

ND Library Coordinating Council Regular Meeting
November 6 & 7, 2003
Comfort Suites, Meeting Rm. A
Bismarck, ND

November 6, 2003

Council Members Present: Tom Bremer, Quincee Baker, Pam Drayson, Phyllis Kuno, Ilene Larson, Bonnie MacIver, Doris Ott, Lila Pedersen, Iris Swedlund, and Rita Traynor

Council Member Absent: Cheryl Tollefson

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

Call to Order: Chair Tom Bremer called the meeting to order. Members were welcomed and new council member, Pam Drayson, was introduced. The remaining members, including new member Bonnie MacIver, introduced themselves. Bremer called for additions/changes to the agenda. No additions/changes were noted.

Minutes: Council reviewed the minutes from the February 26, 2003 regular meeting. Pederson noted that "PDG" files should be "PDF" on p.3, and that "college" should be deleted after the University of Mary on p.4. Swedlund moved to approve the minutes as corrected. Ilene Larson seconded. Motion passed unanimously.

Bremer and Traynor stated their terms on the council would end in June 2004 so members should start thinking about replacements.

Chair's Report: Bremer stated that it was reported at the NDLA meeting that LV 2010 is complete and available.

State Librarian's Report:

1) Pavilion of States – The State Library partnered with the Interpretive Center in Washburn for this event held on the Capitol grounds in Washington, D.C., October 4. A booth was set up featuring information and books about North Dakota with *Sheheke*, a book by Tracy Potter, being the main focus. Around 20,000 items were handed out which included Sacagawea bookmarks. Funds from an IMLS grant paid the transportation for one person from the State Library and one person from the Interpretive Center. The Interpretive Center also paid for part of the printing costs. This event is part of the National Book Festival. The State Library also had a booth at this event last year.

2) Ott noted that she had a meeting with Bill Goetz, the Chief of Staff from the Governor's office. Mr. Goetz attends all OMB hearings and makes recommendations about what goes into the budget. Ott discussed the importance of libraries, in addition to schools and hospitals, in communities. Also discussed was the area of how to get libraries involved with economic developers in the state. Ott discussed the online resources (Gale

Group and ProQuest) and that the request to fund this service for fiscal years 2004 and 2005 in the amount of \$400,000, was denied in the last legislative session.

3) Ott will discuss with NDLA how to get librarians involved with economic developers. Drayson advocated for IMLS cooperation between the State Library, NDLA, NDSU, and others, for training speakers, and for resources to the State Library. (For example, small business start up in communities and the economic development tie.) Ott stated NDLA and the ND Library Coordinating Council should be the core body to work on this.

4) Ott received a call from the Department of Economic Development and Finance and has an appointment scheduled with the director to discuss the librarian / economic development tie. Drayson volunteered to assist with a grant in this area. Ott stated that more groundwork with librarians is needed first; and that statistics regarding economic developers for North Dakota is available at the libraries.

5) Public Library manual – Ott stated rather than publish a large manual, chapters will be put on the Web site and e-mail messages will be sent to public libraries as they're completed.

6) ILL manual – This manual is complete and is available in print and on the Web site. A question to think about is whether the State Library should continue to pay the postage to mail them.

7) LV 2010 – This publication was distributed to each council member. Ott indicated the legislative intent for the grants has been updated and referred to LV 2010 in the legislative intent for appropriations.

8) Statewide ILL – Ott noted that most issues are getting resolved. There are three different union catalogs in the state.

9) Training – A State Employee Library Orientation session is offered free to state employees most every week of the month. This session includes a tour of the State Library, an introduction to ODIN, the State Library catalog, and all online library resources. There has been a great demand and sessions have been held for the general public in Casselton and West Fargo, and for teachers in Munich and Velva.

10) Booths – The State Library sponsored a booth at conferences held by the North Dakota Library Association, North Dakota Education Association, Medcenter One Parish Nurses, and North Dakota School Boards Association.

11) Since there was no state funding for Gale and ProQuest, libraries have to pay for the service as follows:

Academic libraries –	60 percent
Public libraries –	20 percent
School libraries –	20 percent

Ott stated that all groups have enough participants to pay the percentages. Ott also reported that even though a few have dropped out, more have been added.

Legislative Activities: Ott referred to Gale and ProQuest and questioned whether libraries should continue paying their percentages or should the State Library try to get legislative funding. Ott also asked for input on when to start contacting legislators. She put forth the idea of every library and public school hosting an open house or training session and inviting the community in to show what's there.

