

ND Library Coordinating Council Meeting  
January 13 & 14, 2003  
Meeting Room A, Heritage Center  
Bismarck, ND

Monday, January 13, 2003

Council members in attendance: Quincee Baker, Tom Bremer, Phyllis Kuno, Ilene Larson, Doris Ott, Dennis Page, Lila Pedersen, Kaaren Pupino, Iris Swedlund, Cheryl Tollefson, and Rita Traynor.

Others in attendance: Cindy Larson, Assistant State Librarian, and Lorretta Graumann, State Library recorder.

Meeting was called to order by Chair Tom Bremer.

Council reviewed the agenda for the meeting. Council reviewed the minutes from the November 14 & 15, 2002, meeting. Lila Pederson moved that the November 14 & 15, 2002, minutes be approved. Motion 2<sup>nd</sup> by Kaaren Pupino. Motion was approved unanimously.

Chair's Report: Bremer stated "Sitesearch" will go on the agenda at another meeting because he does not have good enough information about it at this time.

State Librarian's Report: Ott reported on Minitex e-books – libraries have to be registered by 12/31, and that most have registered. She reported that the State Library is adding three computers to the training lab for a total of six. Ott stated that the State Library is offering training orientation to state employees and there has been a very good response. She mentioned that there is a new order form on the web page for Talking Books; this is for those that the State Library records. She said the ILL manual is in the process of being updated.

Ott reported that the State Library is working with ITD on the state E-rate application. She mentioned that the Gates Staying Connected grant for training is being prepared. She said the State Library is updating the database for information on each library in the state. Ott reported that 480 students participated in Letters About Literature. Students write about their favorite author and the difference the author made in their lives. She mentioned she is working on updating the State Library long-range plan.

Ott stated that the NLS (National Library Service for the Blind) Western conference will be held in Bismarck in May, 2003, hosted by the State Library. She reported that Terri Wilhelm is now working full time in Public Awareness. Terri worked for KFYZ before coming to the State Library eight years ago. She will be focusing on press releases, contacting the press, etc., and will be producing a "monthly media tip sheet." Ideas are welcome from libraries across the state. She will also be putting together a marketing manual. Ott stated additional libraries are continuing to be added to the statewide library catalog. She reported there will be training sessions in the summer consisting of 15 hours

that will qualify for graduate credit with NDSU. The four locations include Dickinson, Devils Lake, Jamestown, and Minot. The training will cover Gale, ProQuest, e-Books, LaND, ODIN, and the Electric Library. Ott also reported that reminder letters regarding Gale and ProQuest funding have been sent. If there is no legislative funding, the libraries will be charged for this so they need to build the increase into their budgets. Letters of intent will be sent in February, and invoices will be sent in May. She stated Minitex is in the process of negotiating with Gale and ProQuest for next year's prices (beginning July 1, 2003).

Ott reported she received a phone call from Representative Hunsakor asking questions about the importance of full-text magazine database. She suggested that Council members contact members of the Senate Appropriations Committee, as well as their local legislators, to request they talk to the Senate Appropriations Committee. Council members were informed about the subcommittee members – Senators Robinson, Christman, and Holmberg. Traynor asked, “what happens if just half the funding is given?” Ott replied, “the libraries will then have to pay half.”

I. Larson stated that the 2003 Legislative Session booklet is available from the Motor Carriers Association.

Bremer requested a motion be made that the State Library prepare a letter to go on record that the Council would like to see new money earmarked for external databases and not the reallocation of existing funds, and that the president of NDLA and the State Librarian be co-signers of the letter. Lila Pedersen made said motion. Dennis Page 2<sup>nd</sup> it. Motion was approved unanimously.

Council then began to make final changes to the Introduction of Library Vision 2010 (LV 2010). The cover page would remain the same except for the size and type of font in the title. (See Attachment A.)

Council reviewed the language of the law regarding the North Dakota Library Coordinating Council. Bremer stated he contacted the Governor regarding two items:

- 1) Duties of the Coordinating Council, and
- 2) Council members need to be practicing librarians.

Bremer reported that the Governor is okay with the suggested changes in the language. Ott stated Representative Eliot Glassheim, Grand Forks, would be willing to be the sponsor. She also stated she believes this needs to be run by the library community before going ahead with introducing the changes. Bremer also reported that the Governor has a long-standing desire to keep all committees at a manageable number, and had difficulty accepting the recommendation to add another member to represent school libraries.

Council adjourned at 4:50pm.

Tuesday, January 14, 2003

Council members in attendance: Quincee Baker, Tom Bremer, Phyllis Kuno, Ilene Larson, Doris Ott, Dennis Page, Lila Pedersen, Kaaren Pupino, Iris Swedlund, Cheryl Tollefson, and Rita Traynor.

Others in attendance: Cindy Larson, Assistant State Librarian, and Lorretta Graumann, State Library recorder.

