

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
November 14, 2020  
9:10 am**

**Meeting will occur in Person and via Free Conference Call  
Call in number 617-793-8740**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
  - A. BUDGET AND FINANCE---Merrionna Pierce**
  - B. POLICY AND BYLAWS --- Catherine Boettcher**
  - C. PERSONNEL--- Elizabeth Norcutt**
  - D. PUBLIC RELATIONS--- Crystal Parker**
- 7. UNFINISHED BUSINESS**
  - A. Electronic Signatures**
- 8. NEW BUSINESS**
  - A. Tax Levy Ordinance**
  - B. Resolution to Request Loss and Cost Factor**
  - B. Certificate of Compliance with Truth in Taxation**
  - C. Library Board Secretary**
  - D. Library Patron Cards**
  - E. Purchase of a Server**
  - F. Possible Stay at Home Order and Staff Pay**
  - F. Financial Presentation**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

**November 2020    LIBRARIAN'S REPORT**

I hope this message finds you all well and safe.

We hope that you have had a chance to check out our Facebook page to review our amazing Halloween Event! We had over 150 children and caregivers attend the event. We were able to maintain social distance by placing markings on the floor and keeping all treat stations we over 6 feet apart outside. Before any participant could enter "Halloween Town" they had to wear a face covering (costume masks were asked to be removed in place of a CDC outlined face covering), temperatures were taken and COVID symptom declination forms were filled out. Many parents expressed their gratitude to us for taking such precautions to ensure a safe and fun event for the youth of Sauk Village.

At the Halloween event we began registering for the Christmas event. At the time of this submission we 99 children signed up. Our limit this year is 150 children. Our event will look a little different this year but we plan to have this event be just as successful as ever!

As a requirement for our Per Capita Grant we must review Library Standards 4.0. I am asking for a Board meeting December 12<sup>th</sup> in order to begin this process.

Sincerely,  
Rosie Williams-Baig  
Director

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
October 10, 2020

President Gary Holcomb called the meeting to order at 9:07 am.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt and Roger Strasemeier. Merrionna Pierce enters at 9:17 am  
Absent: Catherine Boettcher and Crystal Parker

A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to appoint Suzanne Downing as Secretary Pro-Tem

2. Minutes: A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the regular minutes of September 12, 2020. One aye and two abstentions, motion carries. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to approve the Special minutes of September 12, 2020. One aye and two abstentions, motion carries.

3. Correspondence: None

4. Legal Counsel: Director Williams-Baig provided explanation for several items on the agenda.

5. Librarian's Report: As presented.

6. Committee Reports:

- A. Budget and Finance: September monthly Financial Report presented and attached.

- B. Policy and Bylaws: None

- C. Personnel: None

- D. Public Relations: None

7. Unfinished Business:

- A. A discussion was held regarding Electronic Signatures for all checks from the library. A concern was raised regarding what other libraries were doing. More information will be provided at the November meeting.

8. New Business:

- A. A discussion was held regarding the provided anticipated revenues for FY20-21. Current and prior tax dollars and the difference in amount was discussed. A motion was made by Merrionna Pierce and seconded by Suzanne Downing to approve. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

- B. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to approve a Resolution Regarding Tax Extension Allocation as presented. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

- C. A motion was made by Merrionna Pierce and seconded by Roger Strasemeier to approve the Amount Necessary to be Raised by Taxes as presented. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

- D. Director Williams-Baig presented an Intergovernmental Agreement with Cook County for Corona Relief funds. for review and approval. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to approve Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

- E. Library hours and sanitization schedules were discussed. It was decided that sanitation shall occur once daily from 1:00 pm – 1:30 pm with spot cleaning in between. The Library will be closed during this half hour. Library hours were changed to Monday and Thursday 10 am -5 pm, Tuesday and Wednesday 10 am – 6 pm and Friday and Saturday 10am – 3:30 pm. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

F. Director Williams-Baig presented that she will be attending the virtual ILA conference and will be delegating responsibilities to the Assistant Director and the Lead Circulation Supervisor during October 20<sup>th</sup>-22<sup>nd</sup>.