A discussion on how to promote the online library resources followed. Bremer stated that Minitex had a booth at the Minnesota State Fair and made a lot of contacts that way. MacIver suggested after hours functions as a means of making contacts. Swedlund mentioned that most school librarians also have other roles such as coaching, teaching, etc. Drayson suggested pulling in the students to do the training. Bremer asked, "How can we help librarians get out of the library to do training?" Also, that StageNet be implemented in all communities. Drayson suggested providing a \$200 grant for training. She also suggested making contacts with the Chamber of Commerce, Kiwanis, county extension agencies, and other civic groups. Ott suggested the ideas of having mentors, paying for long distance calls, and using the Flickertale to publish ideas. Ott talked about the booth the State Library has available to take to community events, and that the booth is in the hallway at the State Library for anyone to take a look at.

Bremer summarized the ideas from the discussion as:

- 1) Provide \$200 "mini-grants."
- 2) Mentoring – people who could help you out.
- 3) Contacting agencies such as the county extensions – available in all communities.
- 4) StageNet – to get all communities on the Internet.

Drayson suggested a brochure be designed regarding libraries and economic development. Kuno shared information on how she made a business-card size information card out of magnetic sheets that can go through an ink jet printer. These could be distributed at NDLA, civic groups, etc. Ott asked that ideas be sent to the State Library, which in turn could be published in the Flickertale. She stated that the \$200 grants would need to be for the purpose of training.

Swedlund suggested that the training done in Bismarck be broadcast from all the libraries in the state through IVNS information. Ott stated that the State Library does not have access to the IVN center, and that the State Library is checking into webinar software.

Online Courses: Ott noted that as far as money for Microsoft online courses, OCLC, the Gates Foundation, and the Colorado State Library have created WebJunction. Ott made a recommendation to not purchase online courses because the IMLS grant is good for another year and after that the courses will be available for a fee. Ott informed the

Council that awareness of WebJunction would be made through the State Library booth along with e-mails and the Flickertale.

Think Tanks: Discussion followed regarding the interest in having additional think tanks such as those that were held for the purpose of inviting the library community's input in LV 2010 in Minot and Valley City. The following suggestions were made:

- The State Library would again set up future think tanks.
- Pull in libraries and economic development.
- Schedule to link with –
 - o local government annual conferences (i.e. League of Cities, Bismarck – meets at the end of September, Association of Counties, etc.).
- Have an exhibit/booth/presentation at various local government conferences.
- Make it an emphasis at the NDLA conference (addressing the role of libraries and economic development).
- Tie in a Coordinating Council meeting.

Drayson inquired about the PSA's the State Library, in partnership with the University of Mary, made with the First Lady of ND. Ott informed the Council that regrettably the quality of the PSA's was not acceptable for use.

Review Grant Guidelines: Council reviewed the three types of grants (public access technology, digitization, and innovative project) and the criteria in the grant guidelines. Ott noted that the mission should be spelled out in the grant.

There was discussion on ways to assist grant applicants. Suggestions were:

- 1) Provide technical assistance workshops in the grant writing process.
- 2) Do more forms that specifically outline what is wanted.
- 3) Fine-tune the guidelines –
 - a. How many people are served?
 - b. Who is the librarian?
 - c. How many hours does the librarian work?
 - d. What are the library hours?
 - e. What do you have now (i.e. computers, etc.)?
 - f. Ask if eligible for a Gates grant.
 - g. Requirement to have an in-service by the State Library.
 - h. Provide specific information on figures.
 - i. Put the best-written grants on the Web site.

Funds for Filtering for Public Libraries: Discussion followed about allocating funds to pay for filtering for any public library that has to have filtering if getting LSTA or e-rate funds. Ott explained that all schools go through EduTech and already have filtering in place. Public libraries have the choice of going with a centralized state system which ITD and the State Library work to implement and administer, or buying their own filter, that the library would have to manage and maintain on its own. Ott also brought up that

money is needed for hardware and software; ITD needs a piece of hardware that is not part of StageNet, and libraries that are not on StageNet will need the \$150.00 box. Initially, ITD charges are \$13,000.00, and an additional \$1,300.00 per year for maintenance for all libraries. The total is \$32,300 for the software, hardware, connectivity boxes, and maintenance. MacIver made a motion to allocate LSTA monies to provide filters for public libraries that participate in centralized filtering using the costs outlined above. Swedlund seconded. Motion carried.

