

# MINUTES

## IOWA COMMISSION OF LIBRARIES

Date: August 18, 2003  
12:00 p.m. - 5:00 p.m.

Location: Hotel Pattee  
Perry, Iowa

### **Retreat Agenda**

#### **1.0 Communications – Library Services Area Report**

Barbara Shultz, administrator, North Central Library Service Area, substituted for Karen Burns. Shultz reported on a two day conference recently held in Mason City. The conference focused on information literacy and attracted librarians from school, public, college and AEA libraries. 82 people were in attendance. Mary Cameron and Mary Wegner led a session on the role of the public library in developing information literacy skills (the ability to find, evaluate and use information) in public library customers.

Schultz also reported on the arrival of Gates computers in her region. The training for librarians went well and Internet connections are being upgraded. She estimated that 80 percent of her libraries have high speed Internet access. Ross said he would like to see 90 to 95 percent of Iowa's public libraries with high speed Internet access.

Schultz said Library Service Area administrators met Wednesday, August 13 at the State Library and talked about public library funding issues. The group is pursuing additional information and will discuss this topic again in October.

#### **2.0 Introduction of New Commission Member**

David Boyd, State Court Administrator, was introduced. He replaces Bill O'Brien who retired from state government. Boyd gave a short overview of his background and said he was pleased to be serving on the Commission.

#### **3.0 Library Funding Issues**

Public library funding issues were discussed. The meeting adjourned at 5 p.m.

Date: August 19, 2003  
8:30 a.m. - Noon

Location: Hotel Pattee  
Perry, Iowa

### **Meeting Agenda**

#### **1.0 Set Agenda**

Agenda was set.

#### **2.0 Approve Minutes**

Huston asked that the minutes reflect that the newspaper article about the Gates computers was about Bayard, not Bagley. Huston moved to accept the minutes with this change, Gohlinghorst seconded. Motion carried.

#### **3.0 Financial Report**

Cox explained the 2003 federal and state budgets. He explained that due to circumstances beyond the State Library's control, Compaq was unable to deliver computers ordered before the June 30, 2003 deadline. Because of Compaq's failure, the computers were not received by the end of the fiscal year and the State Library had to return \$25,000 to state coffers. Cox also reported that CBS News plans to broadcast from the Law Library again next year during the Iowa caucuses.

The FY04 budget was discussed. Cox explained the EBSCO contract, the state auditor's bill of \$9,251, and the new SILO contract. Future plans include adding a web developer to SILO staff.

Huston moved to approve the financial report, Roberts seconded. Motion carried.

#### **4.0 Communications**

##### **A. Commission Reports**

Ross said he attended the State Library/Library Service Area Plan of Service development meeting in Urbandale on August 14. Dixon said changing the process for developing the plan has been useful.

Van Ekeren reported on the State Library's 165<sup>th</sup> Birthday Celebration which will be held September 24 from 10 a.m. to 3 p.m. Speakers will include Wegner and Ross; Mary Chute (Deputy Director, Institute of Museum and Library Services); historian and storyteller Tom Morain (Vice Provost, Graceland University); authors Mary Kay Shanley, John Witt, and Deb Engle; First Lady Christie Vilsack; and reporter and author Chuck Offenburger.

##### **B. State Librarian's Report**

Wegner reiterated that the Plan of Service meeting for FY05-06 was very productive. It was attended by LSA administrators and one trustee from each LSA, as well as two AEA media directors. The plan continues to focus on (1) telling the library story, (2) collaborative efforts (with more information about library districts) and (3) continuing education for librarians and library trustees. Wegner will discuss the plan in further detail at the October or December Commission meeting.

Wegner reported that the LSA Executive Council met in July. Sandy Dixon facilitated a discussion of the question: "What is one action you would personally be willing to take in the next year that would advocate for the Library Service Areas?" Answers included: Go to other library board meetings and Friends groups to advocate for LSAs; visit with other library trustees about the LSA story; write to library boards about the LSAs; talk to public officials/legislators, using personal contacts; talk to public officials at events in addition to Legislative Day; visit with public officials about what LSAs do; talk to Farm Bureau representatives (especially about county budgets); make a list of groups influential in state and local funding; visit with county boards of supervisors to inform them what LSAs are. They will meet again during the Iowa Library Association Conference in October.

Wegner discussed an ad hoc group meeting she and Pfitzenmaier attended on the sale of Iowa Communications Network (ICN). Pfitzenmaier reported that there has been some misconception that the system is in bad shape. She noted the general system itself is fine, but some local sites need updating. Ross said he had a conversation with U.S. Senator Tom Latham last week and that Latham was unaware of discussions to sell the system. Pfitzenmaier shared concerns from school staff regarding fair and equitable access if the system is sold.

