

WYLDcat Members Annual Meeting Minutes
June 5, 2015
Casper, Wyoming

- I. Call to Order at 8:37 a.m.
- II. Recorder Kim Heaster did a roll call of delegates and ascertained that there was a quorum of member libraries present.
Members present: Nathan Bender, Lesley Boughton, Donna Capellen, Frances Clymer, Cary Dunlap, Karen Funk, Jessica Gerdes, Brian Greene, Janice Grover-Roosa, Jason Grubb, Carey Hartmann, Elaine Hayes, Julie Henion, Linda Herget, Kirk Hissam, Mary Jayne Jordan, Rebecca Lehman, Terri Lesley, Becky Lorenz, Jill Mackey, Brad Matthies, Brenda McGinnis, Marci Mock, Cindy Moore, Bill Nelson, Jo Otterholt, Edie Phillips, Paul Pidde, Nicole Pouget, Susan Richards, Sid Stanfill, George Strawley, Adam Van Sickle, Jennifer Wills, and Recorder Kim Heaster.
- III. Agenda:
Jill wanted to move the Discussion of Bylaws up to after the approval of the minutes from last year's annual meeting. Several of the discussions under Other Reports are dependent on what occurs with the Bylaws discussion. Vote occurred and the change to the agenda was approved.
- IV. Approval of minutes from 2014 Annual Meeting:
Carey Hartmann requested her name be spelled correctly in the minutes: changing Hartman to Hartmann. Change was made.
Carey Hartmann made a motion to approve the minutes with the change. Sid Stanfill seconded and the motion was approved.
- V. Discussion – Bylaws:
Primary changes:
 1. Do away with Regional Council.
 2. Name change to Integrated Library System (ILS) Users Group of WYLD.
 3. The term WYLD has morphed to encompass all libraries in the state – all libraries have access.The Bylaws Committee made a motion to approve the Bylaws revision. Becky Lorenz seconded and the motion was approved.
- VI. Reports:
 - A. Committee Reports:
 1. Fees and Budget Committee did not meet this year.
Brenda McGinnis was recognized as the Chairman.
This committee will no longer exist due to the revised bylaws.
 2. Governance and Bylaws Committee:
Carey Hartmann and Mary Jayne Jordan were recognized.
Now an ad hoc committee under the revised bylaws.

3. Nominating Committee:
Lesley Boughton and Mary Jayne Jordan were recognized.
Now and ad hoc committee under the revised bylaws.
4. Online Quality Committee:
Chair Cara Nett is not here. Marci reported that the committee just started working on the database guidelines. Hope to have them updated by fall or the end of the year. Report is posted on the website.
Jill recognized the members: Cara Nett, Kristy Hardtke, Ellin Stiteler, Susan Stanton, Carla Perez, Desiree Saunders, Bobbi Thorpe.
Still need a Region 2 representative for this committee, if anyone is interested or knows of someone who might be interested, please pass that name on to Marci.
5. Training Committee:
Edie Phillips, Chair: We are still a committee and we are active due to Susan Simpson.
Completed this year:
 - a. Wrote the Enterprise Skills Checklist which was posted in November.
 - b. Updated the General Skills Checklist recently, will probably review again.
 - c. Thanks to Bobbi for a complete review of the Linking and Cataloging and Serial Skills Checklist.
 - d. Finished the Technology Glossary Update and Illustrations in December, posted on the Training Committee's page.
 - e. Lesley Carlson, the co-chair, reorganized the Training Committee's Wiki. We need a Region 1 representative (has since been filled).
Edie named the committee members, most are newly joined: Christine Greenfield, Jane Gebhart, Deb Sturman, Elaine Hayes, Fern Stringham. Thanks go to the WYLD team for their patience and help.
Jill thanked Edie for her dedication.

B. Other Reports:

1. Regional Council:
Marci Mock, Chair: there is a brief report that is posted to the webpage.
Regional Council only met once this year in January and voted to disband based on changes in the bylaws. We had a full council this year. Thanks to all the members: Adam Van Sickle, Donna Capellen, Brenda Mahoney-Ayres, Deb Sturman, Becky Lorenz, Wendi Walton.
Jill recognized Marci for her work with this committee.
2. Governing Board:
Jill Mackey, Chair: the report is posted online.
Marci recognized and thanked Jill for her hard work.
3. State Librarian Report:
Lesley Boughton: report will be posted online before she leaves.
Items directly related to the bylaws changes:
Governance contract agreement: has been sent to the Attorney General to approve not the content, but the form. Hopefully the AG will approve before

Lesley leaves, and she will get them out as soon as possible. They are perpetual contracts. They will only need to be re-signed when there are changes. They will be sent out to the directors, and they do require signatures.

