

**Personnel & Policies Committee Meeting**

April 10, 2018 at 12:00 pm

STLS Headquarters, Painted Post



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Committee Members Present: Richard Ahola (Chair), Cindy Emmer, Denise King & Pat Selwood

Staff Present: Brian Hildreth

Richard Ahola called the meeting to order at 12:02pm.

**Personnel**

D. King noted the Negotiations Committee would have their first meeting with the Staff Organization on Tuesday, April 11. The meeting would focus on introductions and a possible initial request from the Staff Organization. The committee will report back to the full board on April 17.

**Policies**

**Workers Compensation Policy**

Committee members reviewed proposed changes to the Workers Compensation Policy, which were presented to the full board at March's meeting. B. Hildreth said no further revisions were brought by trustees since March. No additional changes were made to the policy during the committee meeting. P. Selwood made a motion to bring the policy out of committee for board approval at April's board meeting. C. Emmer seconded the motion.

**Travel, Working Remotely & Conference Policy**

Committee members reviewed and discussed the proposed policy. B. Hildreth noted this was a new policy and reflected current practices at STLS. Committee members asked questions about policy specifics, and B. Hildreth provided answers. Some language changes were made during the meeting. The committee agreed to move the policy to the full board for review after discussion. D. King made a motion to bring the policy out of committee for board review. C. Emmer seconded the motion.

R. Ahola asked what policies the committee should focus on next. D. King said she had notes about potential revisions to the Conflict of Interest Policy based on a trustee training workshop she attended in 2017. B. Hildreth indicated the Records Retention Policy should also be ready for committee work in May. There was no further discussion.

Meeting adjourned at 12:55 pm

Next Meeting: Tuesday, May 8, 2018 at 12:00pm

Respectfully submitted by: Brian Hildreth, Executive Director

## **TRAVEL, WORKING REMOTELY & CONFERENCE POLICY**

APPLIES TO: STLS Employees

REFERENCES: Finance Policy  
Purchasing Policy  
Staff Organization Contract

### **Travel**

STLS employees travel as an essential function of their duties. The specific nature of an employee's travel depends on the employee's job title and description. All necessary and job-related travel shall be communicated to an employee's direct supervisor and documented on the organizational calendar.

Each employee who visits a member library, or attends a meeting or conference within or outside the STLS service region shall drive one of two STLS vehicles. Employees shall use their own vehicle if it reduces drive time relative to the travel location, the employee's home and STLS offices. An employee shall also use her/his own vehicle if an STLS vehicle is not available. In such cases, the employee will be reimbursed for mileage based on the current IRS rate.

Employees shall communicate among each other about the need and availability of STLS vehicles to keep organizational travel expenses low. Employees traveling the farthest on any given day have first access to STLS vehicles.

### **Working Remotely**

*Working Remotely* is defined as an employee working outside of STLS offices for one or more days within an employee's normal work week. Examples of *working remotely* include member library site visits, local, regional or state meetings and on occasion, the employee's home or another suitable location.

Each employee who indicates they are *working remotely* on the organizational calendar shall record all hours worked on their time sheets. Employees are responsible for managing their schedules to stay within the hours allotted under a regular work week. This includes travel, meals and time at meetings.

#### **Member Library Site Visits**

Employees visit member libraries frequently. Employees shall document their time away from STLS offices on the organizational calendar by indicating the name of the library or libraries they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

#### **Meetings**

Employees who attend meetings within and outside the STLS' service region shall document their time away from STLS offices on the organizational calendar by indicating the name of the library, libraries or agency they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

### **Home or Another Suitable Location**

Employees shall work from home or at another suitable location on occasion. This option shall be exercised when it is most efficient to the job-related work of the employee based on her/his travel schedule within the regular work week. Employees must obtain approval from their direct supervisor prior to exercising this option. Time worked away from the office shall be documented on the organizational calendar as *Working Remotely* and the hours worked. The employee shall respond to phone calls and email as well as produce tangible work as defined by her/his direct supervisor while *Working Remotely*.

### **Conferences**

The Executive Director establishes the conference budget annually. This budget is communicated to division heads. Employees shall communicate their interest in attending conferences to their direct supervisors. Conference expenses will only be paid for by STLS if an employee receives approval from her/his direct supervisor. An employee may register and make travel/lodging accommodations upon supervisor approval. Conference expenses are limited to: registration, travel, lodging and meals. The Executive Director establishes meal allowances prior to each conference.