Wegner recently met with the ILA Governmental Affairs Committee which is developing its legislative agenda for 2004. ILA will make a decision soon on who it will hire as lobbyist for 2004.

Wegner recently met with Iowa Legal Aid about its Senior Citizens Internet Project and will meet later this week with directors of all the state's Small Business Development Centers to discuss partnership possibilities with public libraries.

An ICN orientation session for new LSA trustees was postponed but will be rescheduled later this fall. All LSA trustees and State Library Commissioners will be invited.

Because of widespread public library budget cuts in cities struggling with the Reinvent Iowa Bill passed by the state legislature, the State Library has asked nationally known speaker Pat Wagner from Denver, CO to do a workshop on effectively coping with budget cuts. Sessions will be held in Fort Dodge, Waverly and Marion. The Waverly session will be broadcast over the ICN. Topics covered will be (a) rethinking what you can realistically do well with the resources you have; (b) making hard choices so life does not make them for you; (c) improving productivity by getting everyone on the same page in terms of what needs to be done; and (d) improving individual and institutional stress management techniques so people are not making themselves sick and bitter over things they cannot control. Wegner noted that Wetteland wrote a news release template for libraries to use to announce the consequences of cuts to library budgets.

Wegner reminded Commissioners that Town Meetings will be held in eight locations during the weeks of September 8 and 15. The morning session will focus on information literacy and the role of public libraries in helping customers find, evaluate and use information.

State Library marketing team co-chairs, Dixon and Corson, reported on focus groups recently conducted with state employees. Dixon said that many state employees don't know about the State Library and that the focus groups helped inform people about the services available.

#### **5.0 Public Comment**

None

## **6.0 Action Items**

### **A. Election of Commission Officers**

Gohlinghorst moved that Ross remain Chair and Huston remain Vice Chair of the Commission. Motion carried.

### **B. Appointments to Library Service Area Boards of Trustees**

The Commission appointed Robert M. George to the East Central Library Service Area Board of Trustees, and certified the selection of Lois Warner, Iowa Lakes Community College to the Northwest Library Service Area Board of Trustees.

### **C. Public Library Standards Task Force**

Wegner distributed a draft description of a Public Library Standards Advisory Task Force. The Task Force will work with State Library staff to review current standards in light of known best practices and current trends, and to develop the 4<sup>th</sup> edition of In Service to Iowa: Public Library Measures of Quality. Huston moved to create the task force, Pfitzenmaier seconded. Motion carried. Gerry Rowland will serve as adviser to the Task Force and Sandy Dixon will be the facilitator.

### **D. CIPA Technical Advisory Task Force**

Wegner distributed a draft description of a CIPA Technical Advisory Task Force. The Task Force will investigate technical aspects of the Children's Internet Protection Act, identify a range of options and provide guidance for the State Library and other Iowa libraries regarding compliance with CIPA regulations. Pfitzenmaier moved to create the task force. Motion carried. Alan Schmitz, SILO Coordinator, will chair the task force. Other State Library staff on the task force are Nancy Haigh and Judy Jones. Discussion followed on what other organizations nationally are doing and what direction the Commission would like to take.

### **E. State Library Budget Request for FY05**

The Budget Subcommittee (Ross, Huston, and Pfitzenmaier) met with Wegner and Cox on the evening of August 18 to discuss the State Library's FY05 budget request. They recommended that Wegner request an additional \$350,000 - \$250,000 for Open Access and Access Plus, and \$100,000 for library materials. (The current materials budget is less than one-third of what it was three years ago, as a result of the State Library's 25% budget cut in FY02.) The subcommittee also recommended that, if feasible, Wegner request that the library funding which is currently appropriated from the state's infrastructure fund be moved back to the general fund. Van Ekeren moved to accept the subcommittee recommendation, Roberts seconded. Motion carried.

## **7.0 Discussion Items – Calendar Preview**

The following Commission meeting dates were selected for 2004: February 17, April 20, June 15, August 2-3, October 19, and December 7. All meetings will take place from 10 a.m. to 2 p.m. at the State Library except for the August retreat.

## **8.0 Adjournment**

Meeting was adjourned at 10:45 a.m.

NEXT MEETING: October 28, 2003

NOTE LOCATION: Judicial Building, 1111 East Court  
Tour of new building will follow meeting.