

**North Dakota Library Coordinating Council (NDLCC)  
Regular Quarterly Meeting August 10 – 11, 2017  
at the Lake Region Public Library in Devils Lake, ND**

**Call to order:** Vice Chair Seil called the meeting to order at 1:00 PM.

**Council Members Present:** Ted Smith, Mary J. Soucie, Vice Chair Michele Seil, Tim Dirks, Susie Sharp, Carmen Redding, Jason Matthews, and David Gray

**Council Members Not Present:** Lesley Allan and Stephan Banister

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

**Welcome:** The meeting was called to order by Vice Chair Michele Seil with Council members introducing themselves to new member David Gray.

**Review of Agenda:** There were no additions or corrections to the agenda.

**Approval of the May 18, 2017 Meeting Minutes:** Matthews moved, seconded by Dirks, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

**State Library Report:** Soucie submitted a written report in the information packet sent to Council members. Some of the questions were asked leading to the following discussions:

- Discussed how the progress for the Valley City Barnes County Public Library WorldCat grant is progressing using the new pilot program
- Discussed how the State Library's LSTA funding looks for 2018
- Discussion on how the ODIN Review Committee is progressing
- Discussion on the progress of the libraries meeting Standards for Public Libraries

**Old or New Business:**

- a. LV2020 Grant Round Approval: On pages 11 – 13 of the information packet listed Maker Space Resources of equipment ideas available for the Maker Space grant. There is a webinar available on the State Library's website You Tube link regarding this Maker Space resource document the Council can review. Council members asked if an email reminder will be sent out to libraries before the grant closing date; yes there will be one sent. Under section IV. In the grant guidelines under Eligibility Criteria for North Dakota Libraries, make the following changes: first bullet point replace "All" with "To be". Under same bullet

point, letter a, remove “All grant” beginning the sentence with the word applicants and remove the end period. Letter b should begin with “Must demonstrate”. The first sentence after letter e should begin “Public libraries must” instead of “All eligible public libraries”. The next paragraph should read: “Public School libraries must provide library services to students or faculty for a minimum of 15 hours per week”. Remove the next paragraph of: “All eligible public academic libraries must be a part of the North Dakota Public College/University System”.

1. WorldCat Grant: Council members think that if the pilot program for the WorldCat grant is successful in reducing a libraries responsibilities in processing their materials, there would be more participation among small, one person libraries in the program. There is the need to solve the issue of how to handle the ongoing, addition of new materials, needing to simplify adding them to OCLC. Soucie will look into other State Library Directors to see if and how they handle this. Under Eligibility: change “School and public libraries are eligible” to “Publicly funded libraries are eligible”.
2. Collection Development: Make a change under Eligibility by removing “Public, school and academic libraries” to say “Publicly funded libraries”. Add statement that clearly says “any publicly funded library is eligible to apply for the grant, but may not be first priority if your library previously received this grant. If applications received from libraries that have not received this grant previously are few, you may then be placed in the award category”. The statement should not discourage participation from previously awarded libraries. Soucie will send the wording to the Council for final approval.
3. Maker Space Grant: Under Eligibility: change “Public, school and academic libraries are eligible” to “Publicly funded libraries are eligible”. Change the sentence under Description of Project: that says “This grant is intended to be seed money” to “This grant is intended to be seed money for initial or additional Maker Space equipment. In the second to last paragraph, correct the punctuation for patrons’ as was shown. Make the listed items in the last paragraph bullet point items.

Does publicly funded mean state funded or federally funded?

Council members asked that the Final Grant Report libraries turn into the State Library be updated to gather better information about the outcome of money spent in the library’s grant project. This would give

the State Library information to answers for questions asked from Legislators during sessions.

Dirks moved, seconded by Smith, that the grant guidelines be adopted as presented. Motion carried by unanimous voice vote.

**New Business:** Vice Chair Seil asked when the last time the Bylaws were updated as she thought they were out of date. Bylaws were updated in November 2015.

A tour of the Lake Region Public Library is to follow this meeting. Library Director Angela Plummer introduced Library Board President, Lucas Wakefield and board member Sawyer Diseth whom welcomed the Council Members to the library. On Friday, August 11th Council members will visit Lakota City Library with Library Director Angela Jutila at 10:00 AM and the McVile Community Library with Library Director Pat Czarnik at 1:00 PM.

**Next meeting date and time:** The next meeting will need to be face to face, one day meeting with no site visits, and held in Bismarck at the State Library on November 9, 2017. The meeting will begin at 8:30 AM that day.

**Meeting Adjourned:** The meeting was adjourned at 2:55 PM.