

MINUTES

IOWA COMMISSION OF LIBRARIES

Date: May 27, 2025

Location: Ola Babcock Miller Building & Online via Zoom

Time: 12:00 p.m. – 2:00 p.m.

Commission Members Present: Brandon Denner, Bob Gast, Matthew Goddard, Fred Schuster, Adam Steen, Alison Ames Galstad, Mindy Reimer, Melissa Kane

Staff: Brenda Hall, Emily Bainter, Becky Heil

1.0 Call to Order, Welcome & Introductions

B. Hall called the meeting to order at 12:03 p.m. Commissioners introduced themselves and welcomed new Commission members Alison Ames Galstad, Matthew Goddard, and Melissa Kane.

2.0 Set Agenda

F. Schuster made a motion to set the agenda. **A. Galstad** seconded. No comments on agenda.

3.0 Action Items

3.1 Receive and Approve February 2025 Meeting Minutes

M. Reimer made a motion to approve the February 2025 minutes. **B. Denner** seconded. Motion carried.

4.0 Public Comment

No public comment.

5.0 Reports

- **Interim State Librarian's Report**

B. Hall presented the following items in the State Librarian's Report:

- AtMail, the email service for public libraries provided by the State Library, was discontinued on May 1, 2025.
- A test preparation database resource is out for bid and in the process of being reviewed. The awarded vendor should be announced soon.
- IA Shares totes and bags were inventoried and a request was sent out for libraries to return excess bags and totes to State Library main offices.
- Director Roundtables are underway in May. There are 15 events scheduled across the state with a total of 237 directors registered to attend.
- There are three new Kernels available for viewing on the State Library's YouTube channel.
- Made recent visits to the Knoxville Public Library for a director retirement open house and the Iowa Dept. of the Blind for a reception celebrating 100 years of service.
- Legislative Update: SF213, the DAS library cleanup bill, was passed and signed into law by the Governor.
- FY24 Iowa Library Statistics have been published from data submitted to the Public Library Annual Survey. The publication, also known as the "Big Stats Book" is now available on the State Library website.

- **Commission Reports**
 - **A. Galstad:** Coralville Public Library partners with the local food pantry to address food insecurity in the community. A Community Resources Navigator at the library is able to link patrons to available services in the area. Early literacy efforts and outreach partnership with the Children’s Museum promotes school readiness.
 - **F. Schuster:** The Ankeny Library should not have additional budget cuts at this point. The library is going through the Accreditation process this year.
 - **M. Goddard:** The Iowa State University Library is celebrating 100 years of the Parks Library this year. The library opened a Cyclone Support Central Area for student access that focuses on wellness and mental health. There has been activity around digital accessibility and ensuring compliance with web accessibility standards. His division within the library is now titled Collection, Strategy & Access.
 - **B. Gast:** Has been asked to talk about the Access to Justice Commission and the People’s Law Library of Iowa at an upcoming regional conference for justices.
 - **B. Denner:** The West Des Moines Public Library is transitioning to summer hours and the summer reading program will be kicking off soon.
 - **M. Reimer:** The Keystone AEA in Elkader serves 31,000 students in 40 school districts. The agency is wrapping up end of school year items and went through the Accreditation process with the Dept. of Education this year. Keystone has also issued contracts for media and tech services to align with state law; the contracts formalize agreements with districts and schools for AEA services to meet their needs.

6.0 Commission Education: District Support

- **B. Heil**, Southeast District Consultant, presented on State Library district consulting and training services for public libraries and library boards.

7.0 Commission Business

- **Commission Vacancies Update:** One open position remains on the Commission for a library trustee representative. An email to the Iowa library community introducing Commission members will be drafted by E. Bainter with information from Commission members. The email will also request interested library trustees to apply to serve on the Commission via the Iowa Talent Bank.
- **Proposed Bylaws & Public Comment Request Form:** **F. Schuster** and **M. Reimer** reviewed the proposed bylaws that were updated to align with the state government reorganization and revised Administrative Rules. The document provides assurances as Commissioners and outlines how it operates as a committee. **F. Schuster** noted a few suggested changes to the proposed bylaws:

- Section III. Commission Meetings, Item E: Change “Members may attend and vote via teleconference” to “Members may attend or vote via teleconference.”
- Section III. Commission Meetings, Item G: Amend to “The State Librarian or designee shall be present and participate in each Commission meeting.”

A new section on public comment is included in the proposed bylaws. Because the revised Administrative Rules take effect July 16, which previously included language on public comment for Commission meetings, there may be a period of time before the next Commission meeting where no process is in effect on public comment at Commission meetings. **B. Hall** suggested to vote on the public comment process today in order to have it in place before next meeting in July to avoid operating without any rules or guidelines. **A. Galstad** asked about the reasoning for going from two weeks ahead of the meeting to 24 hours before the meeting to submit public comment. **M. Reimer** did not have a specific reason for the 24 hours. **B. Hall** noted that the Commission meeting

materials are posted seven days before the meeting, so people would have time to review the agenda before submitting comment. **A. Steen** commented that 24 hours seems right. **F. Schuster** moved to bring the public comment section of the proposed bylaws up for discussion. **B. Gast** seconded. Motion approved unanimously.

The public comment process and link to the Iowa Commission of Libraries Meeting Public Comment Request Form will be updated on the State Library website, and the proposed bylaws will be updated with suggested changes before the next meeting.

8.0 Discussion

- **IMLS Federal Funding:** The State Library has received 50% of its allotment of FFY25 funding from the Institute of Museum and Library Services (IMLS) Grants to States program. There is indication that the remaining 50% will be sent, but that has not been confirmed yet. A message to public library directors was emailed on April 21 that outlined State Library priorities for federal funding; which include four State Library staff members whose positions are federally funded, the SILO program, the platform fee for the Bridges consortium, and one day per week IA Shares delivery. Another message on reductions was emailed to public library directors on May 15, announcing that IA Shares will be moving to one day per week delivery and that contracts for three online resources will not be renewed, including OCLC FirstSearch, Foundation Directory, and Brainfuse HelpNow. The State Library will continue to offer a test preparation resource (which is currently out for bid) because it is funded through a separate state appropriation from Iowa Workforce Development. The federal budget process will need to occur before we know if IMLS will be funded for FFY26 in order for the Grants to States program to continue.
- **Open Forum**
 - **A. Steen:** The State Librarian position will be posted very soon and will go through the standard state hiring process. The title will be a Public Service Executive and the position will be shared with associations and job lists, and posted to the State Library Job List. This position will be posted for ten days initially and is likely to be open longer. Upon closing, the DAS team will review initial lists of candidates, then hold virtual interviews with selected candidates, and finally invite final candidates for in person interviews. The interview committee will consist of **B. Hall** and a committee of volunteers from the Commission. The tentative hiring date would be sometime in July.

9.0 Adjournment

B. Hall adjourned the meeting at 1:54 p.m.

Submitted by: Emily Bainter, Information Specialist