Three changes:

- a. Changes the name of the organization consistently throughout.
- b. Eliminates the penalty clause—in 20 years this has never been assessed. The biggest issue is with bibliographic records. Bobbi is very comfortable in working with all staff. Directors should be aware of this and take ownership of any issues. This is where the Expectations Document becomes important.
- c. Removes the role and responsibility of the Director of Department of Administration and Information in regards to fees. State Librarian is inserted instead.

The Library in Lusk has not received any flood damage. The Johnson County Library was hit harder. The basement received flooding of both water and mud. Three of the staff have also had their homes damaged.

Lesley was recognized and thanked for her hard work and service.

4. WYLD Support Team:

Brian Greene:

Capitol Square Project will be going on for three years at a cost of \$300 million.

- All the WYLD servers were in the Herschler Data Center. In October, before the hack, all state agencies that had their servers in the Herschler Data Center were asked to move their servers and things to the Emerson Data Center in the Emerson building.
- There are things happening (like the power outage recently) that have been happening that are beyond our control that are frustrating from a support point of view.
- We are more dependent on the state than we have been in the past for support alerts and notices.
- We are looking at GovDelivery Services (used by state and federal agencies to provide updates and alerts) to get out information. Hoping to someday soon send out a message asking libraries to subscribe.

October 6th and 7th hacking incident:

- ETS alerted WYLD as soon as suspicious activity was noted on server, but they couldn't be specific about what it was
- By Tuesday, realized that there was something serious going on and there were Chinese IP addresses that were doing some activity on our server. They were encrypted packets of data that could not be read that were coming to and leaving the server.
- Due to this incident, Lesley and Brian decided there needed to be some mitigation efforts. One key effort was to form an ad hoc security team and Brad Matthies was willing to be chair. Committee members: Jason

Grubb, Marci Mock, Jill Mackey, Brian Greene, Marc Stratton, Bobbi Thorpe, and Desiree Saunders.

- Some social security numbers were still on patron records, another mitigation effort was working with those libraries that has SSNs in their patron records to remove them right away.

5. WYLD Ad Hoc ILS Security Committee:

Brad Matthies: Chair: the report is posted online.

We were tasked with looking at the patron records, seeing what kinds of information we were gathering, and trying to draw a distinction between what is considered Personally Identifying Information (PII) and Directory Information.

- PII typically takes a written notice for the information to be released.
- Directory information is phone book information that is publically available.

Jason surveyed the group and there was a small percentage of libraries that gathered driver's license numbers, some of the public libraries were using the full birthdates to distinguish between juvenile and adult, several community colleges use student ID numbers.

ALA's recommendation is to use the minimum amount of information needed to conduct library business--they do not have a list of what to and not to include.

SUNY Cortland (The State University of New York) has a terrific webpage that has a list detailing PII (not allowed) and directory information (allowed).

The Ad hoc committee recommends that libraries stick to the directory information and not use any PII.

If a library chooses to include any PII in patron records, then per the State Library and the Governing Board, that library will be responsible for notifying its patrons in the event of a breach.

The two items that will probably impact the public libraries and the academic libraries are the full birthdate and the Student ID#.

C. Discussion concerning PII information and responsibility:

Nicole Pouget: "From yesterday's discussion, there was mention that birth year is okay, just not birth date."

Brad: "Yes, that seems to be the solution for the public libraries that were gathering birth date."

Sheryll Hampton from Sheridan College: "The biggest reason we were using student IDs was to differentiate between members of families with similar or the same names. The use of birth year could take the place of student ID and accomplish the same thing."

Susan Richards: "My concern from the community college perspective is more of a work flow issue. I can see that removing student IDs would solve issues in terms of security. If you are using WYLD and you are trying to find someone's patron record and you are not sure if they are one of your patrons or not, and this is maybe something that could just be fixed with changing the display... if you use the student

ID, in that list when you pull up the John Smiths the student ID immediately tells you if that is your patron. And that's really important to try to sort out, so if there is a way to use that field and get a good display that would be really helpful. The reason why birth dates don't always work for that is that we have students that attend multiple community colleges so we have to wonder is this our student or Casper College's student? The only way we can tell which student is ours is by the student ID numbers. That student ID tells us that this is our patron record from our student that is currently attending our college now versus the one he attended last year or some other time. So this is still an issue for us to sort out."

