

## **Final**

### **North Dakota Library Coordinating Council Regular Meeting**

**August 7, 2008, 9:10 am**  
**North Dakota Heritage Center**  
**612 East Boulevard Ave**  
**Bismarck, North Dakota**

**Council members present:** Chair Bonnie MacIver, Ann Pederson, Doris Ott, Wilbur Stolt, Mark Holman, Robert Anderson, Dr. Louise Dauphinais, Heidi Danielson and Sarah Snavelly.

**Members absent:** Donna James, Rosemarie Myrdal

**Others present:** Cynthia Larson, Assistant State Librarian; Marie Snavelly, guest; and Gail Brustad, State Library Recorder.

**Welcome:** Chair MacIver welcomed the Council members and called the meeting to order at 9:10 a.m.

**Introductions:** Committee members introduced themselves.

**Review of agenda:** Chair MacIver asked the Council to review the agenda for any changes or additions. Ott requested that the following items be added to the agenda: 6) Updating LV2010, 7) Online Resources, 8) Digitization, and 9) Tour of the State Library. Stolt moved to accept the additions. Anderson seconded it. Motion carried.

**Minutes from Previous Meeting:** The Council reviewed the minutes from the May 14 & 15, 2008 meeting. Anderson moved that the minutes be approved as is. Holman seconded it. Motion carried.

#### **Grant Guidelines:**

- The Council reviewed the timeline of the calendar.
- The Letter of Intent was discussed and the Council reworded the draft. This will be the first step of the application process; the Letter of Intent will be due to the State Library prior to completing the application. A survey, or needs assessment, showing what the community wants or needs will be required to be attached to the Letter of Intent.
- Dauphinais moved to adopt the Letter of Intent for the 2009-2010 grant round with categories to be defined. Anderson seconded it. Motion carried.
  
- Discussion of the grant categories took place.
  
- Council members toured the State Library at 12:15.

- Council voted to offer 3 grant categories this round. They are:
  1. WorldCat
  2. Innovative Partnership with Non-Library Entity
  3. Computers for Public Libraries that have not received a grant in the past five years.
  
- Stolt moved to accept the amended grant guidelines for fiscal year 2009-2010. Anderson seconded it. Motion carried.
  
- Grant Application: Council members revised the application to fit the needs of this grant round.
- Anderson moved to accept the grant application for 2009-2010 as amended. Pederson seconded it. Motion carried.

Resource Sharing Initiative Grant Round:

- Pederson moved to approve a Resource Sharing Initiative for Public and School Libraries grant. Anderson seconded it. Motion carried.
- A conference call will be made with all Coordinating Council members on Wednesday, December 10<sup>th</sup> at 3:00 pm to discuss the applications that are received.

The meeting adjourned at 4:45 pm.

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**North Dakota Library Coordinating Council Regular Meeting**

**August 8, 2008, 8:30 am**  
**Comfort Suites**  
**929 Gateway Ave.**  
**Bismarck, North Dakota**

**Council members present:** Chair Bonnie MacIver, Ann Pederson, Doris Ott, Donna James, Wilbur Stolt, Robert Anderson, Dr. Louise Dauphinais, Heidi Danielson and Sarah Snavelly.

**Members absent:** Rosemarie Myrdal, Mark Holman

**Others present:** Cynthia Larson, Assistant State Librarian; Phyllis Bratton (President-elect of ND Library Association), Marie Snavelly, guest; and Gail Brustad, State Library Recorder.

Chair MacIver welcomed the Council members and called the meeting to order at 8:30 a.m.

WorldCat Eligibility was discussed.

Public Libraries:

- For this grant round the criteria is that the library has to be open at least 20/hrs/week and be established according to NDCC 40-38-1 requirements.

School Libraries:

- A school library must have a qualified librarian (as defined by the Department of Public Instruction's standards) providing library services to students or faculty for a minimum of 15 hours per week.

Suggestions for future grant eligibility criteria:

1. Allocating LV money to online resources
  2. Amount of materials acquisitions budget and paid staffing
  3. Number of hours required to be open
  4. Sustainability of the school system itself (get projection from DPI on which schools will close in the next year or two)
- For the new grants this fall: D. James suggested sending grant information out on SchlibTalk.

Digitization:

- Stolt moved that the State Library contact the State Historical Society with the intent of jointly calling a meeting of organizations currently involved in or interested in digitization of collections and resources. The purpose of the meeting is to develop a planning process for a statewide digitization program. James seconded. Motion carried.

Library Vision:

- A revision of Library Vision 2010 is due.
- Pederson moved that the Coordinating Council revise the LV 2010 plan to a LV 2015 plan. Anderson seconded it. Motion carried.

Think Tanks:

- James moved that the Coordinating Council go ahead with Think Tanks for the purpose of updating Library Vision 2015. Danielson seconded it. Motion carried.
- Coordinating Council members need to be present at each Think Tank.
- Council agreed to hold the next Think Tanks at: Dickinson, Minot and Fargo.
- Arrangements for facilities and meals will made by the State Library.
- Dates agreed on for the Think Tanks:

May 28, 2009:	Dickinson	10:00 – 4:00
May 29, 2009:	Minot	10:00 – 4:00
June 5, 2009:	Fargo	10:00 – 4:00

- Lunch will be supplied; mileage will be paid at 20 cents/mile; Coordinating Council expenses will be covered.
- Ott will act as a meeting facilitator; Coordinating Council members will act as facilitators for each break out group; and a recorder from the State Library will be assigned to each group.

Site Visits:

Coordinating Council will be making site visits to grant recipient libraries.

**Future Online Resources:**

- Current Online Resources will continue to be purchased.
- Ott suggested the Council do a survey, 'talk to as many people as we can', and to survey each member's constituency group. NDLA would be a good time to talk to the individual groups each Council member represents. The ListSrvs can be utilized in sending information out.
- Results of the surveys can be discussed during the conference call.

Upcoming meetings:

December 10, 2008: conference call

April 2 & 3, 2009: Coordinating Council meeting to evaluate grants (in Bismarck)

Meeting adjourned at 12:00 noon.