

North Dakota Library Coordinating Council (NDLCC)

April 14, 2015

Regular Quarterly Meeting

Location: State Library Meeting Room

Time: 9:00 AM to 10:45 AM

Council Members Participating: Chair Ted Smith, Ilene Larson, Mary J. Soucie, Michele Seil, Phyllis Kuno, Beth Reitan, Tim Dirks, Ray Siver, Greta Guck, Stephen Banister, and Susie Sharp via telephone conference call

Council Members Not Present: None

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

Welcome: Chair Smith welcomed Council members to the meeting and had members make introductions to the two newly appointed members, Tim Dirks and Greta Guck.

Review of the Agenda: Chair Smith asked the Council for any additions or corrections to the Agenda. There were no additions or corrections. Dirks moved to accept the Agenda as presented. Seil seconded it. Motion carried.

Approval of the January 27, 2015 Meeting Minutes: Chair Smith asked the Council members for any additions or correction to the minutes. Larson moved to accept the minutes as presented. Kuno seconded it. Motion carried.

State Librarian Report:

State Librarian Soucie reported that the first of three ILEAD USA ND programs have kicked off. There are three teams, Team Econtent, Team Robot Minot, and Team Unicorn working on various projects for continuing education for library workers to improve and expand the community services librarians provide.

L3 is set to take place May 15th and 16th with 45 people signed up to participate.

The State Aid application was sent out to the public libraries in February and returned to the State Library in good time this year.

The Annual Report was sent out to the public libraries in February and has been returned with only a couple of extensions requested from the State Library.

The North Dakota State Library's Digital Initiatives Manager, Stephanie Baltzer Kom and other staff participated in ScanDay at the Bismarck Veterans Memorial Public Library on March 19, 2015. Two flatbed scanners and a camera were used to scan, describe, and save pictures, documents, and objects that patrons had brought in. Patrons had to sign up for a time slot to participate and received a flash drive with their items images on it. There was good turnout for the event and a learning experience for holding future ScanDay events.

The Legislative Session has been one of the busiest sessions in State Library memory. There have been approximately 10 bills monitored by State Library staff during this session. Soucie and Clairmont-Schmidt have been very busy attending hearings to testify and support various bills. The State Library budget bill is still in progress with, so far, all funding still attached. HCR 3045, a concurrent resolution directing the Legislative Management to study the automation of State Library data to track items and options for transferring materials between libraries, has been filed with the Secretary of State and awaiting Legislative Council decision.

The State Librarian report was passed out to the Council members for their review. Soucie asked if there were any questions regarding the report. Council members had none.

Grant Rubric:

Council members were asked what they thought of the Grant Rubric with the changes made from the last meeting and did it capture their intent? The Council members thought it looked good, but want to try it out first with an actual grant round. Seil moved to accept the Grant Rubric on a trial basis before the Council makes a final decision. Guck seconded it.

The Council noted that the rubric can be changed to fit the needs of any future grant round as needed. It was asked if grant applicants would see this scoring rubric and know that their grant applications would be scored by the rubric. Clairmont-Schmidt said that it can be made available to all grant applicants so that they are aware of this. Council needed clarification on the points ranking and how to use it. It was explained that the points ranking is for members to organize their thoughts overall for each grant application. Motion carried.

Current Grant Round:

The guidelines and application for the next grant round has been developed. They are: Collection Development Grant, Tablet Grant to Provide Access to Information, and WorldCat grants. Guck asked the question of why the Collection Development Grant is limited to non-fiction purchases. Soucie said that after speaking with school librarians, this is where they said they needed the most assistance with purchasing. They do have the choice of purchasing in multiple areas of non-fiction. Dirks asked why this grant could not be a match for them to show maintenance of effort. Would libraries drop their Collection Development plans in favor of using only the grant to fulfill their library's collection development? Council members stated that libraries without Collection Development funding need to communicate with their communities or Friends groups on the importance of developing a Collection Development fund for their library to purchase new materials. Sharp said that her library does not have a budget for purchasing books, etc. She has to fundraise prior to making Collection Development purchases. If a grant such as this had a match, she feels librarians would skip it. The academics are experiencing major cuts in their libraries, much of it for Collection Development. Guck commented that when the NDLC Standards for Public Libraries goes into effect in 2017 libraries will need to maintain a Collection Development plan to be eligible for applying for any NDLC grants. Seil felt that the NDLC/State Library Collection Development grant needs to be as easy as possible for libraries to apply for. Could a line be added that states the grant is not meant to replace a libraries current

Collection Development plan? Clairmont-Schmidt said that yes, it could be added to the budget sheet for the Collection Development Grant. It could say “Funds are in addition to your library’s Collection Development funding and is not meant to replace it.” Does the Council want to know where the matching funds come from? No, it will be assumed the person signing the forms is enough of a statement regarding the matching funds. Council members said they would like a 10% match besides a cap of \$5,000 for the Collection Development Grant. The 10% match could be the libraries own Collection Development monies.

