraries and how these partnerships aided in the construction of the new Redding Library building.

**Motion:** To authorize Chair Jelavich to draft an independent letter from the LAC that would be sent to the Board of Supervisors communicating their support of FOIL and the Burney community in the project to relocate the Burney Library (Motion Made by Committee Member O'Lea, Seconded by Committee Member Grossman).

AYES: Committee Members Brewer, Grossman, Jelavich, and O'Lea  
NOES: None  
ABSTAIN: None  
ABSENT: Committee Member Cleckler

MOTION APPROVED: Chair Jelavich

## **LSSI CONTRACT REPORT**

Community Services Director Niemer presented information about the agreement made by and between LSSI and the City of Redding. This agreement was presented to the Redding Municipal Library Board and the City of Redding Council on Monday, February 22, 2010, and was approved unanimously. Most of the agreement terms remained the same as in the previous contract between LSSI and the City of Redding. Schedule-A, Sections B-13 and B-14 provide new language concerning Library staffing, including the number of librarians and management personnel required. These sections discuss monthly and annual reporting of information and progress relating to the achievement of goals and objectives outlined in the Shasta Public Libraries Strategic Plan to the Library Board, LAC, and City staff. The new agreement provides for a 2.6% increase in budget funding for the first year and then will remain flat for the following two (2) years. The new agreement provides operating budgets and charts which outline funding for the Redding Library as well as the Anderson and Burney Branch Libraries. The previous contract's section concerning the original transition of the Library to LSSI was removed since it had been accomplished. Chair Jelavich commended Community Services Director Niemer for her work and strategy relating to the development and acceptance of this contract. FOIL President Michele McCammon asked for clarification regarding a 40 year commitment to the Library. Niemer explained that this 40 year funding agreement is to pledge funding to library services for 40 years. She added that opt-out provisions in this agreement were added with prorated costs of \$1 million for the Redding Library and \$1 million for the Branch Libraries to break these contracts. Committee Member O'Lea added that the State of California required this 40 year commitment as a term of the matching grant for the construction of the new Redding Library.

## **DIRECTOR'S REPORTS AND STATISTICS**

Director Erickson presented her Director's Report. Director Erickson, Community Services Director Niemer, Chair Jelavich, and Committee Member Grossman attended a recent Anderson City Council meeting. Niemer presented a broad spectrum library report and Erickson reported on the Anderson Library. At the meeting, they received many positive comments from the members of the Anderson City Council.

Director Erickson stated that the Cultural Cruise that the Redding Library participated in went well. The Redding Library received the second highest public turnout for the Cruise with 159 maps checked in. First highest turnout was received by Redding's City Hall with 200 maps being checked in. Erickson added that the event was a lot of fun and was very rewarding.

Director Erickson presented a letter from the American Association of University Women (AAUW) to the Redding Library expressing thanks for providing meeting room spaces and other services to the community. The letter included special thanks for maintaining a clean atmosphere and for providing helpful and proficient staff. To show their appreciation, the AAUW donated a foldable whiteboard with easel that will be useful to the Library. Erickson shared another letter, sent by Grady E. Jenson stating that he had received information from *Gary Lee Price Studio, Inc.* that the Redding Library has a bronze sculpture featuring Mark Twain. Jenson mentioned in his letter that the Mark Twain Library in Redding, Connecticut owns the same sculpture which is displayed in memory of his wife. Additionally, Jenson had received information that there are other copies of this sculpture; one located at the Ferguson Library in Stamford, Connecticut; one owned by a private collector in Fort Collins, Colorado; and one owned by a private collector in Washington State. Erickson presented an email from Barbara Lore, a member of the FOSCL Board. Lore commended the Library and its staff for all of their achievements and hard work and noted that the Library is a great asset to the community.

Director Erickson stated that the Library now has 869 titles in its digital collection with 314 of this collection being audio books. Current circulation is at 2,266 checkouts.

Director Erickson will attend the Public Library Association (PLA) conference held in Portland, Oregon, during the third week of March. She noted that these conferences are an extension of the American Library Association (ALA) and are of great value since sessions focus on public libraries.

At the recent Resource Distribution Committee meeting, Library staff submitted unfunded needs requests from the Shasta Public Libraries. The Shasta Library Foundation Board will review requests for \$8,000 to support *HelpNow!* on-line tutoring and for \$1,000 to support materials purchases for the Literacy program. The FOSCL will review requests for needed funds to support Library collections, databases, and services (i.e. Children's Services Programs, etc.) that will be discussed at a meeting to be held March 7, 2010. Director Erickson noted that Community Services Director Niemer has obtained two computer chairs for the Anderson Library and a typewriter to be used at the Redding Library.

A subscription to *Film Movement* has been established and Art Films will be presented monthly at the Redding Library. The subscription allows for one public showing and the movies will be added to the Library's collection for checkout. Art film trailers can now be viewed on the Shasta Libraries website.

A staff training session was provided at the Redding Library to provide instruction on changes to *HelpNow!* Group tutoring sessions are now offered through *HelpNow!* on-line tutoring. Director Erickson mentioned that many students now prefer group tutoring as opposed to individual tutoring sessions. *HelpNow!* has also begun offering on-line tutoring services to adults. These services include G.E.D. and foreign language tutoring, resume and cover letter development, a writing center, and more.

Director Erickson thanked to the LAC, the City, and Library staff for supporting the non-smoking campus initiative, which has been successful. Customers have also expressed appreciation for the "second floor" quiet zone. She added that she has received inquiries from other communities about the process for creating a non-smoking campus.

Community Services Director Niemer stated that the City of Redding awarded a contract to add signage to the Redding Library's Cypress Avenue frontage which will help increase the Library's visibility from Cypress Avenue. Additionally, a local church group is providing a "Day of Service" on March 8, 2010, with approximately 600 volunteers available to help accomplish projects throughout the Redding community. She asked the LAC to consider ideas and provide input on local projects that might benefit from their service. Committee Member O'Lea mentioned the Redding Library's landscaping needs.

## **COMMITTEE COMMENTS**

Committee Member O'Lea mentioned that having members of the Teen Advisory Board attend a LAC meeting would be a great opportunity for them to provide their input and perspective on the Library. She noted that input is received from adults in the community regularly, but it would be nice to hear from younger Library users.

## **ADJOURNMENT**

There being no further business, at the hour of 5:18 pm, Chair Jelavich declared the meeting adjourned.