All conference expenditures shall be realized through a purchase order or STLS issued credit card. Employees will not be reimbursed for conference expenditures if they use their own credit or debit card. Employees shall seek reasonable pricing for all conference expenses.

STLS vehicles are to be considered the primary means for conference transportation unless air travel is required. Use of a personal vehicles requires approval from the Executive Director. Employees shall coordinate the sharing of vehicles if more than one employee is attending the same conference.

Employees may also attend conferences which are job-related at their own expense if the STLS budget does not support participation. Conference attendance will be considered as a regularly scheduled working day, as approved by the Executive Director. Employees should record travel, meals and time spent at conference-related events on their time sheets.

**Adopted by the STLS Board of Trustees on MM/DD/ 2018**

All Numbers in This Report  
Have Been Rounded To  
The Nearest Dollar

ANNUAL FINANCIAL REPORT  
UPDATE DOCUMENT  
For The  
SPU - LIBRARY SYSTEM of Southern Tier Library System  
County of Steuben  
For the Fiscal Year Ended 12/31/2017

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AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. \*\*\*Every Municipal Corporation \*\*\* shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation \*\*\*

5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller \*\*\* It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report \*\*\*

State of NEW YORK  
Office of The State Comptroller  
Division of Local Government and School Accountability  
Albany, New York 12236

## **SPU - LIBRARY SYSTEM OF Southern Tier Library System**

### **\*\*\* FINANCIAL SECTION \*\*\***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2016 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2017:

- (A) GENERAL
- (K) GENERAL FIXED ASSETS
- (W) GENERAL LONG-TERM DEBT

All amounts included in this update document for 2016 represent data filed by your government with OSC as reviewed and adjusted where necessary.

### **\*\*\* SUPPLEMENTAL SECTION \*\*\***

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption
- 7) Schedule of Other Post Employment Benefits (OPEB)

All numbers in this report will be rounded to the nearest dollar.

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

Balance Sheet

Code Description	2016	ExpCode	2017
<b>Assets</b>			
Cash	7,053	A200	8,189
Cash In Time Deposits	1,053,939	A201	1,297,633
<b>TOTAL Cash</b>	<b>1,060,992</b>		<b>1,305,821</b>
Accounts Receivable	11,553	A380	2,051
<b>TOTAL Other Receivables (net)</b>	<b>11,553</b>		<b>2,051</b>
Prepaid Expenses	57,982	A480	83,348
<b>TOTAL Prepaid Expenses</b>	<b>57,982</b>		<b>83,348</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>1,130,527</b>		<b>1,391,220</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

Balance Sheet

Code Description	2016	Exp Code	2017
Accounts Payable	30,822	A800	6,064
<b>TOTAL Accounts Payable</b>	<b>30,822</b>		<b>6,064</b>
Accrued Liabilities	13,090	A801	19,720
Payroll Deductions	3,598	A802	2,041
<b>TOTAL Accrued Liabilities</b>	<b>16,688</b>		<b>21,761</b>
Compensated Absences		A887	
<b>TOTAL Other Liabilities</b>	<b>0</b>		<b>0</b>
Due To Other Governments	5,851	A831	
<b>TOTAL Due To Other Governments</b>	<b>5,851</b>		<b>0</b>
<b>TOTAL Liabilities</b>	<b>53,361</b>		<b>27,825</b>
Deferred Inflows of Resources			
Deferred Inflow of Resources	3,598	A891	3,598
<b>TOTAL Deferred Inflows of Resources</b>	<b>3,598</b>		<b>3,598</b>
<b>TOTAL Deferred Inflows of Resources</b>	<b>3,598</b>		<b>3,598</b>
Fund Balance			
Not In Spendable Form	57,982	A808	
<b>TOTAL Nonspendable Fund Balance</b>	<b>57,982</b>		<b>0</b>
Assigned Unappropriated Fund Balance	100,000	A815	100,000
<b>TOTAL Assigned Fund Balance</b>	<b>100,000</b>		<b>100,000</b>
Unassigned Fund Balance	915,585	A817	1,259,797
<b>TOTAL Unassigned Fund Balance</b>	<b>915,585</b>		<b>1,259,797</b>
<b>TOTAL Fund Balance</b>	<b>1,073,568</b>		<b>1,359,797</b>
<b>TOTAL Liabilities, Deferred Inflows And Fund Balance</b>	<b>1,130,527</b>		<b>1,391,220</b>



Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

Results of Operation

Code Description	2016	EdpCode	2017
<b>Revenues</b>			
Other General Departmental Income	10,614	A1289	5,156
Library Serv To Free Assoc Libraries	532,115	A2080	518,147
Library Charges	56,394	A2082	58,451
<b>TOTAL Departmental Income</b>	<b>599,123</b>		<b>581,754</b>
Interest And Earnings	1,218	A2401	1,175
<b>TOTAL Use of Money And Property</b>	<b>1,218</b>		<b>1,175</b>
Refunds of Prior Year's Expenditures		A2701	
Gifts And Donations	1,014	A2705	600
Grants From Local Governments	152,887	A2706	176,765
<b>TOTAL Miscellaneous Local Sources</b>	<b>153,900</b>		<b>177,365</b>
St Aid For Libraries	1,832,560	A3840	1,922,041
<b>TOTAL State Aid</b>	<b>1,832,560</b>		<b>1,922,041</b>
Federal Aid For Libraries		A4840	132,839
<b>TOTAL Federal Aid</b>	<b>0</b>		<b>132,839</b>
<b>TOTAL Revenues</b>	<b>2,586,800</b>		<b>2,813,174</b>
<b>TOTAL Detail Revenues And Other Sources</b>	<b>2,586,800</b>		<b>2,813,174</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

Results of Operation

Code Description	2016	EdoCode	2017
<b>Expenditures</b>			
Self Insurance Admin, Pers Serv	101,337	A17101	130,990
Self Insurance Admin, Equip & Cap Outlay		A17102	11,900
Self Insurance Admin, Contr Expend	202,505	A17104	247,523
<b>TOTAL Self Insurance Admin</b>	<b>303,842</b>		<b>390,413</b>
<b>TOTAL General Government Support</b>	<b>303,842</b>		<b>390,413</b>
Library, Pers Serv	599,351	A74101	674,272
Library, Equip & Cap Outlay	8,891	A74102	
Library, Contr Expend	1,379,978	A74104	1,113,170
<b>TOTAL Library</b>	<b>1,988,220</b>		<b>1,787,443</b>
<b>TOTAL Culture And Recreation</b>	<b>1,988,220</b>		<b>1,787,443</b>
State Retirement System	85,981	A90108	90,031
Social Security, Employer Cont	50,703	A90308	58,515
Worker's Compensation, Empl Bnfts	8,703	A90408	8,291
Disability Insurance, Empl Bnfts	1,506	A90558	1,543
Hospital & Medical (dental) Ins, Empl Bnft	171,338	A90608	190,708
Other Employee Benefits	15,055	A91898	
<b>TOTAL Employee Benefits</b>	<b>333,286</b>		<b>349,089</b>
<b>TOTAL Expenditures</b>	<b>2,625,347</b>		<b>2,526,944</b>
<b>TOTAL Detail Expenditures And Other Uses</b>	<b>2,625,347</b>		<b>2,526,944</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

**Analysis of Changes In Fund Balance**

Code Description	2016	EdpCode	2017
<b>Analysis of Changes In Fund Balance</b>			
Fund Balance - Beginning of Year	1,112,114	A8021	1,073,568
Restated Fund Balance - Beg of Year	1,112,114	A8022	1,073,568
ADD - REVENUES AND OTHER SOURCES	2,586,800		2,813,174
DEDUCT - EXPENDITURES AND OTHER USES	2,625,347		2,526,944
Fund Balance - End of Year	1,073,568	A8029	1,359,797

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

Budget Summary

Code Description	2017	Edp Code	2018
<b>Estimated Revenues</b>			
Est Rev - Departmental Income	233,500	A1299N	289,789
Est Rev - Intergovernmental Charges	428,666	A2399N	480,348
Est Rev - Miscellaneous Local Sources	8,750	A2799N	8,849
Est Rev - State Aid	1,187,221	A3099N	1,152,215
<b>TOTAL Estimated Revenues</b>	<b>1,858,137</b>		<b>1,931,201</b>
<b>TOTAL Estimated Revenues And Other Sources</b>	<b>1,858,137</b>		<b>1,931,201</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(A) GENERAL

