

Minutes of the Meeting (corrected)
Southwest Iowa Library Service Area Board of Trustees
February 19, 2004
Southwestern Community College LRC

Meeting **called to order** at 10 a.m. by Chair Stanger. **Present:** Coulter, Stanger, Teget, Nichols, Houser, Administrator Burns. **Minutes** of the December 18 meeting unanimously approved (Teget/Coulter). **Agenda** unanimously approved (Nichols/Coulter). **Bills** from December 16, 2003 - February 14, 2004 in the amount of \$34,478.52 unanimously approved (Teget/Houser).

Correspondence: None

Administrative Services Report. As written. In addition Burns reported on continuing education plans, the Wings e-journal, EBSCOhost bookmarks and book proposal for ALA Editions.

Committees and Activities. Burns attended the Iowa Commission of Libraries meeting, representing the Library Service Areas.

Old Business

- a) Trustee vacancy. The Board welcomed Melvyn Houser, new trustee.
- b) ILTA trustee training; update on the trustee advocate project. Burns developed Trustee Advocate FAQ.
- c) Mileage reimbursement. Teget moved, Nichols seconded the policy be revised to state that mileage will be at the current state rate; remove the statement that the mileage rate will be reviewed annually; unanimously approved.

New Business

- a) Budget revisions--none.
- b) Training grant from Gates. Burns reported that the \$3000 sub-grant from the Gates Foundation's grant to the State Library would be used to purchase training materials and to contract with Dreama Deskins to develop computer Help Sheets for library staff and patrons.
- c) Webhosting Agreement. Coulter moved, Nichols seconded, to change the wording of SWILSA's Webhosting Agreement to reflect the change in the Internet connection. Teget abstained (Shenandoah PL made initial request for change), all others aye.
- d) Long Range Plan review. Reviewed plan; no changes in goals or general direction, but review of activities and approaches, as in written report.
- e) Performance measures. In addition to measures kept for submission to the state, Burns will be reporting on additional measures for innovations and tools developed.

Meeting adjourned at 11:45 a.m. Next meeting April 30.
Respectfully submitted,

Karen Burns, Recording Secretary