G. Programming Liaison Dionne Miller presented a review of her virtual and in person programming for the board.

9. Audience to the Public: No phone audience. D. Williams expressed her love and appreciation for the library and the great programming that has continued through the pandemic.
10. Adjournment: A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to adjourn the meeting at 11:03 A.M. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Suzanne Downing, Secretary Pro-Tem

**FINANCIAL REPORT  
Dyer Bank and Trust**

**November 2020**

**PAYROLL \$100,003.20  
GENERAL FUND \$ 25,923.40  
MONEY MARKET \$103,774.25  
PETTY CASH \$3,700.27  
SAVINGS \$2,158.59**

**Total: \$**

**Loan  
\$475,300.85**

**October 2020**

**PAYROLL \$112,391.73  
GENERAL FUND \$ 30,728.09  
MONEY MARKET \$103,772.55  
PETTY CASH \$3,113.13  
SAVINGS \$4,377.11**

**Total: \$254,382.61**

**Loan  
\$482,022.56**

**ORDINANCE NO. 2020-3**  
**TAX LEVY ORDINANCE**

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District has heretofore on September 12, 2020, enacted a Budget and Appropriations Ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021, in compliance with the "Illinois Municipal Budget Law" (50 ILCS 330, et seq.) and in compliance with Section 4-15 of the Illinois Public Library District Act (75 ILCS 15/4-15); and

WHEREAS, the Board of Trustees has heretofore adopted and published a resolution and notice of the intent of the Board of Trustees to levy a tax in the amount of .02% upon the taxable property of the District for the year 2020, for the purchase of buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment, in accordance with Section 3-1 of the Illinois Public Library District Act (75 ILCS 15/3-1); and

WHEREAS, more than thirty (30) days have expired since publication of the notice of intent to levy a .02% tax as aforesaid and no petition asking that the question of levying such tax be submitted to the electors of the District has been filed according to law; and

WHEREAS, the Board of Trustees has heretofore on October 10, 2020, determined the amounts necessary to be raised by taxation for the year 2020, pursuant to and in compliance with the Illinois Truth in Taxation Act (35 ILCS 200/18-55); and

WHEREAS, in accordance with the Budget and Appropriations Ordinance and taking into consideration moneys to be raised from other sources, there is required to be levied the aggregate

sum of Three Hundred Ninety Thousand One Hundred Forty-Six and 85/100 (\$390,146.85)

Dollars for the following purposes indicated:

a.	for General Corporate purposes for the year 2020;	\$ 347,796.85
b.	for Unemployment Compensation Insurance purposes for the year 2020;	\$ 250.00
c.	for Illinois Municipal Retirement Fund purposes for the year 2020;	\$ 10,000.00
d.	for Social Security Fund purposes for the year 2020;	\$ 8,500.00
e.	for Liability Insurance Fund purposes for the year 2020;	\$ 8,000.00
f.	for Auditing purposes for the year 2020;	\$ 15,000.00
g.	for Buildings, Equipment and Repairs for the year 2020;	\$ 100.00
h.	for Workmen's Compensation purposes for the year 2020;	\$ 500.00
	Aggregate Levy - 2020:	\$ 390,146.85

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT AS FOLLOWS:

SECTION 1: The Budget and Appropriations Ordinance heretofore enacted by the Board of Trustees on September 12, 2020, is incorporated in and made a part hereof by reference.

SECTION 2: There be and there is levied upon the taxable property of the District taxes for the purposes and in the amounts as follows:

a.	for General Corporate purposes for the year 2020;	\$ 347,796.85
b.	for Unemployment Compensation Insurance purposes for the year 2020;	\$ 250.00
c.	for Illinois Municipal Retirement Fund purposes for the year 2020;	\$ 10,000.00
d.	for Social Security Fund purposes for the year 2020;	\$ 8,500.00
e.	for Liability Insurance Fund purposes	

	for the year 2020;	\$ 8,000.00
f.	for Auditing purposes for the year 2020;	\$ 15,000.00
g.	for Buildings, Equipment and Repairs for the year 2020;	\$ 100.00
h.	for Workmen's Compensation purposes for the year 2020;	\$ 500.00
Aggregate Levy - 2020:		\$ 390,146.85

SECTION 3: The Secretary of the Board is authorized and directed to file with the County Clerk of Cook County and the County Clerk of Will County a certified copy of this Tax Levy Ordinance on or before the last Tuesday in December, 2020.

SECTION 4: The President of the Board is authorized and directed to certify to the County Clerk of Cook County and the County Clerk of Will County that this Tax Levy Ordinance was adopted in compliance with the Illinois Truth in Taxation Act.