Budget Summary

Code Description	2017	EdpCode	2016
<b>Appropriations</b>			
App - General Government Support	1,440,123	A1999N	1,509,356
App - Employee Benefits	418,014	A9199N	421,845
<b>TOTAL Appropriations</b>	<b>1,858,137</b>		<b>1,931,201</b>
<b>TOTAL Appropriations And Other Uses</b>	<b>1,858,137</b>		<b>1,931,201</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2016	EdpCode	2017
<b>Assets</b>			
Buildings	1,022,363	K102	992,538
Machinery And Equipment	955,022	K104	941,316
Accum Deprec, Buildings	-477,344	K112	-513,055
Accum Depr, Machinery & Equip	-640,557	K114	-482,454
<b>TOTAL Fixed Assets (net)</b>	<b>859,485</b>		<b>938,344</b>
<b>TOTAL Assets and Deferred Outflows of Resources</b>	<b>859,485</b>		<b>938,344</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2016	EdpCode	2017
<b>Liabilities, Deferred Inflows And Fund Balance</b>			
Total Non-Current Govt Assets	859,485	K159	938,344
<b>TOTAL Investments In Non-Current Government Assets</b>	<b>859,485</b>		<b>938,344</b>
<b>TOTAL Fund Balance</b>	<b>859,485</b>		<b>938,344</b>
<b>TOTAL</b>	<b>859,485</b>		<b>938,344</b>

Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description	2016	EdoCode	2017
<b>Assets</b>			
Total Non-Current Govt Liabilities	4,971,400	W129	5,215,153
TOTAL Provision To Be Made In Future Budgets	4,971,400		5,215,153
TOTAL Assets and Deferred Outflows of Resources	4,971,400		5,215,153



Southern Tier Library System  
Annual Update Document  
For the Fiscal Year Ending 2017

(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description	2016	EdpCode	2017
Net Pension Liability -Proportionate Share	4,896,317	W638	5,128,108
Compensated Absences	75,083	W687	87,045
<b>TOTAL Other Liabilities</b>	<b>4,971,400</b>		<b>5,215,153</b>
<b>TOTAL Liabilities</b>	<b>4,971,400</b>		<b>5,215,153</b>
<b>TOTAL Liabilities</b>	<b>4,971,400</b>		<b>5,215,153</b>

Southern Tier Library System  
Statement of Indebtedness  
For the Fiscal Year Ending 2017

4/2/2018

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accrued Interest	O/S End of Year
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**Southern Tier Library System  
Schedule of Time Deposits and Investments  
For the Fiscal Year Ending 2017**

	<u>EDP Code</u>	<u>Amount</u>
<b>CASH:</b>		
On Hand	9Z2001	
Demand Deposits	9Z2011	\$8,188.65
Time Deposits	9Z2021	\$1,297,632.64
Total		\$1,305,821.29
<b>COLLATERAL:</b>		
- FDIC Insurance	9Z2014	\$250,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	\$1,091,610.15
Total		\$1,341,610.15
<b>INVESTMENTS:</b>		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Southern Tier Library System  
Bank Reconciliation  
For the Fiscal Year Ending 2017

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-8355	\$1,297,633	\$0	\$0	\$1,297,633
*****-8520	\$13,591	\$0	\$5,861	\$7,729
*****-8538	\$1,205	\$0	\$746	\$459
Total Adjusted Bank Balance				\$1,305,821
Petty Cash				\$ .00
Adjustments				\$ .00
Total Cash			9ZCASH *	\$1,305,821
Total Cash Balance All Funds			9ZCASHB *	\$1,305,821
* Must be equal				

**Southern Tier Library System  
Local Government Questionnaire  
For the Fiscal Year Ending 2017**

	<b>Response</b>
1) Does your municipality have a written procurement policy?	<b>Yes</b>
2) Have the financial statements for your municipality been independently audited?	<b>No</b>
If not, are you planning on having an audit conducted?	<b>Yes</b>
3) Does your local government participate in an insurance pool with other local governments?	<b>No</b>
4) Does your local government participate in an investment pool with other local governments?	<b>No</b>
5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	<b>No</b>
6) Does your municipality have a Capital Plan?	<b>No</b>
7) Has your municipality prepared and documented a risk assessment plan?	<b>Yes</b>
If yes, has your municipality used the results to design the system of internal controls?	<b>Yes</b>
8) Have you had a change in chief executive or chief fiscal officer during the last year?	<b>No</b>
9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	<b>Yes</b>

