

**North Dakota Library Coordinating Council (NDLCC)**

**January 27, 2015**

**Regular Quarterly Telephone Conference Meeting**

**Location: Law Library Conference Room**

**Time: 9:00 AM to 10:20 AM**

**Council Members Participating:** Chair Ted Smith, Ilene Larson, Mary J. Soucie, Michele Seil, Phyllis Kuno, Beth Reitan, Tim Dirks, Ray Siver, & Greta Guck

**Council Members Not Present:** Stephen Banister and Susie Sharp

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

**Welcome:** Chair Smith welcomed the Council members to the telephone conference meeting with a special welcome to the two newly appointed members, Tim Dirks and Greta Guck.

**Review of the Agenda:** Chair Smith asked the council for any additions or corrections to the Agenda. There were no additions or corrections. The State Librarian report will be at the end of the Agenda instead of the beginning as listed. Siver moved to accept the Agenda as presented. Seil seconded it. Motion carried.

**Approval of the October 16, 2014 Meeting Minutes:** Chair Smith asked the Council members for any additions or correction to the minutes. Seil moved to accept the minutes as presented. Siver seconded it. Motion carried with one abstention.

**Draft Grant Rubric Review:**

- For the benefit of new Council members, Chair Smith explained the need for a scoring rubric.
- The rubrics ten points were reviewed for duplication and revisions made.
- Future grant applications will be updated to reflect the points of the rubric.
- The rubric will be amended per each individual grant round requirements.

- The Council agreed that for a grant application to qualify, all of the points would need to be answered yes.
- Grant applications can be submitted to the Library Development Specialists and/or other staff at the State Library for suggestions and comments prior to submitting.
- Once the grant applications are submitted to the State Library Administration office, they can no longer be updated or changed.
- Council members ask that a letter be sent if a grant application is rejected explaining why their grant application was not approved.
- The Council agreed to try a ranking system of 1-5 for each application received for the next upcoming grant round
- The scoring rubric will be collected after each grant award and kept a short time for those libraries who request feedback.
- The Rubric will be reviewed after its first use for changes or amending.

Siver moved to approve the Rubric as amended. Guck seconded it.  
Motion carried.

### **Future Grant Priorities:**

- Council members were asked for grant ideas for future grant rounds.
- The recommended application due date for the next grant round is October 1, 2015 with the applications available in June or July 2015.
- Chair Smith asked if there are public libraries that need Internet access yet or if this is still an issue. The State Library IT Department has, over the last year, updated or installed equipment for all public libraries that wanted Internet access or did not have functioning Internet access in North Dakota.
- Chair Smith asked if there will be any LSTA money available for this year. Clairmont-Schmidt stated that there will not be any excess money for LSTA this year; what is to be received has been dedicated.
- Interest during the last grant round was expressed for a Tablet grant. Council members liked that the individual libraries should be responsible for deciding the type of Tablet purchased and how it is to be used.
- The Council was reminded that they can set the parameters of a grants usage with the Guidelines and Contract
- How to enforce the contract agreement for libraries that do not choose to abide by them was discussed by Council members.
  - A Collection Development Grant was discussed as a grant round option.

- Some libraries have very low funding for the purchase of collection materials.
  - Council member Dirks expressed concern that a grant award for collection development from the NDLC might replace a library's funding of their own collection development budget which should be part of their operating funds.
  - Could a match amount from a library be used as a requirement for this type of grant?
  - Grant award amounts could be based on how many books the library loans through ILL similar to the past Library Resource Sharing LSTA Grants awarded by the North Dakota State Library (NDSL) and the NDLC.
  - The amount the library has spent over a three year period on collection development could be averaged as a requirement for a grant award.
  - Council members want to do a Resource Sharing Grant for the next grant round provided the Legislature agrees on expanding the priorities for the grants. It would be open to school libraries, public libraries, and possibly public academic libraries.
- If a library does not complete/follow the grant guidelines, they would no longer be eligible for future grants.
  - Chair Smith asked if there is still a need for software to measure wireless usage among public libraries for the required Annual Report. The State Library's IT personnel have figured out a way to collect this information and are working with libraries to accomplish this. There is not a single software available that will work for all libraries at this time.
  - WorldCat participation will continue to be offered as a grant option.
  - Council members like the idea of two strong grant offers such as the Tablet Grant and the Collection Development Grant (Resource Sharing).
  - The next Grant Application will be developed and presented to the Council at the next meeting for review.

### **State Librarian Report:**

- Council members received a copy of the report for review and Soucie touched on the basics of the report.
- Seil asked how ILEAD was developing for North Dakota. Soucie thinks ILEAD's response would have been stronger had we been invited to participate from the very beginning.

- The ILEAD deadline has been extended and individuals can apply now and will be assigned to teams that will be formed after enough people have applied.
- Seil said this time of year is very busy and new programs are overwhelming for many librarians.

**Other Business – Old or New:** Chair Smith asked if the Council had any old or new business to discuss.

- Soucie asked how many site visits would the Council members like to do this next year. Council members felt two site visits were sufficient. Kuno said her library would be available for the November meeting. Other libraries in her area to visit would be Oakes and Edgeley.
- For the July meeting, the Council thought the NE part of the state would be a good location to visit.
- Council member Guck was asked how her grant was going for books in bars. The grant has been successful with many adults participating in it. She will continue the project next year due to its success. Guck will have a session at the NDLA Conference this fall about this type of grant.

**Next Meeting:**

- The Council set a tentative date of April 14<sup>th</sup> at 9:00 am in Bismarck.
- April 14<sup>th</sup> is ND Legislative Day for NDLA at the Capitol building.
- The Council will meet in the morning for a few hours, and then members can participate in the afternoon with the NDLA plans or attend sessions, etc.
- Siver will participate via telephone for this meeting.
- For this meeting, members who will need a hotel room for April 13<sup>th</sup> are as follows:
  - Tim Dirks
  - Greta Guck
  - Beth Reitan
  - Phyllis Kuno – maybe

Meeting Adjourned.