Meeting was called to order by Chair Tom Bremer.

Bremer indicated that Council would hold off on wording changes in the North Dakota Century Code until the next meeting. This will be added to a future agenda. The Council decided to wait until the next Legislative session to make changes to North Dakota Century Code 54-24.4.

Bremer invited discussion and input/additions regarding the "Talking points for Legislature and Legislative activities" draft prepared by Ott. Ott stated it has gone out on the State Library list several times. Traynor suggested it might be something to contact the Forum correspondent about. Ott informed Council that State Library employee, Terri Wilhelm, works on media contacts and could possibly connect with the Forum correspondent.

Another suggestion was made to put Ott's testimony, as well as all other testimony, on the State Library list.

Discussion followed regarding the House Appropriations committee hearing. Ott stated it would be very important to "gather our forces," and have as much support as possible. The hearing date will probably be a week or two after the crossover date of 2/21/03. The State Library will inform the Council of the date as soon as they are contacted. C. Larson explained how the legislative process works and informed Council that the opportunity to speak is at the two main hearings. She stated that people can attend the subcommittee hearings, but would not have the opportunity to speak at them.

Council then began to discuss the suggestion to have a joint NDLA and Library Coordinating Council booth in the Great Hall during the session. Pupino stated she is a registered lobbyist. Discussion continued on the appropriateness of having a booth, who to staff it, and when. Ott stated that the planning may be too close to the time of doing it; it needs good planning, and membership needs to know about it and provide support. Pupino will go to the NDLA board for input. Ott expressed concern about serving food prepared in individual's kitchens to the public, and what restrictions might apply. I. Larson suggested the Secretary of State be contacted for guidance on the law about that issue.

Ott stated librarians could show support by going to the weekend meetings in their hometowns held by their local legislators. There was also discussion on having training sessions regarding ODIN, and online resources at local libraries, and on how to provide

training and by whom. A suggestion was made to provide the legislators with passwords for Gale, etc. Larson suggested legislators be invited to use libraries for one of their Saturday meetings. It was also suggested the subcommittee members (Senators Robinson, Christman, and Holmberg) should get e-mail from librarians. Pupino will inform NDLA constituents of the sub-committee members.

There was discussion about scheduling a Council meeting at the time of the House Appropriations Committee meeting. Discussion followed about the importance of constituents attending the hearing to show support.

Ott passed out a ND State Library Internet Access Policy for discussion and input. Page suggested the prohibition of downloading videos and audio performances be added. There was also some discussion on the one-hour limitation on computers.

Bremer opened discussion on grant guidelines. An information sheet for grant guidelines put together by Baker, was passed out (see Attachment B). Bremer stated the focus is on what kind of grants are upcoming in the next few years, and on providing guidance to help applicants write good grants. Reference was also made to the memo written by Ott regarding “Federal LSTA Grant Funds Available to Libraries” (see Attachment C). Baker stated it is difficult to ascertain things about the library from the grant form; also, the kinds of documents submitted vary greatly, and libraries need to know what we are looking for. Discussion followed on the importance of libraries clearly understanding the mission of their grant.

Ott invited discussion on the wordage in her memo regarding the definition of library, and that it should be made as explicit as possible. It was suggested the word “recognizable” be inserted before libraries on the first page, first paragraph, and all agreed. Ott suggested the state law should be checked for the external definition of library. A 501(c) would be a legally established nonprofit agency, but libraries are not under this. She stated that the real question is “do we want to give grants to places other than libraries?” It was also noted not to become too restrictive. LSTA funds may be used for training individuals (this is in the plan), and at the state level, legislative intent must be followed. There are LSTA guidelines at the federal level. Ott also suggested a form is needed and the elements Baker addressed in her Grant Guidelines could be included. Kuno stated a narrative is important and tells a lot about the library and community. Ott informed the Council that the question “How do you report back to the public?” was asked by the legislators. There was some discussion on making reports available to the public—possibly on the State Library web page. The State Librarian will draft a form to be reviewed at the next Council meeting. It was also suggested to post those awarded.

Discussion followed on whether to fund two-year plans. C. Larson stated 2-year plans may be awarded as soon as the legislature awards the money. It was stated that it is important to give grant guidelines before the money is available.

Ott stated the need for a training component to everything libraries do and the importance of training whole communities. She also stated the State Library could be in charge of coordinating what will be done. Discussion followed on the training process.

It was decided a draft letter would be written by the State Librarian and be signed by the State Librarian, the NDLA chair, and the Coordinating Council chair, regarding the need to appropriate new money for the online resources and additional state aid.

The State Library will put the names and addresses of the three legislators on the subcommittee for the State Library budget on the List.

Council decided to meet again in late February or early March concurrent with the House Appropriations Committee meeting on the State Library budget. Items to be included on the agenda for the next meeting include: Think Tanks, Sitesearch, and grant guidelines.

Council adjourned at 11:55am.