Brad: "In relating to the academic libraries, I chatted with our Registration and Record folks and the fact of the matter is that in their student database they include social security numbers, student ID numbers, basically everything that is considered PII. But they have their own policies in place for notifying people in case of a breach. Here at Casper College, the student ID is not really a threat. You cannot take that information, call up Registration and Records and get something released. They are going to verify who you are. But I don't know if the other community colleges operate that way. Also, from the Casper College perspective, if we (the library) had to notify 2,000+ students within the broader education resources group we could probably pull it off. It would be painful, but some of the smaller academics could have a problem. We use the student ID as the library card. So I guess from the State perspective, Brian and Lesley, would that be an issue?"

Lesley: "I think what we need is a policy to run by ETS. Statute requires notification of what it considers PII. We were fortunate at this time because we didn't have to notify each person individually. The Legislature is very concerned about security. If, in fact, that campus number can be verified that it is not a security issue and we can have ETS understand that would not trigger a responsibility for the State Library to notify every patron. Because we cannot notify subsets of patrons. We have to put out a general notification. That is our biggest concern. So we must have a policy that very carefully determines "What is Directory Information?" and for the community colleges, a campus ID would be considered Directory Information and not sensitive PII that might solve the problem."

"Is the general library number on a library card itself considered PII? Because with it a person's account can be accessed on WYLD."

"You must have a PIN to access an account."

Carey Hartmann: "If you had a Social Security Number you could steal someone's identity with just that. With a campus ID you'd have to take that number and go and hack something else to get the PII."

Lesley: "But that is the concern, that if they collect those numbers, there is something called the 'Dark Internet' and that is where this type of information is

bought and sold. Then some hacker could hack into a college system. Only law enforcement has access to Driver's License information. So if you are using a collection agency, the collection agency cannot use a driver's license to access any patron information. The bottom line is, we are not regulatory. If a library chose to use some other information they need to be responsible for that with their patron, not the State of Wyoming. If we had had to notify each patron individually it would have cost us half a million dollars, and we cannot do that. "

"Are other sources considering this campus ID/student ID as PII?"

Brad: "Well, that depends. A few states, California for example, have a statute that will lay out exactly what they consider PII. But there is no consistency. That is part of the challenge that the State Library is up against because we have so many different types of libraries and so many different types of information there are in a collective database. So how do we bridge that gap and yet protect the state library in case of another breach?"

"So are you recommending that we don't use the birth date at all, just the birth year?"

Brad: "Well at this point, the discussion with the publics seems to be that just the birth year would work. Birth date is not recommended at this point. But again, this is not set in stone. That is why we are having this conversation. Birth year is just the year, birth date is month, day, year."

Brian: "Maybe what is causing some confusion is that birth year is not in the "allowed" portion."

Mary Jayne Jordan: "So what we do in Crook County in the five libraries, is we put the year they exit the building right behind each student's name. So we don't have that issue with how to identify which agency we want."

"But some of our students never exit..."

"Not recommended means that information can still be used. But in the case of a breach that library that used that information is responsible for notifying their patrons, not the State Library."

Brad: "Again from the Casper College perspective, one thing that I have to track down with my boss is, assuming this becomes official, would it fall under the college policy and I wouldn't even have to worry about the data notification. In my previous institution we had student ID numbers in the ILS and it fell under the college's policy. I don't have the answer yet for our college and I don't know if it will be a further discussion with the community colleges before this thing gets codified."

“How official is this going to become? If we were left with notifying people this would raise levels above myself where people would say, ‘Oh no, the State Library has the responsibility, the State’s going to pay for this.’ And they would be looking for some documents that I had signed and had agreed to saying that I had accepted the risk.”

