

Minutes of the Meeting
Southwest Iowa Library Service Area
April 30, 2004
LRC, Southwestern Community College, Creston

Meeting **called to order** at 10:15 a.m. by Chair Stanger. Present: Teget, Nichols, Stanger, Mefferd, Administrator Burns. Corrections to minutes of the February meeting: add "be" under mileage reimbursement, and "to change the wording" typo error under webhosting agreement. **Minutes** as corrected unanimously approved (Teget/Nichols). Agenda unanimously approved (Teget/Mefferd). **Bills** from February 16-April 30 in the amount of \$43,185.68 were unanimously approved (Teget/Mefferd).

Correspondence: None

Administrative Services Report. As written, plus: OCLC Group Services offer for Iowa, website templates, Plan of Service FY05-06 update, RFP/grant for collaboration consulting.

Committees and Activities.

- a) ILA Legislative Day--Stanger, Teget, and Burns reported.
- b) Trustee Executive Council--Stanger, Teget, and Burns reported.

Old Business

- a) Long Range Plan--Staffing. Doing some workflow studies in SWILSA office, looking for more efficiencies, how we do things, who does them, etc.

New Business

- a) Budget revisions. as proposed/written (to allow for Leadership Institute scholarships, slight increase in line for ILL clerk salary); unanimously approved (Mefferd/Teget).
- b) MARC conversion for libraries. Software to convert costs \$1200. We convert for few libraries now; Burns proposed that we convert only for libraries without Internet access. Unanimously approved (Teget/Mefferd).
- c) FY05 budget. Burns present preliminary figures for discussion, approval at June meeting.
- d) Administrator Evaluation. Evaluation will be in June. Will not survey all libraries this year but will survey staff. SWILSA trustees will complete evaluation and submit to committee; feedback from staff will be gathered; committee will convey results to the administrator. Unanimously approved (Mefferd/Teget). Stanger appointed Teget and Mefferd to the committee.
- e) Performance Measures. Report as sent to the state, and additional "Tools and Innovations" in SW.

Next meeting: June 18, 11:00 a.m. , LRC at Southwestern Community College, Creston.
Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Karen M. Burns, Recording Secretary