

**North Dakota Library Coordinating Council (NDLCC)  
Regular Quarterly Meeting July 25, 2019  
Held at the Heart of America Library  
Rugby, North Dakota**

**Call to order:** Chair Gray called the meeting to order at 10:30 AM.

**Council Members Present:** Mary Soucie, Chair David Gray, Tim Dirks, Patricia Caldwell, Susie Sharp, Joe Camisa, Angie Nagle, Jason Matthews, and Stephanie Kom

**Council Members Not Present:** Tammy Oltz

**Others Present:** Cheryl Pollert, North Dakota State Library Recorder and Vicki Hoffart, Director of the Heart of America Library in Rugby

**Review of Agenda:** Chair Gray asked for any additions or corrections to the agenda. There were none.

**Approval of the May 29, 2019 Meeting Minutes:** Chair Gray asked for any additions or corrections to the minutes. Dirks moved and Sharp seconded, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

**State Library Report:** Soucie asked if there were any questions regarding the report. Dirks had a question regarding the computer time limit on usage in the State Library's Reference area. Soucie said that it was reduced drastically due to certain patron issues happening at that time but will be addressed at the next Managers meeting in August. Sharp and Dirks discussed the time limits their libraries have on computer usage for patrons.

**Old or New Business:**

- a. **Library Vision Review:** Soucie brought the Library Vision 2020 document projected screen for Council's viewing to discuss each goal's relevancy. It was suggested that the year be dropped from the document. The document should be revised by the end of 2020. Focus groups across the state for the will be held to gather information as well as a survey, and a NDLA focus group. Also, Matthews would like to see a handful of people from the academic and school sectors sent survey for their input as well.
  - Goal A: The State Library is meeting or has met 5 of the 6 objectives listed below the goal with the exception of the first one

listed pertaining to the statewide online library catalogs. The objectives need to be truly State Library related and support the goal.

- Goal B: Of the three objectives listed below this goal, number 1 has not been met and needs to be pursued. Number 2 is continuing to be done, and number 3 was discussed as being relevant. Sharp said she believes this objective is important for grant process.
- Goal C: Of the four objectives under this goal, number 4 is the only one that the State Library is failing to meet. Dirks and Sharp explained their methods for completing this objective in their libraries. Council felt this objective needed to remain in this goal moving forward
- Goal D: Of the 6 objectives, the State Library accomplishes 1 – 4 pretty well. Objective 5 has not been achieved and the question remains, does it belong here? Dirks said yes, this is huge and can be promoted through early age programming beyond story time, programming beyond recreational reading and languages. This should be the drive of the Focus Groups questions he thinks.
- Goal E: Soucie wants to update this goal. Objectives 1 and 2 are accomplished but 3 is not except through Flickertale articles and the R & D conferences. Objective 4 is partially done, feedback from the Council is asked. Could offer quarterly ZOOM meetings for all types of libraries to communicate with each other and the State Library. Objective 5 is met through LSTA funding.
- Other information of the Library Vision document. The Council wants to keep the history section. Should the Committee member lists be eliminated? Where in the goals does it help with Capacity Building grants such as the current Innovative Partnership Grant? Dirks said the objective could look like; “Explicitly to work with libraries to support capacity building within their communities.”
- Gray asked how goal / objective performance is being measured and has there been discussion regarding this? Soucie was doing quarterly reports in the past but stopped with little input from the Council. This does need to be addressed in the future. With every grant culminating with a grant report at the end, is our measurement more antidotal or numeric? Statistical data is not collected but some information is in the Final Grant Reports.

Patron stories are antidotal and important as well. Soucie and Matthews will be working on the questions for the upcoming Focus Groups beginning August 8.

**b. Review of Grant Guidelines, Applications, Rubric, and Evaluation Forms:**

- Grant Guideline Review: Council were asked to review the Eligibility Criteria section for approval of b. regarding the Standards for Public Libraries statement. They approved the wording here. There were no changes to the General Collection Development Grant section. Under the Innovative Partnership Grant, Dirks wanted it noted that Library Development needs to be on board with making sure that the public libraries understand the complexities of this grant since it is new and challenging with money being paid up front and the quarterly reporting required.
- It was discussed that in the past the State Library has difficulty getting the signed contracts returned by the deadline stated. The Council members thought this not acceptable and if a library cannot return a signed contract by the deadline, they will not receive the grant. They all agreed on this point.
- Application – Collection Development Grant: Council asked if the Describe Community Impact question is necessary here. More of a Final Grant Report question they thought. This will be removed. The Action Plan 3.1 will be redone and the budget sections will be reduced from 5 to one lines.
- Application – Innovative Partnership Grant: Soucie asked if the hours a library is open each week an important question that needed to be asked. Dirks and Sharp both agreed it was important to keep. Dirks would like to see 2.1 say, “What is the opportunity this project will provide your library”? Dirks also wanted to know where the libraries identify their marketing or PR plans in the application. This should be added to both. The Budget Category should be open or fillable by the library(s) applying for the grant to describe the categories they want.
- Rubric updates: Add the work opportunity to number 6 after needs. Council said keep the document title generic and keep the ranking the same.

- Grant Quarterly Report: Accumulative Expense should be Cumulative Expense, but is otherwise good.
- Grant Reimbursement Request: This document is good.
- Final Grant Report: Accumulative Expense should be Cumulative Expense, but is otherwise good.
- Non-Competitive Grant Program Guidelines: Add statement to guidelines that says: Non-Competitive Grant not to exceed \$1,000.
- Non-Competitive Infrastructure Grant Application: Council had no changes or additions on this.
- Chair Gray asked for a motion to approve the grant guidelines as revised, associated forms and applications as revised along with a cap of \$25,000 for the Non-Competitive Infrastructure Grant. Camisa moved and Dirks seconded, that the minutes be adopted as presented. There was no further discussion. Motion carried by unanimous voice vote.

### **Announcements:**

- a. Patricia Caldwell announced she will be leaving the Council effective July 31, 2019. Soucie and the Council thanked her and wished her well.
- b. Kom will be coming off of the Council before the next meeting as NDLA President Designee. The State Library will reach out to the NDLA President elect for the next meeting. The Council was grateful for Kom's participation serving as NDLA President and their current president's designee.

**Upcoming meetings:** The NDLC will meet in Bismarck at the State Library on October 10<sup>th</sup> and 11<sup>th</sup> in the 3<sup>rd</sup> floor meeting room. ZOOM participation will be available. The Council will be approving grant applications to award the current grant round money. The Council members were asked if they would like to receive the application as pdf's or access Counting Opinions to view them. The Council prefers to receive pdf's. Pollert will get the application pdf's to the Council as they arrive for their review.

**Meeting adjourned:** The meeting adjourned at 12:10 pm.