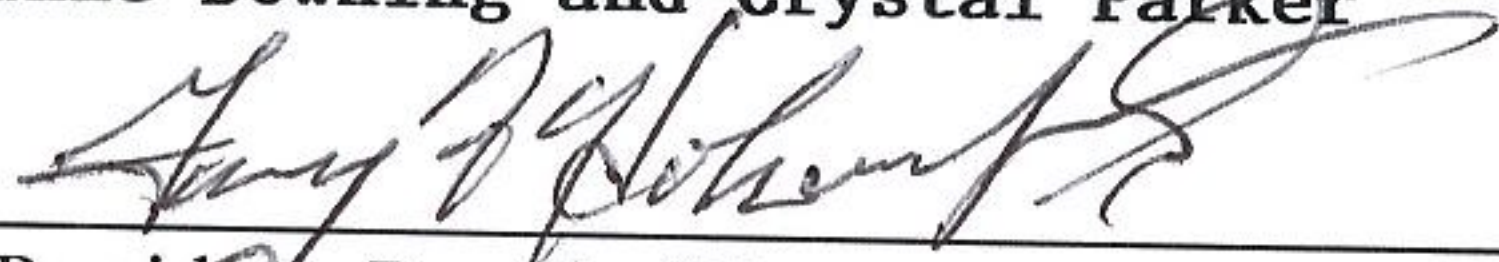
SECTION 5: This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted this 14th day of November, 2020, by the following roll call vote:

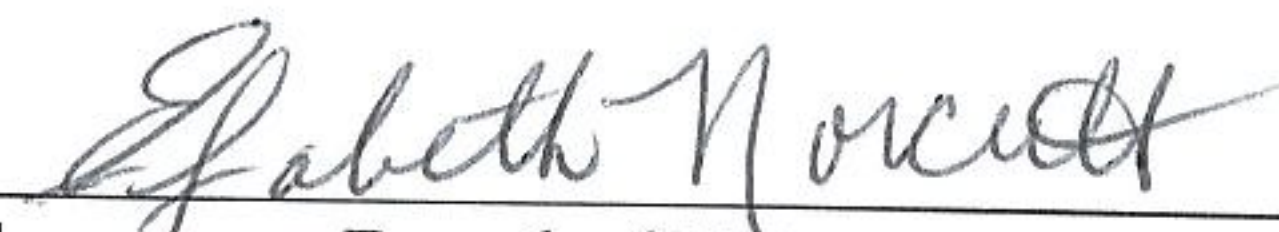
**AYES: Gary Holcomb Sr., Elizabeth Norcutt, Merrionna Pierce and Roger Strasemeier**

**NAYS:**

**ABSENT: Cathy Boettcher, Suzanne Downing and Crystal Parker**

  
 \_\_\_\_\_  
 President, Board of Trustees  
 Nancy L. McConathy Public Library  
 District

ATTEST:

  
 \_\_\_\_\_  
 Secretary, Board of Trustees  
 Nancy L. McConathy Public Library  
 District



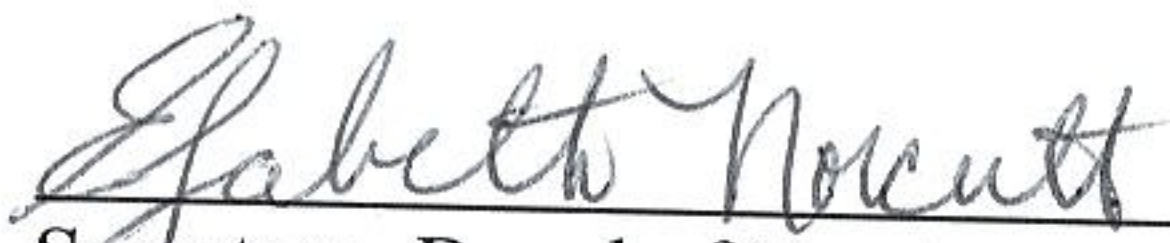
STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF C O O K        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of a Resolution or Ordinance adopted at a meeting of the Board of Trustees of said Library District held on the 14th day of November, 2020.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that the said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 14th day of November, 2020.