Tablet Grant:

The \$1,500 Tablet Grant includes a 10% match. Council members would like the grant to be up to a \$1,500 cap plus the 10% match. The Collection Development Grant and Tablet Grant to Provide Access will be in the same category now.

The Grant Rubric will be included with these grants for applicants use.

These grants will be announced in August with an October due date. Notice will go out again in September for the public schools attention. Council members requested this grant round be open to the public school libraries, public libraries, and the academic libraries. Soucie felt that if the academic libraries are included in the grant, she will have to get approval from the Department of Public Instruction superintendent before finalizing the grant. The Council agreed with including the academic libraries in this grant round. Since the State Library is still waiting on the outcome of their budget, the final grant budget is unknown at this time and open to possible change until after the conclusion of the current Legislative session. The Council will not move to approve this grant until after the conclusion of the Legislative Session.

Evaluation of LV2020:

Soucie asked the Council how they would like to evaluate the Library Vision 2020 document in the future. Options were: once a year, twice a year, or every meeting which is quarterly. The Council thought that with the NDLA representative on the Council for only one year at a time, quarterly would give them each some time to be involved with this document. Mary will work on the evaluation document for Council review at the next meeting in July.

Other Business – Old or New: Chair Smith asked if the Council had any old or new business to discuss.

NDLA Pre-Conference on Grants:

There will be a pre-conference workshop on writing grants with a teacher from Colorado in the morning during the NDLA conference in September. In the afternoon, there will be a panel of speakers on grant writing. Coordinating Council members could be part of the panel. They will discuss the grants given out by the NDLC; discuss the new scoring rubric; etc. Does the Council want to be a part of this panel? Guck said she would be there anyway and could participate in the panel. Sharp said she could as well since she would be also attending. Guck will attend the panel; if she cannot, Sharp will attend in her place.

SnapShot Day: Janet Anderson from Minot Public Library is setting up the NDLA Facebook page to share SnapShot Day pictures and will be collecting pre-conference information as well. SnapShot Day was done about 5 years ago with approximately 16 libraries participating. Any and all libraries are invited to share. Kuno said her library will be participating in SnapShot Day on that Wednesday when they have a grand opening for their small coffee bar they are introducing. Four NDLA members have been picked to assist with managing the NDLA Facebook page during National Library Week. Some of the Council Members said their libraries were doing something for National Library Week or in conjunction with something else. The State Library has a booth at the Capitol building all week with a different subject or theme each day. One day will be state document day, bookmobile day, digitization, etc.

The State Library also held an event called Blind Date with a Book in February, setting up a booth at the Capitol building and getting state employees to apply for library cards. Applications for 83 new library cards were issued for state employees. Seventy nine books were checked out at this event as well. Another idea similar to Blind Date with a book is for a Health Fair in the fall.

Supreme Court Building: There has been no news on the Legislative Sessions activity regarding the money for the Liberty Memorial Building remodeling into a Supreme Court Building. As it is now the money has been pulled from the bill with approximately two weeks left in sessions.

NDLCC Annual Report to the Governor:

- Siver stated that other groups that do a report to the Governor are usually done the first of each calendar year.
- July or fiscal year elections gives the Chair time to gain experience prior to doing the Governors report at the first of the year

NDLCC Membership Discussion:

- When should the Council elect officers - beginning of the calendar year or fiscal year?
- Should officers be elected to two year terms instead of one year?
- At the next July NDLCC meeting is when officers will be elected with the Chair to do a report to the Governor done the first of January.
- Chair Smith has indicated that he is open to being nominated for the Chair position again, unless someone else would like to be Chair.
- Members whose terms are coming to the end of their first term are: Chair Smith, Reitan, and Sharp. The three indicated they would be willing to serve another term.
- Council members can only serve two consecutive terms.

North Dakota Libraries:

- The Grand Forks Library is looking at 5 total locations for building their new library
- A new school is being built next to the Fargo Public Library's branch library; Dr. James Carlson Library

- The Leach Public Library has just finished a rehab of their library with a new roof, new front door, fixed plaster, adding a chair lift, cleanup of mold issues, etc. The City had given them \$100,000 to do the work in their library.

Agenda items for the next meeting:

- Review of NDLCB Bylaws
- LV 2020 Evaluation Document
- Site Visits

Next Meeting Setup:

The Council will do a Doodle Poll for the next meeting date. The first and second week of August will be used for the poll.

Meeting location: Will be worked on once the date is set.
Suggested locations are: Grand Forks Public Library

Meeting Adjourned @ 10:45.