

North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting July 21-22, 2016
Eddy-New Rockford Public Library, New Rockford, North Dakota

Call to order: Chair Smith called the meeting to order at 11:00 AM with introductions of Council members to new member Redding

Council Members Present: Chair Ted Smith, Mary Soucie, Phyllis Kuno, Beth Reitan, Tim Dirks, Wendy Wendt, Jason Matthews, Michele Seil, Susie Sharp, Stephen Banister, and Carmen Redding

Council Members Not Present: None

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

Election of Officers: Nominations were opened for the office of Council Chair. Dirks nominated Banister; Kuno seconded it. There were no further nominations for the office of Chair; nominations ceased. Motion carried by unanimous voice vote. Nominations were opened for the office of Vice Chair. Kuno nominated Seil; Dirks seconded it. There were no further nominations for the office of Vice Chair; nominations ceased. Motion carried by unanimous voice vote.

Review of the Agenda: Chair Banister asked for any corrections to the Agenda; there were none. The Agenda was unanimously adopted.

Approval of April 13, 2016 Meeting Minutes: Chair Banister asked for any corrections to the minutes. Dirks moved, seconded by Wendt that the minutes be adopted as presented. Motion carried by unanimous voice vote.

State Library Report: Soucie submitted a report and asked if the Council members had any questions. Some points covered in the discussion:

- The outcome of the Local Library Legislative Day held at the State Library in May and the important foundations laid for the next one.
- The Library Development department recently hired a new specialist to replace Sarah Matusz who has moved. The three Library Development specialists are assigned to assist libraries in regions or sections of the state. The assigned regions have been updated for better balance among the specialists assigned to them. State Librarian Soucie represents the five largest libraries as well.
- The State Library has their Trainer position open that will be filled this fall after updating the training format.

Old or New Business:

- a. Budget: The State Library has submitted its budget for the next biennium which incorporates the required 10% general fund cut. More will be known in August as to additional budget information will be known then.
- b. LV2020 Grant Updates:
 - The Council reviewed handouts historically showing the last 3-4 years of grants given by the State Library in conjunction with the NDLC.
 - More efficient ways of processing materials for the WorldCat grants is currently being developed.
 - The Renovation and Repair grants are currently underway and going well.
 - The Collection Development grants were a huge success; New Rockford has seen an increase of usage with access to the new materials
 - The Council members would like to receive grant updates after each grant round.
- c. Database Committee Recommendations:
 - Council members reviewed documents that gave analysis of usage or trends and return on investment regarding NDSL databases.
 - The Council was asked for their opinion as to what databases they see their constituents wanting to use
 - The Council was asked to give input on eBooks and their various platforms.
 - Databases are used for reliable information where accuracy is important which is needed by ND students.
 - The desire is to create a solid eBooks catalog with new titles that would supplement other catalog listings.
- d. Five Year LSTA Plan:
 - The Council is the first focus group to look at the next 5 Year Plan regarding what services to keep, what services are critical for us to provide, who needs training, how to get libraries more involved in training, etc.
 - What partnerships that don't exist that should. Partnerships for relationship building: the new ND Governor, Service clubs, businesses, Economic and Employment Development such as the League of Women voters – re: election information. Other possible partnerships are with: Chamber of Commerce (SBA), Association of Counties, League of Cities, ND United, ND School Board Association,
 - Capacity building, how to deliver services economically, and have a standard plan for libraries. Create a School Library Development Specialist position as well. Focus training librarians to advocate to their city councils and governments, to tell their libraries story. Train the librarians to train the public and students. Increase advocacy in

communities for Summer Reading Kickoff events. Foster librarianship, look at creating a state union catalog for resource sharing,

- Services to keep: Capacity Building (Wisconsin Regional Libraries act as automation managers, CE), Library Vision grants, grant resources, ILL/Resource Sharing, LSTA grants, MLS Grants, Statewide Cataloging, Library Development, County Libraries as regional partners, OLR Databases, Talking Books, Kits, Summer Summit conferences, trustee training, library tech. assistance from Library Development, advocacy to legislators, Summer Reading Program, State Document Depository (audit compliance in state agencies), State Library Circulating Collection,
- Seil would like to see more technical workshops (maker spaces, etc.) held for training librarians that could then be developed for kids in school like Google Cardboard, etc.
- Soucie will lead at the three Summer Summits to ask these questions, and Clairmont-Schmidt will ask the questions at the Bismarck Summit.
- Wendt mentioned the Active Shooter training BreAnne Meier did at ALA and how good it was. That kind of programming, regional and national is important.
- The focal areas of priority ranking are: Institutional Capacity, Information Access and Life Long Learning.

e. Library Standards Compliance

- Libraries need reader advisory defined better as well as board orientation.
- The State Library has a template for public library board members orientation that directors can use.
- The State Library also provides templates for Technology and disaster planning as well as website design assistance.
- ADA compliance needs to be defined more clearly, particularly in how can the older library buildings be in compliance per the grandfather clause? This is confusing for libraries to understand what is meant and if they comply.
- Wendt asked why her library is required to increase her collection development amount so much in regards to the Standards requirements for her library based on its size. The original intent of the Standard was to set the goals and then move the libraries towards those goals, but the goals should be attainable. With problem areas of local funding per capita an issue, FTE compliance, the weeding information; the Standards are more like regulations and less like guidelines. The Standards should provide the libraries with a baseline they could use in community support.
- The Council decided to have a committee review the Standards to update them based on the knowledge of the libraries reflective needs. The working group would be no more than 5 people, to include Wendy Wendt and Beth Reitan, with the 3 other volunteers to be filled through a State Library email

sent out via the public library listserv. The group would conduct a review of the Standards to determine areas that need modification. These modifications would be brought to the next full NDLC meeting for review and possible adoption.

Announcements:

- a. Does the Council still want to continue doing the site visits? Yes, they find them beneficial.
- b. The next NDLA President will be Leslie Gunderson and will come onto the Council on September 25th.
- c. The next NDLC meeting will need to occur in October, November, or December. The Council members felt that early October would work best for the next meeting except for Council member Matthews who will not be available then. Council members felt that an online or telephone conference call meeting would work for this one since the Agenda will not be very large. The Agenda will have the review of the Standards for Public Libraries on as of now. Tuesday, or Wednesdays seem to work out well for most members. The January meeting will be held in Bismarck during the next legislative session.

Site Visits:

- a. Council members and State Library personnel visited the Carrington City Library at 9:00 AM in Carrington on July 22.
- b. At 11:00 AM on July 22, the group also visited the Griggs County Public Library in Cooperstown.

Adjournment: Chair Banister adjourned the meeting at 4:15 PM.