  
\_\_\_\_\_  
Secretary, Board of Trustees  
Nancy L. McConathy Public Library  
District, Cook and Will Counties, Illinois

**RESOLUTION TO REQUEST  
APPLICATION OF ELEVATED LOSS AND COST FACTOR  
TO 2020 TAX LEVIES**

WHEREAS, a county clerk, in determining tax rates for the extension of tax levies, has authority to impose an additional rate factor to account for the loss and cost of uncollected taxes;

WHEREAS, without a specific request from a taxing body, the Cook County Clerk generally applies a loss and cost factor of 5% for bond debt service levies and 3% for all other levies;

WHEREAS, where the property tax collection history of a particular taxing body warrants it, the loss and cost factor for that taxing district may be adjusted by the Cook County Clerk at the request of the taxing body;

WHEREAS, the property tax collection history of the Nancy L. McConathy Public Library District warrants the application of a loss and cost factor for its tax levies of 10% on all funds as demonstrated by its collection history which is summarized in Exhibit A attached;

NOW THEREFORE, BE IT RESOLVED by the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, as follows:

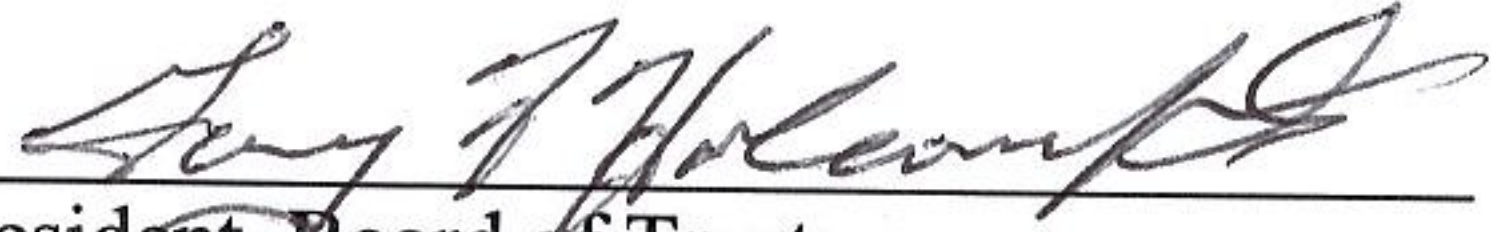
SECTION 1: This Board requests that the County Clerk of Cook County apply a loss and cost factor to its 2020 levies at a rate of 10% on all funds as demonstrated by its collection history which is summarized in Exhibit A attached.

SECTION 2: The Administration is directed to timely file a certified copy of this Resolution with the Tax Extension Office of the County Clerk of Cook County.

SECTION 3: This Resolution shall be in full force and effect upon its adoption.

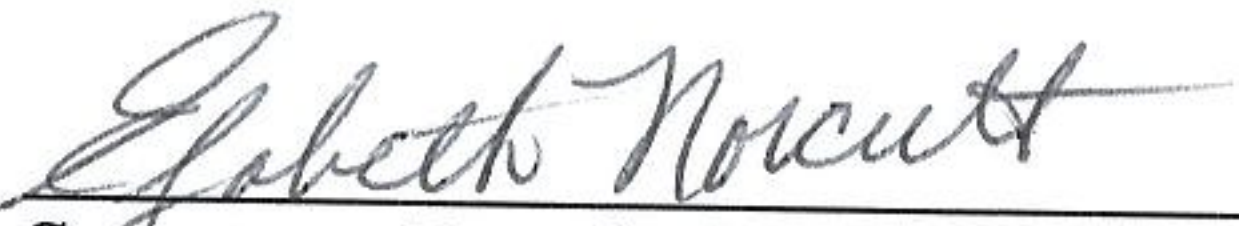
Adopted this 14th day of November, 2020.

APPROVED:



President, Board of Trustees  
Nancy L. McConathy Public  
Library District  
Cook and Will Counties, Illinois

ATTEST:



Secretary, Board of Trustees  
Nancy L. McConathy Public  
Library District  
Cook and Will Counties, Illinois

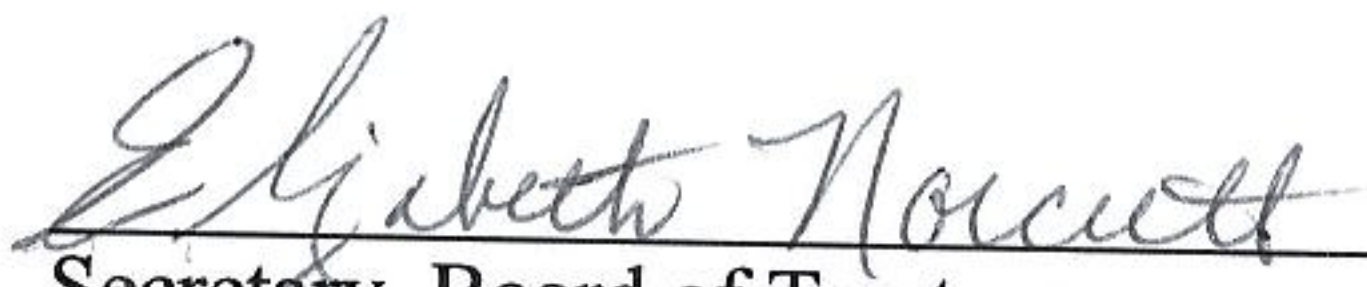
STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF C O O K        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of a Resolution adopted at a meeting of the Board of Trustees of said Library District held on the 14th day of November, 2020.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that the said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 14th day of November, 2020.

