

**Minutes of the Meeting**  
**Southwest Iowa Library Service Area Board of Trustees**  
**June 23, 2010**  
**Southwestern Community College LRC, Creston**

Meeting **called to order** at 10:22 a.m. by Chair Vogel. **Present:** Coulter, Teget, Vogel, Weber, Etherington, Garst, Stone, Administrator Burns. **No guests.** **Minutes** of the April meeting unanimously approved. (Coulter/Garst). **Agenda** unanimously approved (Teget/Stone). **Bills** from April 1-June 15, 2010 in the amount of "\$44,424.41 unanimously approved. (Teget/Coulter)

**Correspondence:** None

**Administrative Services.** As written. Burns reminded the Board that they will be making the decision about Vision Award at the August meeting. She will also send trustees the link to the technology competencies wiki.

**Committees and Activities:**

- a) Commission of Libraries Meeting. Burns and Coulter attended the Arpil meeting at Marshalltown Public Library. Coulter reported that the Commissioners discussed library services and reorganization. Dale VandeHaar also attended and talked with the Commission about reorganization and the committee. Coulter reviewed the time frame, the reorganization process, and the makeup of the committee. Report to be to the legislature by November 1. Committee has 11 members, representing libraries of various sizes, the Library Service Areas, and the State Library.
- b) Library Service Areas Executive Council. Coulter, Vogel and Burns attended. Vogel said he thought meetings were productive, noted good rapport in the group. The council discussed the reorganization process.
- c) Election of Officers in August. Vogel appointed ad hoc committee to select slate of officers: Teget and Garst.

**Old Business:**

- a) Reorganization. Next meeting of the committee will be July 7. Minutes of the meetings are on the Iowa Library Association. Coulter reported that the committee was divided into groups to work on what library services would include. Minutes of the meeting had the data in chart format; Coulter's notes are in narrative form. Coulter reported that it was good discussion; there is still much work to do. Board discussion: hope that emphasis is on asking libraries what they need. Coulter noted that survey went out to libraries asking their input on services; additional comment that hope ongoing focus is on asking libraries what they need.
- b) Request from Dept. of Education. Copies of FY09 budget, income sources and reserves, and allocation of time on various duties.

**New Business:**

- a) Budget revision. Proposed revision: \$100 from Workshops to Periodicals. Unanimously approved (Teget/Etherington).

b) Administrator Evaluation. Coulter reported on the evaluation survey. She interviewed staff, and added their comments into the survey. Vogel noted that he observed Burns while visiting libraries and was happy with the relationship between her and the librarians.

c) Reference Contract. Unanimous approval to sign the reference contract with NE Library Service Area. (Teget/Weber)

d) Office Lease. Lease is due in August; current lease includes option to renew another year at current level, but may renegotiate utilities (currently not charged for utilities). Unanimously approved extending lease, subject to Burns' discretion with regard to utilities costs.

e) Reference/ILL position. Change of position from hourly to salaried unanimously approved (Teget/Etherington)

f) FY11 Budget. Discussion of salaries. Teget moved, Stone seconded, to approve salaries as proposed, with furloughs continuing but to be reviewed again in November. Board' first priority for reserve is for salaries when there is a better idea of reorganization plan. Discussion re: eliminating furloughs. Motion unanimously defeated. Coulter moved, Etherington seconded, to eliminate furloughs for FY11, with review of salaries and possible salary increases at each meeting until issue is resolved. Money to restore hours/salaries is to come from Capital Outlay—Other (automobile replacement). Salaries to return to level prior to 10% cut in FY10. Unanimously approved.

g) Review of Use and Loan of Resources policy. Unanimously re-affirmed policy as-is (Weber/Stone).

h) Audit of FY10 funds. Unanimous approval to hire John Hines of Denman and Company to conduct audit. (Etherington/Teget).

**Comments and questions:** reminder that the reorganization committee will meet again on July 7, at the Pleasant Hill Public Library.

**Meeting adjourned** 12:30 p.m.

**Next meeting:** August 10, 2010 SWCC LRC, Creston

Respectfully submitted,

Karen M. Burns  
Recording Secretary