Lesley: “What we are really looking at is saying in any breach we would still be responsible for notification to the 400,000 or 500,000 people who had cards but it could be internet notification. And we could say that this breach affects personal information only in that subset library. And we could do that. You have to take on that risk. There are no social security numbers that exist anymore because we can go through and get rid of those. So maybe the list needs to say, ‘Use of PII not allowed: NO Social Security Numbers, NO Bank Account Numbers, NO Credit Card Numbers.’ The Not Recommended is different than the Not Allowed. This is an effort to tell our customers/patrons that we are concerned about their security. We are not collecting information to just have information. There were three bills in the legislature this year dealing with this. We are going to see more. The insurance companies were particularly concerned about this.”

Jill: “Right now we are looking at policy for the ILS User’s Group. Should this be part of the Governance Contract?”

Brian: “From the bylaws perspective, the Governing Board is the body that is responsible for policy. So whether this is done by the Governance Contract or by a separate policy statement...”

Jill: “One reason why I asked that is because the Governance Contract goes through the AG’s office. So then the AG will have bought off on it as well.”

Lesley: “It may be in the future that we will have to amend those contracts. But right now at ETS the Chief Information Officer of the State of Wyoming has the authority to approve this policy. It is at a policy level.”

Brian: “We need to revisit the statutes that were passed. The statutes were being worked through the Legislature while we were also doing this and I’m not sure we got as much of an assessment from the statutes as we could have to contribute to this. I particularly wanted to take the PII language that was passed this last session and plug that in here. With everything else that was going on I forgot to put in that slide with that text. I apologize for that because I think it could have been helpful for us to refer to.”

“Just so I think I understand here...What is up on the screen right now is “Not Recommended” and “Allowed”. What I am hearing is that we are going to have a third group “Not Allowed”. Is that correct?”

Lesley: "Would anyone have a problem with saying that our system does not allow Social Security Numbers to be entered in?"

Carey Hartmann: "I'd like to make a motion that NOT Allowed are Social Security Numbers, Driver's License numbers, Bank Account Numbers, Credit Card Numbers, and Birth Date. Not Recommended are Campus ID's and Student ID's. Allowed are Name, Address, Phone Number, Email Address, and Birth Year."

Bill Nelson seconded the motion.

"If we are able to get some sort of document that said that Community Colleges believe that campus ID's are not PII, can it be possible to then amend this? What would be needed? Could it come from the Community Colleges as a group? Would it need to come from the Community College Commission? Would it need to be something that the State agreed to? I'm okay with working that out later, but I need to know can this document be amended to remove the campus ID and student ID from the Not Recommended and added to the Allowed if we can get some sort of document?"

Lesley: "I think that any document can always be amended and I think it would be good to adopt this. Brian and I should talk to the security people at ETS and see what would satisfy them. That's where the State Government takes its responsibilities from the guidelines put out by that director."

Brian: "Policies can be amended or changed. I applaud the efforts of the Community Colleges because I believe that will also provide additional information. The more informed we are the more we'll double check our policies to make sure they are as close to being helpful to us as possible. There is some homework we still need to do, but I think we might be able to get started with some kind of policy going forward."

George: "We had a scenario in North Carolina where just one or two employees were putting PII in the notes fields and that caused a bit of a scare. As long as you are looking at scenarios, I'd ask you to look at that one too."

Brian: "You are saying in notes fields, was that notes fields in patron record?"

George: "In patron record, yes."

Brian: "I believe if the policy says it is not allowed, that really should mean in any part of the patron record."

"Are you cleaning the current records now?"

Brian: "At this point I think that we are in a good place. We've worked with the libraries where we had some early mitigation. Even where we found some of the more serious PII issues we worked with those libraries directly and let them know we felt it needed to be taken care of ASAP. We've worked with them to do that ASAP and they responded accordingly. The State Library can remove PII from the patron record. You would work with Marc in that regard, we would identify what field you used the PII in (hopefully there wasn't multiple fields used, which happened in some cases) and then we can find that PII and take care of that. The State Library can also work with you to change the full Birth Dates in the records to just Birth Year. With not having Marc here I'm not sure exactly how we would do it, but I think it would be pretty easy to do. Obviously it is an identifiable field where that data is. So I think we can find some way to manipulate the data we'd need to and do it on a global scale in the database."

Lesley: "We never go into the patron records and just eliminate information. The one problem that was so glaring to us was the Social Security Numbers and we worked with the libraries on that so they were aware that was happening."

"Do the correctional institutions have any additional numbers that they plug in that we need to be considering?"

Brian: "At this time we do not have any institutional that are members of WYLD that would have that kind of data."