  
Secretary, Board of Trustees  
Nancy L. McConathy Public Library  
District, Cook and Will Counties, Illinois

**Exhibit A**

Nancy L. McConathy Public Library District  
Schedule of Assessed Valuations, Tax Rates, Extensions and Collections  
 Last Five Levy Years

Assessed Valuations	2018		2017		2016		2015		2014	
	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
Cook County		\$72,945,886		\$ 74,587,117		\$ 66,207,745		\$ 63,552,030		\$ 64,280,875
Will County		<u>20,942</u>		<u>20,942</u>		<u>20,942</u>		<u>20,942</u>		<u>20,942</u>
		<u>\$72,966,828</u>		<u>\$ 74,608,059</u>		<u>\$ 66,228,687</u>		<u>\$ 63,572,972</u>		<u>\$ 64,301,817</u>
Cook County										
General	0.4005	\$ 292,523	0.3844	\$ 286,818	0.4222	\$ 279,647	0.4422	\$ 281,142	0.4323	\$ 277,961
Municipal Retirement	0.0162	11,832	0.0157	11,718	0.0186	12,305	0.0252	16,050	0.0256	16,480
Social Security	0.0127	9,276	0.0123	9,180	0.0129	8,560	-	-	-	-
Audit	0.0050	3,652	0.0045	3,334	0.0048	3,179	0.0050	3,179	0.0050	3,215
Liability Insurance	0.0120	8,765	0.0116	8,640	0.0113	7,490	0.0135	8,560	0.0128	8,240
Workmen's Compensation	0.0006	438	0.0006	459	0.0005	321	0.0005	321	0.0005	309
Library Building & Site	0.0200	14,608	0.0179	13,337	0.0192	12,715	0.0200	12,715	0.0200	12,860
Unemployment	0.0004	292	0.0004	270	0.0008	535	0.0006	375	0.0006	361
Total Cook County	0.4674	<u>341,386</u>	0.4474	<u>333,756</u>	0.4903	<u>324,752</u>	0.5070	<u>322,342</u>	0.4968	<u>319,426</u>
Will County										
General	0.3844	87	0.4132	87	0.4202	88	0.4256	89	0.4006	84
Municipal Retirement	0.0132	3	0.0157	3	0.0173	4	0.0227	5	0.0212	5
Audit	0.0047	1	0.0050	1	0.0050	1	0.0050	1	0.0046	1
Liability Insurance	0.0098	2	0.0101	2	0.0105	2	0.0121	3	0.0107	2
Workmen's Compensation	0.0006	-	0.0007	-	0.0005	-	0.0005	-	0.0005	-
Library Building & Site	0.0189	4	0.0200	4	0.0200	4	0.0200	4	0.0185	4
Unemployment	0.0004	-	0.0004	-	0.0008	-	0.0006	-	0.0006	-
Social Security	0.0104	3	0.0123	3	0.0120	3	-	-	-	-
Total Will County	0.4424	<u>100</u>	0.4774	<u>100</u>	0.4863	<u>102</u>	0.4865	<u>102</u>	0.4567	<u>96</u>
Total Tax Extension		<u>\$ 341,486</u>		<u>\$ 333,856</u>		<u>\$ 324,854</u>		<u>\$ 322,444</u>		<u>\$ 319,522</u>
Tax Collections to Date		<u>\$ 144,641</u>		<u>\$ 277,985</u>		<u>\$ 282,839</u>		<u>\$ 293,009</u>		<u>\$ 293,887</u>
Percent of Extension Collected		<u>42.36 %</u>		<u>83.26 %</u>		<u>87.07 %</u>		<u>90.87 %</u>		<u>91.98 %</u>

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION**  
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55  
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES

I, Cary F. Holcomb SR (Presiding Officer of District), hereby certify to the Cook County Clerk that Nancy L. McConathy Public Library District (Name of District) has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 2020.