**Southern Tier Library System  
Employee and Retiree Benefits  
For the Fiscal Year Ending 2017**

<b>Total Full Time Employees:</b>		<b>12</b>			
<b>Total Part Time Employees:</b>		<b>12</b>			
<b>Account Code</b>	<b>Description</b>	<b>Total Expenditures (All Funds)</b>	<b># of Full Time Employees</b>	<b># of Part Time Employees</b>	<b># of Retirees</b>
90108	State Retirement System	\$90,031.00	12	5	
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	\$58,514.94	28		
90408	Worker's Compensation Insurance	\$8,291.43	12	12	
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance				
90608	Hospital and Medical (Dental) Insurance	\$190,707.95	11		
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
<b>Total</b>		<b>\$347,545.33</b>			
Computed Total From Financial Section (comparative purposes only)		<b>\$349,088.57</b>			

Southern Tier Library System  
Energy Costs and Consumption  
For the Fiscal Year Ending 2017

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline	\$14,790		gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas	\$1,940		cubic feet	
Electricity	\$7,655		kilowatt-hours	
Coal			tons	
Propane			gallons	

**Southern Tier Library System  
Schedule of Other Post Employment Benefits (OPEB)  
For the Fiscal Year Ending 2017**

**Annual OPEB Cost and Net OPEB Obligation**

1. Type of Other Post Employment Benefits Plan
2. Annual Required Contribution(ARC)
3. Interest on Net OPEB Obligation
4. Adjustment to Annual Required Contribution
5. Annual OPEB Expense
6. Less: Actual Contribution Made
7. Increase in Net OPEB Obligation
8. Net OPEB Obligation - beginning of year
9. Net OPEB Obligation - end of year
10. Total Other Post Employment Benefits as reported in Accounts 683 in Financial Section, Current Fiscal Year
11. Percentage of Annual OPEB Cost Contributed (Actual Contribution Made/Annual OPEB Cost)

**Funded Status and Funding Process**

12. Actuarial Accrued Liability(AAL)
13. Less: Actuarial Value of Plan Assets
14. Unfunded Actuarial Accrued Liability(UAAL)
15. Funded Ratio(Actuarial Value of Plan Assets/AAL)
16. Annual Covered Payroll (of active employees covered by the plan)
17. UAAL as Percentage of Annual Covered Payroll

**Other OPEB Information**

18. Date of most recent actuarial valuation
19. Actuarial method used
20. Assumed rate of return on investments discount rate .00%
21. Amortization period of UAAL(in years)



**Public Relations Committee**

March 20, 2018 – 12:30 pm

Southern Tier Library System Headquarters



Committee Members Present: Cindy Dutton, Kathy Green, David Haggstrom and Pat Selwood

Library System Staff: Brian Hildreth

Excused: Felicity Wright

Meeting called to order at 12:32 pm.

**2018 Advocacy Campaign**

B. Hildreth updated committee members on activities and participation. He noted 58 total advocates attended legislative meetings locally and in Albany. This was the strongest turnout in recent years. He also discussed the proposals from the Senate and Assembly as of March 20. He encouraged committee members to share social media posts and emails sent from the system about funding. There are two more weeks for budget discussions and proposals are optimistic.

**Legislative Appreciation Event**

B. Hildreth reported STLS will co-host an event on Friday, September 14 at Tompkins County Public Library to show appreciation for legislators' support of libraries. More information will be shared as it becomes available.

**Requests for Proposals for Public Library Service Campaign**

B. Hildreth discussed the request for proposals that went out to local marketing firms. The RFP is asking firms to provide pricing for a public service campaign that highlights the good work of Southern Tier Libraries. It will include both contemporary and traditional practices. More information will be provided after B. Hildreth meets with firms and receives proposals.

**Annual Meeting**

B. Hildreth asked committee members to set a date for the annual meeting and conference. It was determined Thursday, October 4 would be ideal depending upon venue availability. Committee members discussed potential venues that would be central to member libraries. B. Hildreth said he would research and report back to the committee.

## **Annual Awards**

Committee members reviewed the proposed 2018 member library awards. They approved the slate of awards as presented. They did ask that the language of the award announcement be revised to read more clearly. B. Hildreth added committee member edits to the announcement. It was agreed the award announcement would be sent April 1st with the intention to review applications and nominations in June.

Meeting adjourned at 1:33 pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director