

**North Dakota Library Coordinating Council (NDLCC)  
Regular Quarterly Meeting via ZOOM April 29, 2020**

**Call to order:** Vice-Chair Sharp called the meeting to order at 9:05 AM.

**Council Members Present:** Mary Soucie, Susie Sharp, Stephanie Galeazzo, Sally Dockter, Tim Dirks, Joseph Camisa, Angie Nagle, Traci Lund, Jason Matthews

**Council Members Not Present:** Tammy Oltz

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

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

**Approval of the February 14, 2020 Meeting Minutes:** Vice-Chair Sharp asked for additions or corrections to the minutes. Camisa moved, seconded by Dockter, that the minutes be adopted. Motion carried by unanimous voice vote.

**State Library Report: No written report for this meeting.**

- With the COVID-19, her schedule is busier than ever. Having 2 online meetings each week with staff and the library community is taking a lot of more of her time than before with daily questions about working in a new day to day routine. She also briefly met the new University of Mary director. She has received calls regarding extending the deadline of the Collection Development grants. With school librarians not at their libraries and able to order materials; and patrons not able to check out the new materials in schools and public libraries for reporting purposes in Final Reporting, it may be best to extend the grant timeline.
- The North Dakota State Library has revamped their organization chart. There are now four divisions: The Administration Services Division has the Administration office along with the Public Information Department grouped together. The Public Information Department has our Marketing Specialist which is BreAnne Meier, the Outreach Specialist which is Al Peterson, and our Data Analyst whom is Kristen Northrup. Al will be the interim director for the Patron Services Division until a director is hired for that division in May. He will continue to handle the E-rate and he and BreAnne will split booth management. Our

Technology Services Division will have our IT Department plus the addition of our Digital Initiatives Department with Trevor Martinson managing the digitization. Patron Service Division has the Circulation / Reference Department, the Interlibrary Loan Department, and the Talking Books Department. This department has the Patron Services Division Manager opening that will close in May. The fourth division is the Library Services Division. This division has Library Development and the Cataloging Department. Library Development has a new Literacy Specialist added to it with Shari Mosser in that position. Angie Houser has moved into the Public Library Specialist opening that Trevor left. The Cataloging Department has absorbed the Technology Department and its duties, etc. Shifting jobs that staff have been in for a lengthy time can be challenging but has been difficult during the pandemic even more so. Some staff are having to live in two worlds with doing both their new job plus their existing job for a bit. This re-organization will allow the State Library to assess positions if ever there are future openings. COVID and re-organization has been two huge changes.

### **Old or New Business:**

- a. Election of Officers:** A new Chair and Vice-Chair are to be elected at this meeting. Nominations for Chair are open. Galeazzo nominated herself for the office of Chair. Sharp moved that nominations cease for Chair. Nagle seconded it. Discussion was called for with none occurring. With the abstention of Galeazzo, motion carried by unanimous voice vote. Nominations for Vice-Chair are opened. Sharp nominates Nagle for the office of Vice-Chair. Sharp moved that nominations cease for Vice-Chair. Matthews seconded it. Discussion was called for with none occurring. With the abstention of Nagle, motion carried by unanimous voice vote. New officers will take over at the next meeting.
  
- b. Library Vision Document:** The NDLC reviewed the Library Vision Document that had their suggested changes made to it from the previous meeting. Comments received from the public library community were few. The one suggestion was to add statewide at the end of the Vision Statement. It would read “Strengthen the North Dakota State Library in its leadership role of coordinating, enriching,

and providing awareness of library program and services statewide”. The only other comment was that they read the document and thought everything had been covered. Council member Nagle asked about the Library Vision name. Are we keeping the year in the name such as LV2020? Many librarians like the year to differentiate between recent and past documents. What does the Council think? Council thought the date should be removed from the heading, from the not ranked statement, and from the History section. The document will be dated at the end of the document listing the adopted date and effective date. Galeazzo moved to adopt the Library Vision document as amended, seconded by Lund. Motion carried by unanimous voice vote.

**c. Library Vision Grants:**

- During the COVID-19 pandemic, it is not a good time to offer the grants the Council had planned on for the next grant round. The Professional Development Grant and the Marketing Grant will be included in a future grant round.
- The Council discussed options for the upcoming grant period deciding the focus should be on a COVID-19 type grant that included materials that meet the immediate needs of libraries in the fight against the Coronavirus. The amount left in the budget is around \$80,000.00 that can be used for this grant. Additional funds the State Library might receive from the CARES Act could be added to this amount raising the grant funds to possibly \$100,000. Various items that could be included in the grant discussed were: self-check-out stations, free standing hand sanitizer stations, Plexiglas sneeze barriers, medical grade computer keyboards, keyboard covers, gloves, face masks, wipes, de-contamination totes for isolating items, bags for library materials, receipt printers, wireless scanners, etc. The one round grant would be pulled together quickly and available to publicly funded schools, academics, and public libraries. The application would have a June 1<sup>st</sup> deadline and have the grant completion period extend out to April of 2021. Libraries will be limiting the number of patrons allowed in their library at a time; easier to adapt to in the smaller libraries. New safety precautions will become the new normal with required cleaning regiments and distancing protocols. The grant writer should be given an option to

decide or state what items they think their library needs but must also give compelling argument on why they need that equipment requested. The cost, science, impact, best bang for the buck information needs to be given. Soucie will get a grant together for the Council to review May 6 with a short ZOOM meeting for approval. Council is asked to email Soucie with any other ideas.

- Extending the completion date for the Collection Development Grants was discussed. Should they be extended from the May deadline to an October 31 deadline? Dirks moved, seconded by Camisa; that the deadline for the Collection Development grant be extended out through October 31. Discussion was called for with none occurring. With the abstention of Nagle and Sharp, motion carried by unanimous voice vote. The Innovative Partnership grants timeline will be left as it currently is set. The Council will offer much flexibility to libraries in completing these grants as to when group events will be able to be held is unknown at this time. More virtual events may be taking place for future events for the short term and allow them to hold events after the completion date if necessary. Individual emails will be sent to the libraries with Innovative Partnership grants informing them they can do whatever creative planning they can come up with to continue with completing their grants. Emails will be sent to the Collection Development libraries notifying them of the extension.
- The CARES ACT funds will have to be spent on cellular devices to extend wireless abilities such as hot spots for libraries otherwise the self-check-out stations would hopefully qualify.
- The Infrastructure Grants have been on hold due to COVID-19 but they will continue in the future. Ryan Kroh and his assistant will require that only one person be in the library while they are working on the equipment and the library must be closed to the public. When they start up again, they will begin with the libraries closest to Bismarck in avoiding overnight stays. Since they are keeping spreadsheets with all costs for each library they have completed, they will be able to better project the costs for libraries in the waiting list. This will allow them to purchase the materials required to complete the jobs before the expenditure deadline but complete the work afterwards as necessary.

**Announcements:**

- a. Council members with terms expiring are: Tim Dirks, Jason Matthews, and David Gray.
- b. The next meeting is July 15 at 9:00 am. It will be a ZOOM meeting. The Walhalla meeting will be postponed until fall or whenever travel is once again allowed.

**Meeting Adjourned: 11:15 AM**