**(CHECK ONE BOX)**

- The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **inapplicable**.

**(OR)**

- The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met. Said public hearing was held on November 14, 2020 (Date).

Cary F. Holcomb SR  
Signature of Presiding Officer

11/14/2020  
Date

(Attach this Certificate to Tax Levy)



# Nancy Schultz Voots

W I L L C O U N T Y C L E R K

Will County Clerk's Office • 302 N. Chicago Street • Joliet, Illinois 60432  
815 • 740 • 4615 • Fax: 815 • 740 • 4699  
Website: www.thewillcountyclerk.com • E-mail: coclrk@willcountyillinois.com

## **CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION** IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55 THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES

I, Gary F. Holcomb Sr (Presiding Officer of District), hereby certify to the Will County Clerk that Nancy L. McConathy Public Library District (Name of District) has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 20 20.

### (CHECK ONE BOX)

The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **inapplicable**.

OR

The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met.

Said public hearing was held on November 14, 2020 (Date).

Gary F. Holcomb Sr  
Signature of Presiding Officer

SIGN HERE

11/14/2020  
Date

(Attach this Certificate to Tax Levy)  
rev 10/2009

## MAXSAFE ACCOUNT STRUCTURE

**WINTRUST**  
GOVERNMENT FUNDS

### MAXSAFE GOVERNMENT CHECKING ACCOUNT

- FDIC insured up to **\$3.5 million**
- Balances held in the MaxSafe checking accounts will earn an Earnings Credit Rate
- Earnings credit allowance is used to offset monthly analysis service charges
- Any excess balances can be swept to the MaxSafe Public Funds Money Market for investment

### MAXSAFE PUBLIC FUNDS MONEY MARKET ACCOUNT — *account for library*

- FDIC insured up to **\$3.75 million**
- Interest rates are adjusted on a daily basis
- No minimum balance requirement
- Account allows for a maximum of six withdrawals per monthly statement cycle and unlimited deposits



