

North Dakota Library Coordinating Council Meeting (NDLCC)

Final

November 1, 2011

Time: 1:00 PM – 4:00 PM

Location: North Dakota State Library Meeting Room

Council Members Participating: Chair Beth Postema, Hulen Bivins, Ann Pederson, Heidi Danielson, Diane Olson, Ilene Larson, Ray Siver, Judy Ringgenberg, Jerry Kaup, Wilbur Stolt, and Aubrey Madler

Council Members Absent: None

Others Present: Cynthia Clairmont-Schmidt, North Dakota Assistant State Librarian; and Cheryl Pollert, North Dakota State Library recorder.

Review of Agenda: Chair Postema asked for additions or changes to the Agenda by Council members. Pederson asked if it is possible to change the order of item numbers 5 and 6 listed in the Agenda. Council members agreed to the change.

Approval of the September 14, 2011 Meeting Minutes: Olson moved that the Council approve the minutes as they stand. Pederson seconded it. Motion passed.

NDLA Roundtable on Digitization: Approximately 25 people attended the round table discussion on Statewide Digitization Best Practices at the NDLA Conference held on September 22 – 23, 2011 in Minot, ND. A model to look at is Montana's digitization program that has been put in place; a power point of it is available. The Montana State Library is currently in the process of recruiting a new State Librarian and after the selection of a new State Librarian; more data may be obtained from Montana regarding the states' digitization program. The NDLA Archives/Records Management Roundtable chair, Curt Hanson, has a set of guidelines for digitization that could be looked at as a starting place for a North Dakota statewide plan. The Council should answer the first question of: Is digitization a priority project for NDLCC? If yes, should interested parties meet to discuss the issues and discuss how to resolve them for establishing a set of guidelines? Legislative support may need to be sought if there is to be a grant category of this type awarded by the NDLCC in the future. This may be too far in the future to be concerned about at this time in the planning process. Bivins commented that many states are discontinuing digitization programs in full or part due to the high costs of funding them and due to economic conditions around the country.

NDLA Mentoring Discussion: Pederson and Bivins stated that 17 attendees had sincere interest in either mentoring or being mentored. The point was made that depending on experience, a person could be a mentor; or need mentoring. NDLA has this issue scheduled for their December 2, 2011 meeting to develop details and coordinate participating members in their education section.

Current WorldCat Grant Round: The State Library did not receive any applications for this grant application period. The State Libraries' Field Services Department has made contact with

various ND libraries and found that there may be interest at a few locations for WorldCat grants. The Field Services department will follow up with these libraries. The Council determined that due to the oilfield boom in the western part of the state, additional libraries may want to participate in WorldCat. Therefore, it would make sense to leave this type of grant as an opportunity for the next two years.

Downloadable Devices: Discussion on the devices available, along with the hardware for them change so quickly in today's market, it creates a continual steep learning curve for users and trainers alike. Many libraries are having the same issue of having employees time taken up with fielding calls on how to use the new technology and /or where to find content. This issue is improving as access to content slowly improves and people gain experience using the devices.

Priorities and Categories for Next Grant Round: The Library Vision funds allocated for the first year of the biennium is \$118,750. The other \$118,750 will be available the second year of the biennium. Discussion was held on the definition of what a computer is in regards to what will be allowed in a grant category. Will the category include new technology like: eReaders, Kindles, Mini Notebooks, tablets, etc? Siver made a motion that defined a computer to include laptops or desktop units only. Council members discussed how long desk top or laptop computers will be in their current form as newer technology is formed and replaces them. Council members concluded that they do not need to define the category. It is the responsibility of the grant applicant to provide which goal(s) of Library Vision 2014 the grant request relates to and how best it relates to that goal. The motion made by Siver limiting computers to laptop and desktop units only failed.

The Technology/Hardware Grant that was approved for this grant round at the September 14, 2011 NDLC meeting included a 25% local match; a \$2,500 match with a project total of \$10,000. Pederson made a motion to rescind this previous category. Stolt seconded it. Motion passed.

Olson moved to establish a category named Technology Grant that provides access to information with a project total of \$10,000 and a 25% local match and a \$7,500 grant maximum for library technologies. Siver seconded it, but asked if libraries updating older equipment can apply. The response of the body of the NDLC was yes, if they meet the Library Vision goals. Any library that is publicly supported may apply for a grant. Motion passed.

The meeting was adjourned for the first day.

November 2, 2011

Time: 8:00 AM – 11:30 AM

Location: North Dakota State Library Meeting Room

Council Members Participating: Chair Beth Postema, Hulen Bivins, Ann Pederson, Heidi Danielson, Diane Olson, Ilene Larson, Ray Siver, Judy Ringgenberg, Jerry Kaup, Wilbur Stolt, and Aubrey Madler

Council Members Absent: None

Others Present: Cynthia Clairmont-Schmidt, North Dakota Assistant State Librarian; and Cheryl Pollert, North Dakota State Library recorder.

