

North Dakota Library Coordinating Council (NDLCC)

July 30, 2014

Time 10:00 AM – 2:30 PM

Location: Valley City Barnes County Public Library Meeting Room

Council Members Participating: Susie Sharp, Jerry Kaup, Ilene Larson, Ray Siver, Victor Lieberman, Chair Ted Smith, Michele Seil, Phyllis Kuno, and Mary J. Soucie

Council Members Not Present: Stephen Banister & Beth Reitan

Others Present: Cynthia Clairmont-Schmidt, Assistant State Librarian and Cheryl Pollert, ND State Library Recorder

Welcome: Chair Smith welcomed the group to the meeting.

Review of Agenda: Chair Smith asked the Council for additions or changes to the Agenda. Soucie said she had two items to add to the Agenda. Larson moved to accept the Agenda with the additions. Siver seconded it. Motion carried.

Approval of the May 14th and 15th, 2014 NDLCC Meeting Minutes: Chair Smith asked the Council for any additions or corrections to the minutes. Kaup moved to accept the minutes as presented. Sharp seconded it. Motion carried.

State Librarian Report: Soucie furnished the Council with a written report that covered:

- The Talking Book program held its volunteer event at the State Library on May 16th recognizing volunteers with over a thousand cumulative hours served.
- The State Libraries FY2015 budget has been turned in and will be reviewed in early August at a meeting with OMB. The Renovation and Repair grant money has been requested again with an increased amount of \$1 Million.
- LV2020 was sent out to the libraries for comments with none received by the State Library.
- The annual Summer Reading Program was held on May 30, 2014 at the State Library and Heritage Center in conjunction with the Bismarck and Mandan Public Libraries with much success with over 3,800 people attending.
- The renewed MINITEX partnership continues to purchase databases at a discount for the three states, Minnesota, South Dakota, and North Dakota. The NDSL Internal Database Committee reviewed databases offered eliminating one but adding several new ones while expanding several others.
- Soucie, along with 2 other State Library staff, attended the American Library Association (ALA) Annual Conference held in Las Vegas this year in June. It was a very good conference with time spent talking to vendors regarding statewide purchasing which was a topic of the recent Think Tanks.
- The State Library is partnering with the North Dakota Humanities Council to send 2 staff to the National Book Festival in Washington, D.C. in August. Beginning January 2015, the State Library will oversee the North Dakota Center for the Book which the ND Humanities Council will be transferring to the State Library.

- Soucie read to the children attending the Valley City Barnes County Public Library story time for approximately 20 minutes.
- Clairmont-Schmidt mentioned that additional State Aid has been requested to work towards full funding of the program. Full funding was explained for the benefit of Council members not familiar with the program.
- Soucie reviewed the Standards for Public Libraries Glossary that was prepared and will be added to the Standards document. It will be placed on the State Library website soon and be updated as the Standards are revised.
- Clairmont-Schmidt reviewed comments received from libraries that received the Military Laptop Grant, and how those grants were successful, for the Council's benefit. Five Final Grant Reports were also handed out to the Council members for review on their own. If the Council would like further information on Final Grant Reports, contact the State Library to request the information.
- Soucie informed the Council of the staff changes occurring at the State Library with BreAnne Meier replacing Elizabeth Jacobs in Library Development. Other staff positions have been opened as well and the State Library is in the process of filling those.

Current Site Visit: Steve Hammel spoke to the Council of the challenges he faced in upgrading the Valley City Barnes County Public Library upon becoming the library director one year ago. He added wireless access, received a grant for computers from the NDLC, and with his IT skills, updated the hub connecting all of the equipment to Cat 6. He has weeded more than 14,000 plus volumes of material and added new material for up to date reading. The patrons are transitioning to a more efficient library with secure computers to use. There are many additional changes/projects that he will be working on, continuing to make upgrades to the library in the future. The Council observed many of these changes when given a tour of the Valley City Barnes County Public Library which is a Carnegie Library (In North Dakota there were 8 Carnegie public libraries built from 8 grants totaling \$132,700, awarded by the Carnegie Corporation of New York from 1901 to 1916).

