

Minutes of Supervisors of Checklist 05/23/2014

Harriet Cady, Tom Dillon, and Gloria Riel met at 9 AM. We were able to get on the website and make all changes that were necessary.

Harriet moved that we approve the changes and Tom seconded. We all agreed to do this.

Harriet then told us that the library requested the outdated checklist so they could have it there. She did tell us that they could only copy one page for someone requesting it. Harriet moved that we approve and Gloria 2nd, and we agreed.

We then tried to print the copies of the checklist that were necessary so they could be posted that day.

After numerous attempts the new program would not print them out. We had to ask IT, Steve Jamele and Jan Foisy to help us get this working because we needed to post them on 5/23/2014.

After a lot of work and attempts Steve and Jan were able to help us accomplish the printing.

We were then able to post each one where necessary.

Tom had to leave about 10:30, and Harriet and myself, after getting all things done, agreed to recess until 06/03/2014. I believe 6 PM, but we will definitely be in the office from 7-7:30.

Submitted by,
Gloria Riel