MLS scholarships: Ott made a recommendation that the amount allocated to provide MLS scholarships be doubled because more people are applying. Ott stated that last year the amount allocated was \$10,000 and each person is limited to \$5,000. Bremer made a motion to use \$10,000 from LSTA funds for providing more MLS scholarships, and that every year the Council recommends a minimum of \$10,000 to MLS scholarships. Discussion followed. A friendly amendment was made by Kuno to amend the motion to say – to allocate \$10,000 minimum per year toward scholarships for MLS applicants. After discussion, Council agreed the full-amended motion would state: Council will allocate \$10,000 minimum per year from LSTA funds toward scholarships for MLS applicants. The full-amended motion carried.

Think Tanks: Discussion followed regarding allocating money for the think tanks facilitators and costs. Traynor made a motion to allocate up to \$5,000 for the think tanks for FY 2004. Swedlund seconded it. Motion carried.

ALA videos: Ott presented information on the ALA video “Save American’s Libraries,” and asked if the Council would allocate money to purchase either a VHS at \$40, or a BETA at \$50 for each of the TV stations—about 8. Drayson stated that NDLA wants to do this in cooperation with the State Library. Drayson also suggested the State Library should have a VHS copy. Discussion followed regarding getting one to all stations in each major city. Drayson made a motion to buy up to 24 ALA PSA’s for TV stations in the major cities in North Dakota, and one for the State Library. MacIver seconded it. Motion carried.

Grants: Council then discussed the grant scoring sheets prepared by each council member.

Chair Tom Bremer adjourned the meeting at 5 p.m. CST. Council agreed to resume the meeting at 8:30 a.m. on Friday.

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ND Library Coordinating Council Regular Meeting
November 7, 2003

Council Members Present: Tom Bremer, Quincee Baker, Pam Drayson, Phyllis Kuno, Ilene Larson, Bonnie MacIver, Doris Ott, Lila Pedersen, Iris Swedlund, and Rita Traynor

Council Member Absent: Cheryl Tollefson

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

Chair Tom Bremer called the meeting to order.

Council proceeded with the grant awards as follows:

❖ Beulah Public School Libraries		\$ 4,800.00
❖ Casselton Public Library		1,126.00
❖ Clara Lincoln Phelan Memorial Library		5,000.00
❖ Divide County Public Library		1,647.00
❖ Dunseith High School		2,000.00
❖ Hazen Public Library		11,114.00
❖ Heart of America Library	(unfunded)	-
❖ Hettinger Public School Library		5,000.00
❖ Killdeer Public School Library		5,000.00
❖ Larimore Public School District		5,000.00
❖ Leeds Public School Library		5,000.00
❖ Margaret Fraase Public Library	(unfunded)	-
❖ Milnor Public School		4,302.00
❖ Minot Public Library		14,920.00
❖ Minot Public Schools	(unfunded)	-
❖ Stanley School District No. 2	(unfunded)	-
❖ Walhalla Public School		4,825.00
❖ Wishek School/City Library		5,000.00
	TOTAL	\$74,734.00

Ilene Larson moved that the above grants be awarded as set forth. Swedlund seconded it. Motion carried.

Discussion followed regarding the next grand round. Ott suggested that guidelines be set at the next meeting with a grant deadline at the end of September and grant awards in early October. Ott suggested that before the next round of grants, the Council members spend one to two hours at the State Library. This would give them an opportunity to see how the interlibrary loan process works for the state.

Bremer opened discussion for agenda items for the next meeting. Ott asked for input from members that would be leaving and also for ideas as far as orientation for new Council members. Tentative dates for the next meeting were set for February 12 & 13, 2004. Additional agenda items would include the grant criteria, ILL issues/State Library overview, Council membership structure, think tanks, and “mini-grants.”

There was additional discussion regarding the “mini-grants.” Ilene Larson made a motion that \$10,000.00 be awarded to provide for “mini-grants” for the purpose of providing training for online resources, etc. Pedersen seconded it. Motion carried. Discussion followed regarding areas of expenses including an honorarium fee of \$50.00 per session and travel expenses. It was suggested a requirement be that a picture and article be put in the Flickertale and that people get three hours of training per year by the State Library. It was also noted that there should be a list of attendees at the sessions; attendees should be participants in Gale and ProQuest; evaluations should be done; and participants should send post cards to their local representatives to let them know the training has benefited them.

Chair Tom Bremer adjourned the meeting at noon CST.

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