

**April 28 & 29, 2022 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting via TEAMS &
from the Casselton Public Library, Casselton ND**

Council Members Present: Mary Soucie, Vice Chair Tim Dirks, Sally Dockter, Chair Angie Nagle, Michele Seil, Traci Lund, Joe Camisa, Jessica Pryer, & Steve Hammel

Council Members Not Present: Jason Matthews

Others Present: Cheryl Pollert, North Dakota State Library Recorder; and NDSL Fiscal and Administrative Services Director Lural Sehn

Introductions: Attendees introduced themselves to the group and who they represent

Call to order: Chair Nagle called the meeting to order at 11:20 A.M.

Review of Agenda: Chair Nagle asked for any additions or changes to the agenda. There were none.

Approval of the February 11, 2022 Reg. Meeting Minutes: Chair Nagle asked for additions or corrections to the minutes. There being no corrections to the minutes, the minutes stand approved.

State Library Report: State Librarian Soucie asked if Council Members had any questions regarding her shared report. There were no questions.

Old and New Business:

a. Coordinating Council Member Term:

- The Council approved member Hammel's completing his current term on the Council as he will leave his position as public library director at VCBC for a position with the State Library
- The State Library will change one staff position into a Grants Coordinator position to oversee future grants
- The Council wishes to see any or all flags made to grants by the new Grant Coordinator

b. Library Vision Grants:

- Budget Discussion:
 - Specific grant periods need to be set to meet maintenance of effort
 - Do not list amounts in the project narrative
 - A form will be created with a formula for libraries to use to figure their match when a match is required

- Will state forms allow auto calculations for a match form
- Monthly reimbursement submissions are fine per Sehn
- Future Collection Development Grants will not have a match
- The upcoming, next grant round will not have any match
- Application, Rubric, Guidelines Template:
 - Change the application section to request less itemized detail in the description section since libraries are changing these in their reimbursement requests
 - Grant period needs to be better detailed that all purchases need to be received by their library prior to the end of the grant period
 - A grant amendment form will be created for libraries to use to request approval and stay in compliance with the grant process from the State Library
 - Funds in the second part of the biennium must be spent by June 15th
 - The Collection Development grant period will be allowed to be extended to June 30th
 - The Collection Development (CD) grant, needs a simpler application
 - Have two applications, one for all grants, and one for CD
 - The Scoring Rubric was reviewed with updates made
 - Final Grant Report – none required for the CD but yes for all others grant types
 - The survey regarding the Final Grant Report showed it is used somewhat by libraries, but there is need in educating the use of it
- Library of Things Collection Grant: updates were made to the document
- Marketing Phase II grant: updates were made to the document

c. Library visits:

- The Council agreed to having meetings at libraries with site visits kept to all one day to tighten up the traveling time frame

Announcements: This meeting is Council Member Pryer's last meeting as she will not be completing her term

Next Meeting Arrangements: The next NDLC will be to cover grant awards on September 21, 2022 at 10:00 A.M..

Meeting Adjourned: With no further business, the meeting adjourned at 2:30 P.M.