Priorities and Categories for Next Grant Round continued: Categories for next grant round are: WorldCat and Technology. Stolt made a motion for a category of Innovative Partnership with a Non-Library Entity, which is continued from a previous grant round. Siver seconded it. Olson made a motion to strike the continuation to make the Innovative Partnership grant allowable between types of libraries. Siver seconds it. Motion failed to pass.

Kaup moved that all publicly funded libraries be eligible to apply for the Innovative Partnership with a Non-Library Entity. Olson seconded it. Motion passed for Innovative Partnership with a Non-Library Entity.

The grant cycle for the WorldCat grant will have a June 1, 2013 deadline. The advertisement period for receipt of applications for this grant round will have a February 13, 2012 deadline. The Technology to Provide Access to Information and the Innovative Partnership with a Non-Library Entity grants will have a completion deadline of December 31, 2012. The Council will meet in the beginning of March to award the grants with award letters going out to the selected libraries on March 15, 2012. Kaup made a motion to approve the dates as listed. Siver seconded the dates. Motion passed.

The State Library will send copies of received grant applications to Council members by email. If there ends up being more grants than the Council will be able to award, Council members will pick their top ten choices and send them to the State Library by February 28, 2012 for tabulation.

Standards for Public Libraries Task Force: A chair has not been found for this task force. Several librarian names were brought up as possible choices. From the June 14 meeting minutes, the selected task force committee members are:

The Chair from the NDLA Public Library Section Wendy Wendt

A representative from the State Library

Two members from NDLC: Beth Postema and Jerry Kaup

Three representatives at large from public libraries of various size and geographical location.

- Sarah Snavely of Bowman Regional Public Library volunteered
- Open
- Open

Names of possible candidates are: Jim Chattin, Iris Swedlund, Marian Trautmann, Val Albrecht, and Tracy Petry. Bonnie MacIver and Susie Sharp were added to this list at this meeting. Iris Swedlund will only be available to serve electronically due to limited available travel time. Postema will contact names in the list. Kaup stated the committee should be formed and then the chair chosen by members. It will be some time after gathering information, etc. before the committee will be ready to put forth a set of standards.

Future Intent of Library Vision: The Council came up with ideas for creating the future intent of Library Vision. Some of the ideas are:

- Create funding for learning centers for access to technology, tutoring, language classes, etc. Could utilize empty storefront buildings, etc. in smaller communities to improve the citizen's quality of life in the community.
- Using a set of standards to assist in finding the percentage of need in a community's library
- Connect past projects to future projects to continue access to the ever changing technology
- A job corp. of librarians available to staff libraries so that the staff may attend trainings without having to close their library
- Without assistance, the smaller libraries would not receive grants to keep up with technology which in turn would affect access for citizens within their community which may affect that communities economic development
- Patrons in many communities are asking for digitization to preserve their history. Should the NDLC develop a workshop through the State Library's Spring Workshop or a one day event with a keynote speaker? This would address issues including: what is being done in other states, the cost, equipment used, who is managing it, what are the needs in our state, who is interested, etc. Bivins will work on the arrangements for a program. He will ask the Council for assistance if it becomes necessary.
- These ideas for revisions to Library Vision will continue to be discussed at the next NDLC meeting

Council Site Visits Discussion: The State Library's Field Services Department has been making site visits to libraries throughout the state and making contacts via telephone. They are concentrating on visiting those libraries that have received grants within the last three years. Stolt would like the Council to receive an executive summary of what libraries were visited in a quarter, and includes any needs, challenges, etc. the library may have that the NDLC could then use in creating future grants opportunities. Postema stated that otherwise, the Council will miss out on seeing any of the grant recipient libraries' struggles, success stories, etc. The Council may decide that they would like to continue site visits sometime in the future.

State Library Report: Bivins reported on what other state libraries have reported at COSLA. The North Dakota State Library's Field Services Department is about ten years behind other states, but the NDSL is working to catch up as quickly as possible. The State Library was one of the first five in reporting their Public Library Survey (PLS) for group 2 libraries of which there

are a total of 31 respondents. The State Library has the longest newsletter amongst state libraries, and continues to receive many compliments on it. Other state libraries are modeling their newsletters' construction after the NDSL format. The State Library will begin budget preparations in March/April of 2012. Minitex director Bill DeJohn is set to retire in December 2011. His last Minitex meeting will be December 2, 2011. The State Library has a contract with Minitex through June 2013.

Regional Library Cooperative Reports: Clairmont-Schmidt has asked for a letter from the Williston Community Library on the status of their regional cooperative, the New Dimensions Library Authority. Kaup stated the Minot cooperative, the North Central Library Authority, will meet in November to discuss their cooperatives status and future direction. He will report the findings of this meeting back to the Council.

Upcoming Meeting: The date(s) for the next NDLC meeting will be March 6 and 7, 2012 in Fargo, ND in the Community Room of the Dr. James Carlson Library at 2801 32nd Ave S.

Meeting Adjourned: Ringgenberg made a motion to adjourn the meeting. Siver seconded it. Postema adjourned the meeting at 11:30 AM.