Jill: "We have a motion on the floor to amend the recommendation of the Ad Hoc ILS Security Committee listing the Personally Identifiable Information that is Not Allowed, Not Recommended, and what is Allowed. Let's vote."

The amendment is approved.

"Some PII data is still out there in the patron records. How will this get removed from the records? I understand that the libraries can contact the State Library and work with Marc and get this taken care of, but there isn't full representation here today. So some directors won't be going back and saying 'hey, we need to give Marc a call and get this taken care of'."

Lesley: "It will work the other way. When we have identified a library that needs to have PII removed, we will contact that library and work with them to remove it."

"Some PII has been placed in multiple fields by different employees. While the State Library has worked to help remove data from specific fields, attention needs to be paid to determine if PII is in other fields."

Lesley: "We are doing 'due diligence'. I am the custodian of these records, which is why I have such particular interest in them."

Brian: "We will work with you in whatever way we can, but we'll need your help to identify the fields we need to address."

Carey: "Just a point of order--so now the amendment has been accepted and the committee's recommendation is the motion and there needs to be a second, is that how that works?"

Brad: "Actually we've got to go back to the table, we have work to do."

Lesley: "And just for reference, committee recommendations don't require seconds."

Mary Jayne: "So then can the Governing Board act on that when they get it done or does it have to come back to the full membership?"

Brian: "I think we'll have to take a look at the language in the new bylaws. I think that can reside in the Governing Board since the Governing Board is responsible for the policy setting."

Susan Richards: "I would respectfully ask the Governing Board to at least send it out to the membership before acting upon this so we can see what is upon it."

Jill: "I do think that is an excellent idea."

Brian: "That is an excellent point, because remember the Governing Board is comprised of members that represent the different types of libraries—special libraries, large and small public libraries, academic libraries, and K-12 libraries. That is a good reminder of the role of the Governing Board."

Carey: "If this isn't voted on today and put in place, it may be next year when we vote on it. Unless the Governance Board chooses to bring it to the organization electronically and then have it ratified at a later date. So I just wanted to make you aware that if there is no action today it could be a year before we have this in place, unless the Governance Board chooses to do that. And that is from the bylaws. The Governance Board will not be able to make this decision on their own according to the bylaws, it has to come before the membership."

Jill: "Refresh my memory...in the bylaws if mid-year comes up we can do that in an electronic-type vote?"

Carey: "I think you can do an electronic vote of the voting members, as long as it is then ratified at (and this is Robert's Rules) the annual meeting of the membership."

Jill: "So define 'ratified at an annual meeting of the membership'."

Carey: "Okay, so you can do this electronic vote mid-year and it can go into effect. And then you bring it before this body and have a vote that ratifies it at the annual meeting."

Lesley: "Carey, is that Robert's Rules?"

Carey: "I think it is Robert's Rules."

Lesley: "Didn't we get rid of Robert's Rules?"

Carey: "We don't have to use Robert's Rules."

Lesley: "Correct, so does all practice require it to be ratified face-to-face at the annual meeting?"

Jason: "I think the point is, everyone is looking at the document, we'll send an email out. Let's leave it at that. However this becomes official that will happen."

Jill: "Regardless of how long this is going to take, I don't think we are ready to pass this yet. I think there is more information that needs to be gathered."

Jason: "We don't have to put operations on hold. We are sitting here realizing that we are collecting PII. I have every intention of going back and remedying that so that we are only collecting birth year and we'll get the rest of it out of there as we work with Marc. I think everyone is on the same page."

Jill: "We do have this amendment so the committee does know what direction this body wants to go with those types of information."

Lesley: "As the custodian of the records for the next ten days, I am comfortable. It is 'due diligence'."

VII. New Business:

A. Network Election:

1. Governing Board:

- a. K-12 Representative: Paula Sabatka has agreed to serve as the representative. Mary Jayne will submit her name to the K-12 members for them to vote on. Thank you Paula!
- b. Special Libraries Representative: Jo Otterholt has volunteered. Her name will be submitted to the special libraries for them to vote on. Thank you Jo!
- c. Vice President/President Elect: Marci will send out a request one more time. If no one volunteers, Mary Jayne volunteered to take it on again. Thank you Mary Jayne!

