

286—1.3(256) Organization and operation.

1.3(1) *Location.* The state library is located at 1112 East Grand Avenue, Des Moines, Iowa 50319; telephone (515)281-4105; fax (515)281-6191. Business hours are 8 a.m. to 4:30 p.m., Monday through Friday, excepting legal holidays.

1.3(2) *Units.* The state library consists of four units: library development (includes the LSTA Grant Program, public library accreditation, library staff certification, Enrich Iowa, continuing education and consulting); information services (includes state documents, the state documents depository program, special collections, the state law library, and technical services); the state data center; and administration.

1.3(3) *Commission of libraries.* The commission of libraries consists of nine members as defined in Iowa Code section 256.52. The commission shall meet at a time and place specified by the chair. Notice of a meeting and the agenda will be posted at the state library at least 24 hours prior to the meeting and shall be mailed to any interested individual or organization upon request. The operation of commission meetings shall be governed by the following procedures:

- a. A quorum shall consist of five members.
- b. Any action taken by the commission requires an affirmative vote by at least five members.
- c. Persons wishing to appear before the commission shall submit a written request to the state librarian not less than 14 days prior to a meeting. Presentations shall be allowed at the discretion of the chair. Persons wishing to submit written material shall do so at least 14 days prior to a meeting so that commission members have adequate time to receive and evaluate the material.
- d. Near the conclusion of each meeting, the chair shall set the date, time and location of the next meeting.

1.3(4) *Minutes.* Current and archived minutes of commission meetings can be viewed and copied free of charge at the state library. The current and archived minutes are also accessible on the state library's website.

1.3(5) *Library services advisory panel.* The library services advisory panel consists of no fewer than 11 members as defined in Iowa Code section 256.62. The advisory panel shall meet at a time and place specified by the chair. Notice of a meeting and the agenda will be posted at the state library at least 24 hours prior to the meeting and shall be made available to any interested individual or organization upon request.

[ARC 2622C, IAB 7/20/16, effective 8/24/16]