Library Vision 2020:

- No comments were received from libraries after a draft copy of the document was shared via mailing lists and the North Dakota State Library (NDSL) website.
- Staff of the NDSL participated in their own Think Tank, commenting on the revised document.
- Kuno liked that it was clean, concise, and to the point.
- Kaup felt it was manageable in its format.
- The Council liked the booklet format of the previous document and would like that format to be continued. The State Library's Public Awareness person Kristin Byram will be responsible for coordinating the printing.
- The Council requested that copies be sent to the school, public, and academic libraries after printing.
- NDSL will work with DPI to get copies of Library Vision to the legislators.

Kaup moved that the Council adopt this final version of Library Vision 2020. Seil seconded it. There was no discussion by the Council. Motion carried.

Council broke for lunch.

Site Visits: Council members were asked where they would like to do a site visit to.

- Seil asked if there was a Legislative Day in Bismarck during which the Council could meet and visit the legislators. There is a day in March where citizens can meet and speak with the legislators; this would need to be researched as when.
- They could visit Carnegie Regional Public Library in Grafton, ND.
- Meet at the Minot Public Library with a site visit to Stanley Public Library. The opinion the NDLC had was to meet on an afternoon, and the next morning do the site visit to Stanley Public Library. A site visit to Ward County Public Library could take place as well. Kaup had no problems with hosting the meeting. Hotels in Minot are fairly accessible at this time, but will need to check what the cost for them. The January meeting will take place in Bismarck.

Future Grant Round Ideas:

- Council members like one page applications for grants.
- The grant criteria should be databases, internet, computers, etc.
- Provide libraries with the choice of a laptop or a desktop as computers seem to be a hot issue for libraries.
- Would there be a match for the grant?

Siver moved that whatever grants money remains be made available in \$1,000.00 increments for a computer grant project. Larson seconded it. Discussion on the motion followed. One question was if this grant would include databases. It will not.

- Will be open to school libraries as well; the motion did not restrict this grant to a specific type of library.
- How would they be ranked if more applications were received than funding available?
- There needs to be questions asked to assist with prioritizing needs among the applicants.
- Ask them – “What specific need do you see that is still not being met?” or
- “What can’t you do with the computers you currently have?”
- Every application should have a statement of need from the library which is not considered too much to ask of applicants.
- Library Development staff are available to assist applicants with questions regarding filling out the application, reviewing the applications prior to submitting, etc.

Motion carried with one member abstaining from voting. The next grant application and guidelines should be made ready and available in the next two weeks with a deadline of September 30, 2014 to be received at the State Library.

Discussion was held regarding grant quality and if it should be a deciding factor for awarding the grants. The grants are competitive so it is thought this should be part of the

process. Seil suggested a Rubric method be developed for evaluating which grants are deserving of being awarded.

If this becomes part of the accepted process for evaluating grants, it should be announced so applicants know that if they want to receive a grant, they will need to put in the time to write an acceptable grant application. All libraries interested in writing a grant have resources available to them in the form of State Library staff, friends, computer programs, etc. to preview their grants. This standard would then necessitate applicants to read the applications and guidelines more thoroughly rather than skimming over them, thereby reducing errors in their applications.

The Council asked Soucie to develop a Rubric method for review at the next meeting.

Other grant ideas:

- Build local capacity with an acquisition grant.
- Improve services locally in their libraries.
- Encourage reading; classics for literature, etc.
- Grants for library furniture, new paint, carpeting or flooring, etc.
- Recommended software for digitization.

Other Business:

Discussion was held regarding an issue of a Council member who is also to be the NDLA President and how to resolve the situation.

- A Council member cannot serve as NDLA President and retain an NDLC seat.
- An informal opinion was received by the State Library from the Attorney General's office informing them that the Council member can choose which seat they prefer to occupy and that someone else would fill the vacated seat.
- Would the NDLA President Elect be qualified to serve this year and then their term next year?
- The NDLC members present felt the Governor should decide since this Council is appointed by that office. Soucie will contact the Governor's office regarding this.
- There was no other business.

Next NDLC Meeting:

- October 16th and 17th, 2014 will be the next meeting dates.
- Siver will not be able to attend, but those present committed to attending.
- The meeting will start at 12:00 pm to 4:00 pm at the Minot Public Library.
- The Council would like to visit the Ward County Public Library after 4:00 pm on October 16th.
- The NDLC would visit the Stanley Public Library on October 17th for a site visit.
- Hotel information will be researched as to state rate and availability.

Meeting adjourned at 2:30 PM.