B. Discussion—SirsiDynix Community Funded Services (Brian):

There are three different programs available from SirsiDynix. They are possible additional revenue opportunities. They operate on the premise that our users (and especially our power users) are exposed to authors and titles that they wish to own or to give to someone else. Options are available to the patrons imbedded directly into the ILS Discovery software.

1. Buy It Now program:

About 5 or 6 libraries are participating in this program right now. There should be about four vendors for the patron to choose from if they decide to purchase that book, but that isn't always the case. The primary vendor is Amazon. There is concern about how Amazon centric this service is, especially for those libraries that have local bookstores in the community that they would like to support or have good partnerships with. SirsiDynix says they started with Amazon because it was the biggest and they had the infrastructure that made it easy to work with them.

Lesley: "We have wonderful independent booksellers in Wyoming that need to be supported. They are already providing support to us because they are paying taxes on their buildings and on their businesses. I don't have a problem so much with Amazon, but I wanted to see a place where a local bookstore could be on that list, and Marc tells me we can. If you have a local bookseller, I think they have to have some kind of internet presence, they can work with Marc and do this. I really didn't want to see criticism directed toward a library for promoting Amazon over a local bookseller."

Brian: "This is still a growing and developing product. I want to know your interest and what you really want so I can give a collective response back to SirsiDynix. Then we can work collectively on approving this for Wyoming libraries and our bookstores. Right now it is on a hit-and-miss kind of this as a library expresses interest in it. I'd like to see a more collective effort in doing that."

Buy It Now can be set up so that the purchases do not have to be just items that the library carries. It can be something for their home or for their business. For instance, anything that Amazon sells can be a part of this total package that becomes part of the fund that supports your library.

Jill: "How does funding come to the library for this?"

Brian: "Number one, you need to work with myself and Marc and we'll work with SirsiDynix to create that platform for you. What we receive then is a monthly report on purchases made on behalf of your library. There is a total purchases number and there is a number that is actual value dollars that will come to you. You have two choices at this point. At any time after three months you can request a check for whatever amount that is. The other choice that

SirsiDynix has set up (that doesn't work so well in a consortium) is if you are interested in a particular SirsiDynix product, those dollar amounts can turn into credits that can be used for a SirsiDynix product."

2. Prepaid Library Cards:

This is basically a debit-type card that you could set up and distribute. You have nothing to do with the debit side of it. It would be up to the patron to activate the debit card. The card functions strictly as a library card until the user activates it.

3. BLUECloud Commerce:

Teton County is interested in this.

This works with ProPay and can be a way for patrons to pay fines and make donations.

This was to give you an introduction to what is available. Anybody that wants to more about these is welcome to contact Brian. Please send precise questions to work with. We'll do what we can to coordinate what our interest is so that SirsiDynix is fully aware not of just what one library is interested in, but what the Wyoming libraries want out of this particular product.

C. Discussion—2016 Annual Meeting:

"Please don't have the meeting in May or June. We are all dealing with budgets and summer reading."

Jill: "We are not going to select a date today. That is something that the Governing Board works out later on. But, we'd like to continue having your comments regarding times that are not good."

Mary Jayne suggested we consider Casper College for the location.

Brad: "It depends on when. If it is during the semester that could be ugly."

Jill: "So we are looking at potentially July or August, if May or June and during the school year isn't good?"

Brad: "It would have to be early August."

Community Colleges: "Our time table is the same as Brad's, there is never really a good time for us."

Brian: "We are getting to an important thing that we need to be thinking about. We are a multi-type library consortium and we have a hard time balancing the needs of the academic, the K-12, the special, and the public members. I think that once we decide on the location, then that location has a great input into when we do this."

Brad: "We certainly could host here again, as long as it was late May up until early August. That would be the best window. It might be a challenge to get the space. Right now is a good time, because there is hardly anyone here. There are a few

summer events. We could run into Key Camp again. With enough advanced notice I could get the space.”

Jill: “I think Casper is a good central location for everyone to get to. My only hesitation is in the past there have been comments that they’d like to see some of these conferences moved around to other communities. We’re not a huge conference, but there is an economic benefit to the community.”

Sid Stanfill made a motion to hold the 2016 Annual Meeting at Casper College, Cindy Moore seconded. Motion passed.

D. Other WYLD Network Business or Announcements:

None.

Marci Mock is the incoming chair of the ILS Users Group Governing Board.
Meeting adjourned at 10:40 a.m.

Respectfully submitted,

Kimberly Heaster