

**February 11, 2022 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting via TEAMS
from the North Dakota State Library, Bismarck ND**

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

Council Members Not Present: Jessica Pryer

Others Present: Cheryl Pollert, North Dakota State Library Recorder; NDSL Public Library Specialist Abby Ebach, and NDSL Fiscal and Administrative Services Director Laural Sehn

Introductions: Each attendee introduced themselves to the group and told who they represent and / or where they work.

Call to order: Chair Nagle called the meeting to order at 9:02 A.M.

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

Approval of the November 8, 2021 Meeting Minutes: Chair Nagle asked for additions or corrections to the minutes. Spelling error will be corrected. Lund moved, seconded by Camisa, that the minutes be adopted as amended. Motion carried by unanimous voice vote.

Approval of the December 6, 2021 Special Meeting Minutes: Chair Nagle asked for additions or corrections to the minutes. Dirks moved, seconded by Camisa, that the minutes be adopted. Motion carried by unanimous voice vote.

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

Old and New Business:

a. Coordinating Council Vacancy

- The NDSL has not received any interest in the vacancy for a Council member representing Special Libraries after advertising the opening
- The candidate must be a librarian from a library serving disabled persons, minority populations, economically disadvantaged populations, remote rural populations, the Anne Carlsen Learning Center, the ND Vision Services/School for the Blind, or the ND School for the Deaf.

b. Coordinating Council Vice Chair

- Chair Nagle asked for nominations for the open position of Vice Chair. Seil nominated Dirks for the position of Vice Chair. He accepted the nomination. The nomination was seconded by Lund and adopted by unanimous voice vote. Dirks will finish the term for this office.

c. Public Library Standards:

- An update of this document which consists of checking the links, etc., was done but is not a revision.
- A revision clarifies or changes verbiage.
- A footnote will be added to clarify the difference between the Revision date and the Updated date.
- NDLC will be removed from the title to say NDSL Standards for Public Libraries.
- Vice Chair Dirks moved, seconded by Hammel, to accept the revised and updated NDSL Standards for Public Libraries.
- A report of all public library's standings per the Standards for Public Libraries requirements will be sent to the NDLC.

d. Library Vision Grants:

I. Supporting Documents:

○ Rubric:

- The rubric should align with the application questions
- The question of ineligible expenses needs to be added to the rubric
- The rubric will be uploaded to the NDSL website

○ LV Application Template

- Update the project narrative question
- Update the project timeline to say: List the action steps you will do to complete the project by the deadline
- Update the Budget areas to simplify and clarify

II. Reports:

○ Final Grant Report Usage

- The State Library could pull information from the Final Grant Report for articles in the Flickertale Newsletter
- Parts may be useful for the LibGuides
- The NDLC would like to have access to the Final Grant Reports
- Public library boards should have access to them
- Look into if the report could be developed in template format or as a checklist
- Have more instruction available for libraries to understand the reports usefulness

- Could use the information as an infographic for legislative viewing
 - The report could follow the application questions
 - The report should tell a whole story about the grant process, pre-grant, the beginning, the middle, the end, and post grant
 - If the Final Grant Report is not received at State Library, the library would not be eligible for a grant in the next grant period
 - Reimbursement Request:
 - Has been updated but may need further work.
 - Disbursement of funds will be completed once each month, or one time per grant period by deadline. (not quarterly) Library's choice.
 - Clarify in the grant documents that all grant activities must be completed by the deadline when the grant period ends
- III. Match:
- Fiscal and Administrative Services Director Lural Sehn of the State Library stated that the currently used grant match does not work as a true match but is more of a maintenance of effort.
- The Council discussed the many issues of the match situation
 - Libraries have been interpreting the match very differently as the State Library has received in grant reimbursement requests
 - The Council asked that a survey to libraries be sent out for gathering information regarding match to review at the next NDLC meeting
 - Questions from the discussion will be included in the survey
- IV. Library of Things:
- Add to document that shelving is not eligible and other examples
 - Add, "If you include ineligible expenses your grant will be disqualified"
 - Add that taxes will not be reimbursed
 - Add attorney information
 - In Project Prompts add, "What liability comes with the kits I am offering?"
 - Update the match section after the next meeting
- V. Marketing Phase II:
- Amount of grant is \$4,000
 - Correct the dates in the timeline
 - Update the ineligible expenses as previously discussed
 - Update the match section after next meeting

Announcements:

- Grants will be approved at the next meeting after match discussion
- The Council would like a spreadsheet included in the packet that includes past meetings and site visits

Next Meeting Arrangements: The next NDLCC will be held in person with tours setup. The Council would also like to add meeting locations such as schools, academics, or special libraries to the possible meeting sites. They discussed meeting at Mayville State University with a site visit to the Mayville Public Library and one other library in the near vicinity. The timeline decided is Thursday – Friday, April 28 and 29th with the meeting to start at 11:00 am on Thursday.

Meeting Adjourned: Since Chair Nagle left early, the Vice Chair adjourned the meeting at 11:54 A.M.