

# MINUTES

## IOWA COMMISSION OF LIBRARIES

Date: May 14, 2021  
Time: 10:00 a.m. – 12:00 p.m.

Location: Online via Zoom

**Present:** Joe Lock, Norma Thiese, Dan Chibnall, Carrie Falk, Sarah Latcham

**Staff:** Michael Scott, Nancy Medema, Emily Bainter

### 1.0 Call to Order and Welcome

**J. Lock** called the meeting to order at 10:02 a.m.

### 2.0 Set Agenda

**N. Thiese** made a motion to approve the agenda as written. **D. Chibnall** seconded. Motion carried.  
No other comments on agenda.

### 3.0 Action Items

#### 3.1 Receive and Approve March 2021 Meeting Minutes

Date will be corrected to March 12, 2021.

**N. Thiese** made a motion to approve the March minutes as corrected; **S. Latcham** seconded. Motion carried.

#### 3.2 Receive and Approve Financial Reports

**M. Scott** went over the financial reports. Federal budget is on track with a few months left of FY21; a few lines are over but monies will be reallocated from other lines. State appropriation expenditures are about where they should be with 77 percent of the allocation spent. A new vehicle has been ordered for the Northwest District office. Miscellaneous accounts are also on budget.

**C. Falk** moved to approve the financial reports, **N. Thiese** seconded. Motion carried.

#### 3.3 Receive and Approve Proposed FY22 Budget

**M. Scott** spoke about the proposed budget for FY22. Besides the regular federal allotment of about \$2 million, the State Library received an additional \$2.689 million from the American Rescue Plan Act (ARPA). ARPA funding must be expended by Sept. 30, 2022, which is a relatively short amount of time. In addition, another federal allotment and the remainder of the CARES Act appropriation must be spent by Sept. 30, 2021. An official budget has not been passed by the legislature on the state appropriation side, but the assumption is that the State Library will receive another status quo budget for FY22. Under miscellaneous accounts, the plan for FY22 is to draw from interest on the Westgate Endowment to offset costs for the upcoming Kids First conference for youth librarians.

**D. Chibnall** made a motion to approve the proposed FY22 State Library Budget, **S. Latcham** seconded. Motion carried.

#### 3.4 Receive and Approve State Library Administrative Code Changes

In the previous legislative session, a bill was passed dealing with waivers that state agencies receive and consider. As a result, a few minor changes needed to be made to current language. The Administrative Rules Review Committee met May 7 and **M. Scott** presented the proposed changes; he has not yet received confirmation that the committee has approved the changes.

**J. Lock** made a motion to approve the Administrative Code changes, **D. Chibnall** seconded. Motion carried.

### 4.0 Public Comment

No public comment

### 5.0 Discussion: American Rescue Plan Act

The management team has been developing a plan to spend the \$2.689 million received from ARPA funding. The largest portion of the funding (\$1.8 million) will go towards subgrants of up to \$5,000 to Tier

1-3 public libraries. The grants will go to libraries in the form of a reimbursement for purchasing allowable expenses that meet priorities set by IMLS. The application for libraries will be available next week. The remainder of ARPA funds are planned to be spent on statewide online resources for libraries, which are currently in the RFP drafting process. As required by IMLS, all ARPA funding must be expended by Sept. 30, 2022.

## **6.0 Communications**

### **6.1 State Librarian's Report**

**M. Scott** presented the State Librarian's Report. In addition to the ARPA funding, the management team has been working on preparing for the RFP process for new statewide online resources. FY22 is also the last year of the current five-year LSTA strategic plan for the agency. An evaluation will need to take place, and the State Library will contract with an outside agency to conduct the evaluation. The new five-year FY23-FY28 plan will be developed in-house and the Commission will be engaged in the process.

### **6.2 Commission Reports**

- **S. Latcham:** The Wellman-Scofield Public Library is planning the summer reading program and will offer outdoor programs. The library director will be retiring July 19 and the board is in the process of hiring a new director. The library is fully open and patron counts and stats continue to rise. The Iowa City School District is replacing every device ahead of the next school year and new classroom technology will be installed as well. Some CARES ACT funding will be used to replace lost materials and pay for extra staff time for special projects.
- **C. Falk:** The Shenandoah Public Library received an ALA/ARSL Libraries Transform grant for \$3,000 to conduct book discussion on *13 Ways to Kill a Community* with the community revitalization group, as well as to offer community planning programs and discussion. The youth and teen librarian also received an IEEE grant of \$2,000 for STEM education which will pay for STEM kits for patrons to check out.
- **J. Lock:** Cedar Rapids Public Library saw a huge uptick in checkouts of laptops and hotspots. Libraries are seen as the entity that bridges the gap between haves and have nots. Despite some initial concerns from librarians years ago, the program has been very successful.

## **7.0 FY21 to FY22 Commission Chair**

**J. Lock** expressed his pleasure at serving as the chair this fiscal year and will pass the gavel to **C. Falk** at the next meeting in July.

## **8.0 Adjournment**

Next meeting will occur July 9, 2021 from 10:00 a.m. to noon via Zoom; an in-person meeting option will be considered.

### **FY 22 Meetings:**

- September 10, 2021
- November 12, 2021
- January 14, 2022
- March 11, 2022
- May 13, 2022

**J. Lock** adjourned the meeting at 11:53 a.m.

Submitted by: Emily Bainter, Information Specialist