# MAXSAFE® ACCOUNTS GREAT RATES. GREATER FDIC INSURANCE COVERAGE.

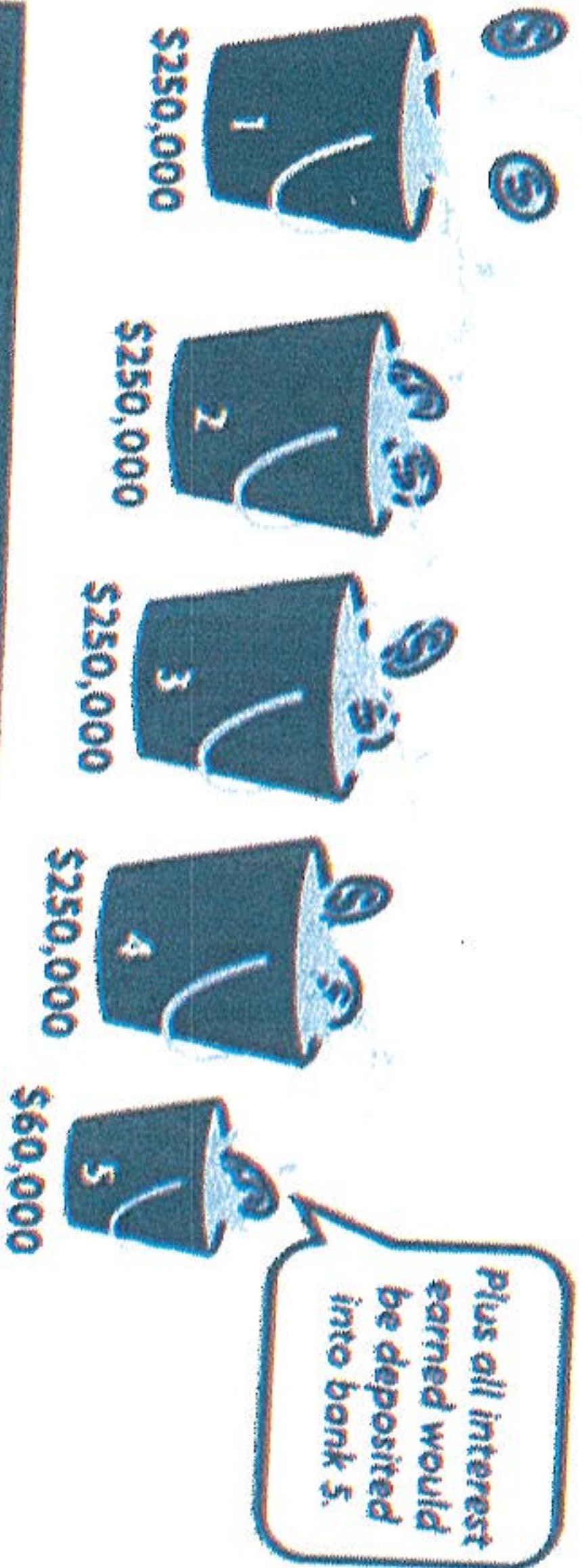
WINTTRUST  
GOVERNMENT FUNDS

## MAXIMUM FDIC INSURANCE

Get up to \$7.25 million in FDIC protection on several account options. By spreading funds across Wintrust's 15 separate bank charters, we are able to combine FDIC insurance coverage and offer 15 times the usual amount of protection in one account.

