

**North Dakota Library Coordinating Council (NDLCC)  
Regular Quarterly Meeting May 29, 2019  
Held at the Leach Public Library  
Wahpeton, North Dakota**

**Call to order:** Chair Seil called the meeting to order at 1:05 PM.

**Council Members Present:** Mary Soucie, Chair Michele Seil, Carmen Redding, David Gray, Stephanie Kom, Tim Dirks, Patricia Caldwell, Mark Holman, Susie Sharp,

**Council Members Not Present:** Tammy Oltz and Jason Matthews

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

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

**Approval of the January 18, 2018 Meeting Minutes:** Chair Seil asked for any additions or corrections to the minutes. Dirks moved and Holman seconded, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

**Approval of the March 8, 2018 Meeting Minutes:** Chair Seil asked for any additions or corrections to the minutes. Gray moved and Kom seconded, that the minutes be adopted as presented. Motion carried by unanimous voice vote. Dirks abstained to voting since he did not participate in that meeting.

**Approval of the May 3, 2018 Meeting Minutes:** Chair Seil asked for any additions or corrections to the minutes. Dirks moved and Gray 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. There were none.

**Old or New Business:**

- a. **Election of Officer:** Nominations were opened for the office of Council Chair. Dirks nominated Sharp for Chair. Holman nominated Gray for the office of Chair as well. Gray offered to withdraw as he had not heard the nomination made for Sharp. Dirks moved to nominate Gray as Chair

and Sharp as Vice-Chair; Kom seconded it. Gray and Sharp were both in agreement with the nomination as made by Dirks. Chair Seil moved that nominations cease. Motion carried by unanimous voice vote. These terms are effective July 1, 2019.

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

- The Council discussed the guideline in the Eligibility Criteria and under item b. it says, “Public libraries must have met the NDLC Standards for Public Libraries before January 1, 2019”. The Council members were undecided as to leave it in or to waive it for this grant opportunity. With a show of hands, the Council decided to waive this criteria for this grant round only. A statement that says, “The criteria of “Public libraries must have met the NDLC Standards for Public Libraries before January 1, 2019” has been waived this time only. The new updated and approved Standards will go into effect after July 1, 2020 and appear in all future grant guidelines under the Eligibility Criteria for North Dakota Libraries section.
- The General Collection Development Grant had no changes other than there needs to be a note that states, “Preference will be given to libraries that have not previously been awarded this grant”.
- The Innovative Partnership Grant discussion clarified that the new partner must not be a new venture with an existing partner but must be a completely new venture and new partnership. Other changes were to include wording that added and/or project after program in the Description of Project section. Also, change the “Two or more libraries may apply jointly to “If two or more libraries apply jointly, one of the libraries will need to serve as the fiscal agent”. Also add, “Sign the contract” to the next statement of fiscal agent responsibilities.
- The application needs to state the question: Have you worked with the people you are partnering with before? If so, when and in what capacity. The application needs to have a clearer question of “what LV goals does your project align with”. Also Clarify, “Were

the roles of the library/libraries defined and explained? Are the Partnership roles identified? Describe community need to be met by project.

- Scoring Rubric Number 6 will state: “Partnership roles fully identified and described”; Number 11 added that states: Partnership – Describes community need to be met by project.
- Grant Quarterly Report: People should be able to fill it out to email it back; move the statement “Describe any publicity that was done for the project this quarter” to the grant application. Add another column to the expense area for Quarterly Total and change Total Expenses to Accumulative Expenses. Clean up form.
- Final Grant Report: “related to the grant period” is replaced with, “with this grant project”. Move the second sentence beginning with “Describe the impact” to become a separate sentence. Add other questions: What is the outcome of the partnership? List the top 3 things learned from the partnership. Change Total Expenses to Accumulative Expenses.
- Grant Reimbursement Request: Remove the word Listed from the Description of Items Column.

**c. Revision Draft of Standards for Public Libraries:** After discussion of the revised standards with one small change to the Developing section in D6, in Reference, “This should” is changed to “This cannot be a personal email account due to North Dakota open records laws”. Caldwell moved, Sharp seconded, that the updated Standards for Public Libraries as presented here and with the change made above, be approved with no additional discussion. Motion carried by unanimous voice vote. Sharp thanked the Committee and State Library for their work on document. The date of implementation is thought to be July 1, 2019, but will be announced at a later time.

**d. Library Vision Update:** The Council needs to begin thinking about updating this document. Some thoughts on this are:

- Is there a clear statement regarding libraries working toward improving their level of standards?
- The Mission statement needs to be updated.
- Cut the historical section down.

- Leave the year off, but decide the period of coverage the document spans.
- Include why the Council gives Library Vision grants and the purpose of Library Vision.
- The State Library will create the goals, the Council develops the objectives.
- Focus Groups for developing the information necessary in updating the Library Vision document will be attained at the: August Summer Summits, the NDLA Conference, and via a survey created by JM Strategies.

### **Announcements:**

- a. Mark Holman announced he will be leaving the Council as he has accepted employment teaching at a public school in Williston ND effective June 30, 2019.
- b. Soucie thanked Seil for her years of service on the Council by presenting her a Certificate of Service. Seil retired effective June 30, 2019 from teaching and school employment.
- c. Redding participated in the meeting via ZOOM and was thanked for her service on the Council as well. Redding is now employed by the State Library. She will receive her Certificate of Service June 30, 2019 at the State Library.
- d. Kom said that NDLA has panel openings for anyone that can come up with a program but they need tell her now as it closes Friday. Dirks, Sharp, and Gray are attending NDLA and could do a program. Kom will pencil them in for a time slot and Soucie will get Kom a program description.

**Upcoming meetings:** July 25 was chosen as the next meeting date. The time was decided to be early in the day for a short meeting and then two site visits scheduled for the same afternoon. The location could be in the far NE corner of the state which the Council have not visited yet. The meeting after the July one will be to approve grant applications received, and to award them, therefore, it will be on October 3, 2019 in Bismarck at the State Library.

**Meeting adjourned:** The meeting adjourned at 3:28 pm.