

**MINUTES**  
**IOWA COMMISSION OF LIBRARIES**

Date: April 21, 2004  
10:00 – 2:00 p.m.

Location: State Library of Iowa  
East 12<sup>th</sup> and Grand  
Des Moines, Iowa

Present: David Boyd, Monica Gohlinghorst, Pam Pfitzenmaier, Paul Roberts, Dale Ross, Berta Van Ekeren. Absent: Pam Bradley, Eldon Huston

Staff: Mary Wegner, Barbara Corson, Steve Cox, Sandy Dixon, Fran Fessler, Judy Jones, Gerry Rowland, Annette Wetteland.

Visitors: Emily Navarre, Administrator, Southeastern Library Services; and Katherine Von Wald, Coordinator, Iowa Center for the Book.

Meeting was called to order by Dale Ross at 10:00 a.m.

1.0 Set Agenda

A. Agenda was set with the following addition.

6.0 Action Item

1. Ross requested the change of meeting dates for June and October be added.

Approved.

2.0 Minutes.

Gohlinghorst moved to approve the minutes as presented; Roberts seconded. Motion carried.

3.0 Financial Report

Cox reported that both federal and state budgets were on track. There will be no new state money for FY05 and any salary increases will have to be absorbed from the State Library budget. RIIIF (infrastructure) funding remains at \$600,000. Wegner and Cox met with Ted Stilwill, Roger Stirler and others from internal operations at the Department of Education to discuss federal library funding and overhead and administrative costs. There will be further discussion on how these costs will apply to the Gates Grants.

4.0 Communications

A. Special Reports

1. Beth Henning-State Data Center

Henning gave a brief history and explained the role of the State Data Center. The State Data Center became a part of the State Library in 1989 and is Iowa's liaison to the U.S. Census Bureau. It is Iowa's official source for census statistics about Iowa's people, housing, economy, and government. In recent years, the role of the Data Center has changed, as well as how the information is used. Governmental agencies (state, city, county), businesses, the news media and other organizations, want much more detailed information for annual estimates, program

planning, marketing, community, and school issues. The State Data Center web site provides a wealth of information and last year had approximately 500,000 page requests.

## 2. Katherine Von Wald-Iowa Center for the Book

Von Wald provided handouts listing the Iowa winners in the Letters about Literature contest. There were three winners in each of three age groups. First Lady Christie Vilsack presented the awards at the Iowa Reading Association/Iowa Association of School Librarians Conference. The Iowa winner in each age group placed in the top six nationally. The students' letters are on the Center for the Book web site. On May 2, 2004 *USA Today* will list the winners from each state.

There have been 33 All Iowa Reads book discussions so far this year featuring the 2004 selection "*Niagara Falls All Over Again*" by Elizabeth McCracken. McCracken will be the featured Friday luncheon speaker at the Iowa Library Association Fall Conference, and the 2005 All Iowa Reads selection will also be announced at the luncheon.

New literary events continue to be posted on the Literary Calendar, which is part of the Center for the Book web site.

## B. Commission Reports

Boyd reported that May 1 is Law Day and the Iowa Supreme Court will celebrate by giving tours of the new judicial building. Law Week is May 3-7. The Supreme and Appeals courts will be in session that week and there will be special ICN sessions for middle and high school students showing oral arguments.

Roberts reported that the Dubuque Area Library Information Consortium will meet on April 29 for a program on public relations. Wetteland will present one of the sessions.

Gohlinghorst has been attending the Library Standards Task Force meetings. There will be one more meeting before a draft is presented to the Commission.

Van Ekeren remarked she has enjoyed being part of the Standards Task Force committee and is very impressed with the willingness and dedication of the committee. Monroe Public Library hopes to move the first part of June into a building the library board purchased and renovated.

Pfitzenmaier said that the online courses being offered to high school students via the ICN are going well. Some of the course offerings are chemistry, physics, and German.

Ross reported he and Wegner will be in Washington D.C. on May 3 and 4 to attend the American Library Association's legislative days and talk with Iowa's congressmen and senators. Pat Coffie, director of the Waverly Public Library and chairperson of the ILA Governmental Affairs Committee, and Kay Weiss, Director of the Burlington Public Library and ILA President will also attend.

## C. State Librarian's Report

Wegner reported that State Library staff had received a bid from OCLC to provide all Iowa libraries unlimited access to an Iowa subset of WorldCat; unlimited access to the bibliographic records and holdings in WorldCat; unlimited, ongoing cataloging using any of OCLC's cataloging interfaces in conjunction with WorldCat; unlimited use of OCLC interlibrary loan; and unlimited retrospective batch loading of holdings to OCLC WorldCat. This offer would allow Iowa to move from the Iowa Locator to an OCLC-based statewide catalog.

