

**June 21, 2021 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting
In Person & via ZOOM**

Council Members Present: Mary Soucie, Susie Sharp, Chair Stephanie Galeazzo, Tim Dirks, Jason Matthews, Jessica Pryer, Tami Oltz, Sally Dockter, Vice Chair Angie Nagle, & Amy Soma

Council Members Not Present: Joseph Camisa

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

Call to order: Chair Galeazzo called the meeting to order at 10:05 A.M. Members introduced themselves with three in person and six via ZOOM.

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

Approval of the March 22, 2021 Meeting Minutes: Chair Galeazzo asked for additions or corrections to the minutes. Dirks moved, seconded by Sharp, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

State Library Report: State Librarian Soucie read her report highlighting areas with additional details. Soucie stopped halfway through her report for the NDSL It Infrastructure Report.

NDSL IT Report:

The NDSL IT department presented a power point showcasing libraries where they have done the Infrastructure Grants. They showed before and after pictures and talked about their experiences informing the Council of their progress. Kroh explained how they have worked with the ND State ITD to upgrade some of their equipment that was expiring since NDSL IT was going to be working at those facilities. NDSL IT has saved ND public libraries thousands of dollars in charges if they were to have the same work done by others. There was discussion whether there is benefit in offering this type of grant again. Kroh said that he knew of some libraries that did not apply the last time that would benefit from this type of grant.

Soucie finished going over her report and then asked if there were any questions regarding her State Library Report. There were no questions. Soucie took the time to thank Oltz and Sharp as this is their last meetings. Asked Dockter and Pryer if they had any preference regarding the change of seats coming August 1, 2021 where one of them will become the At Large Library Representative and the other will become the Public or Private Higher Ed

Representative. They both agreed to let the State Library work out the assignment. The State Library's Deputy Director Clairmont will be retiring the end of June. The new position filled will furnish the NDLCC with a quarterly financial report but will not participate in the meetings.

Old and New Business:

Library Vision Grants:

- a. The new Grant Guidelines need to be very clear. The next grant round will use this format and be presented for approval to the Council.
- b. Formula style grant forms will be used for other types of grants such as Collection Development grants, table, computer grants, etc. Develop the new forms and then teach libraries what the changes, or expectations are in filling out the application. Be very specific in defining it with explanations in training webinars. Send the webinar information out with the grant announcement and make it a requirement of the grant that they watch the webinar. Soucie will draft a Formula Grant for the Council to review.
- c. Make sure the Final Grant Report is required no sooner than 1 month after the close of the grant period. Libraries are expected to get their grant reports back to the State Library on time.
- d. Soucie was asked if the Local History grant would result in a level of quality for the technology etc. for the \$10,000 awarded. Soucie said the non-required information would be in a supplemental document besides the guidelines. One way to make sure a quality process is maintained is to require a libraries computer and scanning equipment to meet specific standards or they will not qualify for the grant. Council also agrees this grant would be open to all library types. Leave it as a Competitive Grant.
- e. Council agreed that the Marketing Grant Phase I would be available to all library types. Leave it as a Competitive Grant. Will add mileage per diam allowed to the Allowable Project Elements. Travel will be removed from the Ineligible Expenditures. At the end of Phase I, the library must submit an outline for Phase II. It must be something tangible. The Marketing Plan created in Phase I, or if they had a previous plan created, could be used for the outline required for Phase II. Phase II year will be July 2022 – March 2023.
- f. Scoring Rubric: Soucie presented the Council with an updated rubric. This would be a standard rubric format that isn't changed for every grant. Council members liked the content. Soma asked for it to appear in a grid or table format. Soma volunteered to create the new format and send it to the Council and State Library for review.
- g. Council agreed the next grant round will include the Marketing Grant, the Local History Grant, and a Collection Development Grant.

5-year Evaluation and Plan:

- a. Our current plan is on our website
- b. We will do an informal IFP
- c. Focus groups have been done in the past to gather input. We will do 2 in-person focus groups with a few more meetings via ZOOM
- d. The updated plan is due to IMLS in June
- e. Will we continue to spend on databases or do sub-grants is the question to answer. The focus groups planned will help to answer this question. The sub-grants would require changes to be made in processing and much more paperwork. The Council was asked if they wanted to participate in the process further than those already on the Task Force. The group said no, they are represented on the Task Force enough already.

Announcements: There are no new announcements.

Next Meeting Arrangements: The Council sees value in continuing the meetings at various libraries around the state with site visits. This keeps the Council in touch with the smaller libraries and an awareness of their communities needs around the state. The next NDLC meeting will be selected via Doodle Poll to choose a date for the end of August.

Meeting Adjourned: At 12:40 P.M.