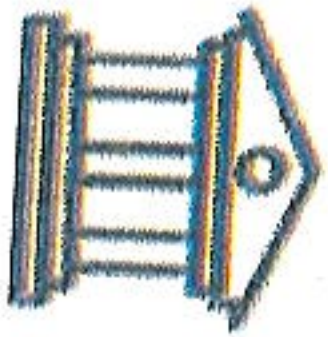


Your MaxSafe® Deposit  
\$1,060,000



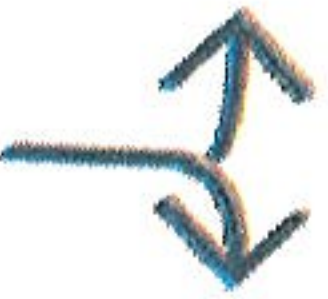
Five of our MaxSafe® Banks

FDIC



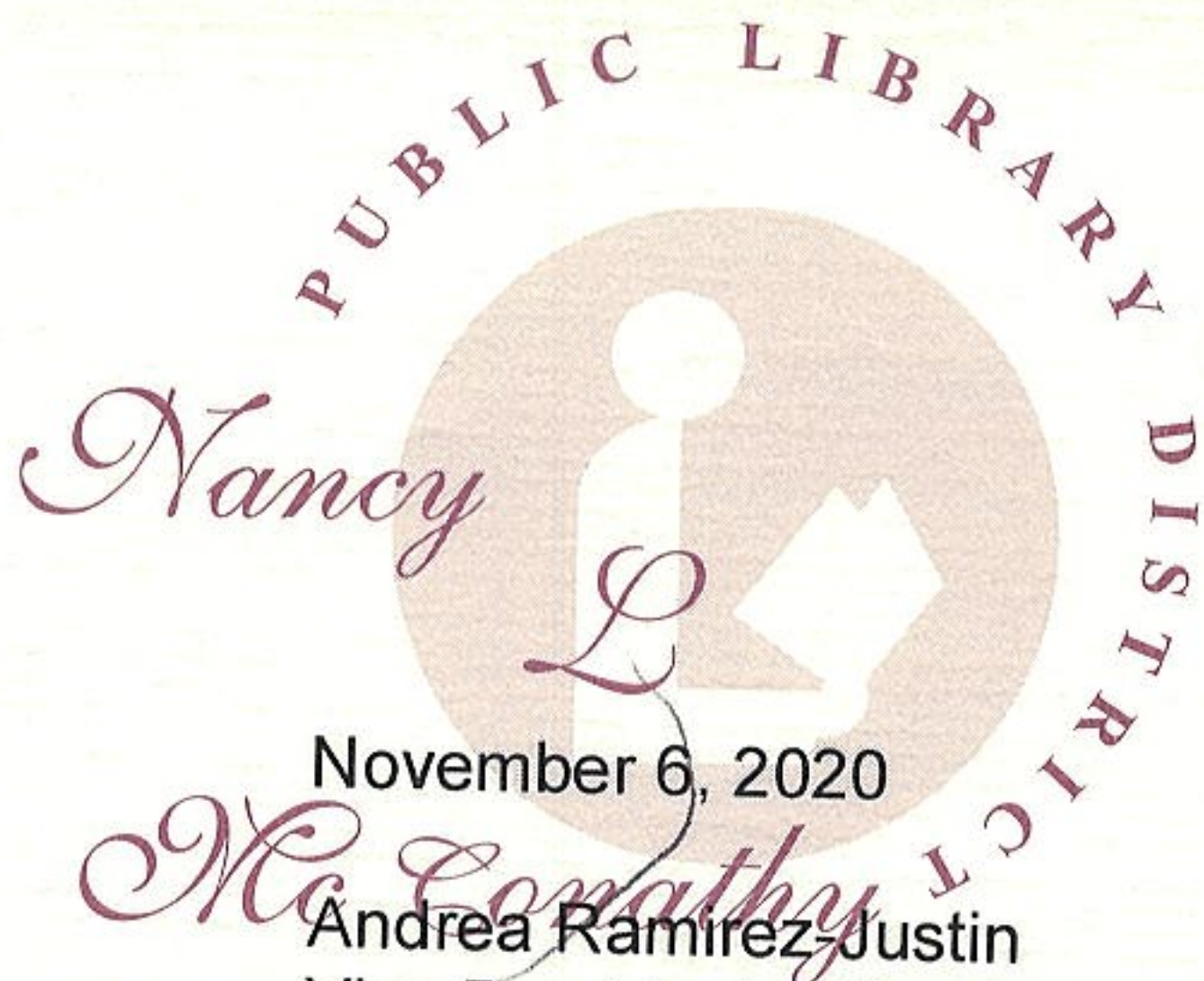
## YOUR BANK

- Control **one** account with one financial institution to insure your deposits.
- Receive **one** regular statement detailing your deposit.
- Receive **one** tax document from MaxSafe at the end of the year. No need for multiple 1099s from multiple banks.



## CHOICE OF MATURITIES AND LIQUIDITY

Choose from a multitude of maturities and liquidity options. The MaxSafe Money Market account offers a liquid FDIC insured deposit while the MaxSafe CDs range from three months to four years.



November 6, 2020

Andrea Ramirez-Justin  
Vice President – Government Banking  
First National Bank of Illinois, a branch of Old Plank Trail Community Bank  
20012 Wolf Road  
Mokena, IL 60448

Re: Account changes

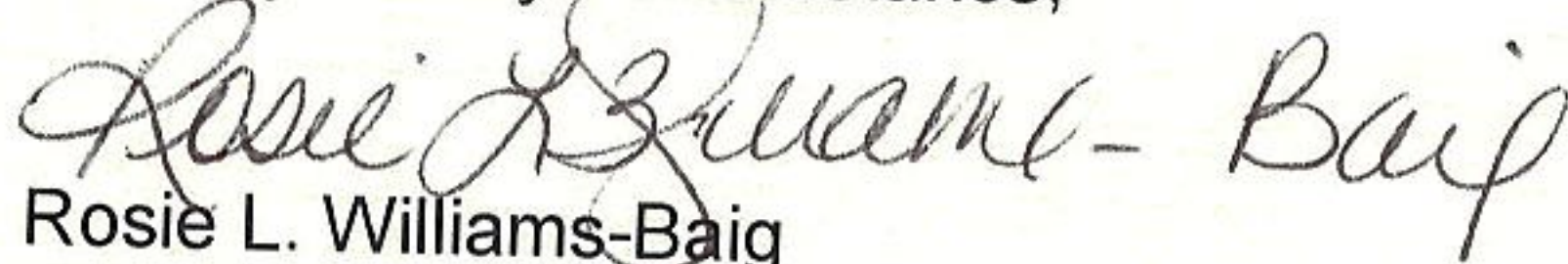
Dear Andrea:

Please accept this letter of direction to facilitate the following changes to maximize interest and eliminate account processing fees:

- **Current Savings account ending in # 2627**
  - Close account and convert to a Government Checking II account to eliminate fees. I understand the account will need to be closed as the current account is interest-bearing and the new account is non-interest bearing.
  - Please transfer the balance of \$2,158.60 to the new Government Checking II account.
  - Please remove the following signors:
    - Roger Strasemeier and Debra Williams
    -
  - Please add the following signors:
    - Catherine M. Boettcher, Elizabeth Norcutt, Merrionna Pierce
  - The current signors – Rosie L Williams-Baig and Gary F. Holcomb Sr will remain.
  - Please order deposit slips for the new checking account. We appreciate the Bank paying for the deposit slips.
- **Current Money Market account ending in # 0613**
  - Please change the account type to a MaxSafe™ Money Market account.
  - The same account signors will remain in place:
    - Rosie L. Williams-Baig, Gary F. Holcomb Sr, Elizabeth Norcutt, Merrionna Pierce Catherine M. Boettcher.

I understand that updated account documents will need to be signed by all signors.

Thank you for your assistance,

  
Rosie L. Williams-Baig  
Director