Contracting with OCLC for these services would require a significant investment of new money. State Library staff continues to review the offer and consider alternatives.

Wegner announced the upcoming Iowa Library Association Leadership Institute to be held at Central College in Pella August 3-6. The training will be led by Maureen Sullivan. Applications for the institute will be evaluated next week. An LSTA grant is being used to partially fund the event.

Five librarians from Bulgaria have arrived in Iowa and will spend time at libraries in Ames, Cedar Rapids, Newton, Pella and Sioux City. They will attend a two day conference at the State Library May 10 and 11.

The State Library is celebrating National Library Week, April 19-23. One hundred eighty state employees have signed up for classes on Searching the Internet; EBSCOHost; FirstSearch; the State Data Center; Grant Resources, WestLaw and HealthInfoIowa. Friday, Dale will lead a book discussion on the 2004 All Iowa Reads book "Niagara Falls All Over Again."

Wegner passed out WebJunction handouts. A customized Iowa version of WebJunction is planned to be released in late June. Dixon and Wetteland will receive training later this month.

The "Building Blocks for Early Literacy Conference," sponsored by the State Library, IPTV and the Department of Education was a big success, with approximately 300 librarians, teachers, consultants, child care providers and early literacy specialists attending.

#### D. Library Service Area Report-Emily Navarre, Southeastern Library Services

Navarre shared with the Commission information about the Southeastern Library Service Area, which covers 15 counties and 53 public libraries. There is a new library, LeClaire Public Library, which was previously a branch of the Scott County Library System. There are many building projects going on, from new libraries to renovations. Navarre also noted there are combined school/public libraries and a combination of libraries and museums in her region. Southeastern partnered with East Central Library Services to host a trustee workshop on April 17. Many small libraries took advantage of an automation offer by Follett Software, and are in the process of converting their records. Southeastern Library Services has a new consultant, Emily Knott, formerly from Illinois, who has a great deal of technology experience. Navarre expressed concerns facing the Iowa Library Service Areas and public libraries, including budget cuts and problems small libraries may be facing in the future, including staff cuts, less technology and fewer hours open. She believes there is an opportunity and need for library trustees to take a more active role in being advocates for the library. Navarre marks her 25<sup>th</sup> year with the regional and library service area.

#### 5.0 Public Comment

None

#### 6.0 Action Items

##### A. Appoint nominating committee for Library Service Area (LSA) trustee positions

Dixon provided some background on electing trustees to the Library Service Area boards. The Commission must appoint two of its members to the LSA Boards Nominating Committee. Ross and Roberts were nominated to serve on the committee. Van Ekeren made the motion to approve. Boyd seconded. Motion carried.

B. Certify appointment to Northeast Iowa Library Service Area board

There was a motion by Boyd to certify Karen Davidson, a librarian at Northeast Community College, as a new member of the Northeast LSA board. Roberts seconded. Motion carried.

C. Commission bylaws committee report

Roberts presented the by-laws for review. Discussion followed. Changes were made in Section III. Commission Meetings. (A) "*Iowa's Open Meeting Law*" would be moved to the end of the sentence after Code of Iowa; (D) "*distribute*" would replace "*ship*"; (H) *Iowa Open Records Law*" would be moved to end of sentence after Code of Iowa; (I) Strike out sentence: A decision to cancel a meeting must be made prior to noon of the day preceding the scheduled meeting. Van Ekeren motioned to approve. Gohlinghorst seconded. Motion carried.

D. Date change for June and October meetings

Ross requested that the meeting dates for the June and October meetings be changed. The commission agreed to the following dates: June 1 and October 25, 2004 at 10:00 a.m.

7.0 Discussion Items

A. Commission self-evaluation

Dixon attended a session on library board self-assessment at the recent Public Library Association conference. She handed out a sample agenda and suggested that Commissioners could do something similar at the August retreat. Commissioners agreed and board self-assessment will be part of the agenda for the August retreat.

B. Open Access Program Rules

Wegner handed out a copy of the suggested wording for the Open Access Agreement for the coming year. Ross requested that Shauna Shields from the Attorney Generals office review the wording. Wegner will also discuss the terms of the agreement with the Governor's office.

C. Discussion of State Library/Library Service Areas Draft Plan of Service

The draft plan for FY05-06 will be presented to the Commission for approval at its June 2004 meeting.

D. Gates Training Grant

Technology training sessions will begin in September in eight locations around the state. Laptops and a data projector for using during these sessions have already arrived.

8.0 Adjournment

Meeting adjourned at 2:00 p.m.

NEXT MEETING: June 1, 2004, State Library of Iowa