

ND Library Coordinating Council Regular Meeting

June 17 & 18, 2004

Comfort Inn

1030 Interstate Avenue, Meeting Room B

Bismarck, North Dakota 58501

Thursday, June 17, 2004

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

Council Members Absent: Quincee Baker and Cheryl Tollefson

Others Present: Incoming council members Rosemarie Myrdal and Jan Wysocki; Terri Wilhelm, State Library Public Awareness Coordinator; Cindy Larson, Assistant State Librarian; and Lorretta Graumann, State Library Recorder

Guests Present: Roberta Steckler – McLean-Mercer Regional Library and Loreta Gilbert – Underwood Public Library

Call to Order: Chair Bremer called the meeting to order at 1:10 p.m. (CST). Introductions were done which included guests. Bremer called for additions/changes to the agenda. There were none.

Minutes: The minutes of the previous meeting were approved as distributed.

Chair's Report: No report at this time.

State Librarian's Report: Ott reviewed her report which included future events; the library directory has been completed and can be accessed on the State Library Web site; the Blue Coat appliance hardware and Websense software for library filters have been tested and will be financed with LSTA grant funds for the next two years; MINITEX established the MEIR Taskforce to select a vendor for the online library resources for North Dakota, South Dakota, and Minnesota; MLS training grants were awarded to nine North Dakota students; the North Dakota Center for the Book and North Dakota Historical Society co-sponsored four events during the month of April; and all ODIN libraries in the state will be migrating to new software the summer of 2004.

Also, public awareness activity included a media tip sheet; a proclamation from the Governor declaring June 1 as Summer Reading Kick-off @ Your Library and a summer reading event held at the North Dakota Heritage Center; a slogan contest for the online resources brochure sponsored by the NDLC; several booths at various conferences; and plastic bags with a State Library logo for patrons to use in bad weather.

Spring Workshops were held March 4 and 5 in Bismarck, and March 8 and 9 in Fargo. Pat Wagner with Pattern Research of Denver presented an in-depth workshop on "Writing a Strategic Plan."

State Aid grants to public libraries totaled \$442,153; the State Library has videos available through ODIN which were donated by the Health Department; opportunities to attend a Gates workshop and the Public Library Association conference held in Seattle were provided to two rural librarians through a drawing; State Library staff continues to offer training on the online library resources and statewide library catalog to state employees, library staff, teachers, students, and the general public; and the State Library is exploring the possibility of purchasing Webinar software to be used as a training tool.

Ott also reported one resignation and one new hire in personnel. State Library data for May 2004 was also included in the report.

PSA's (public service announcements): The State Library public awareness coordinator Terri Wilhelm reported she has been contacting local resources to make a PSA. No one has been hired yet but there is a candidate the State Library is considering. The emphasis of the PSA will be "public awareness" for people of all ages. The \$1,200 the Council approved for PSA's is allocated to September 30.

Slogan Contest: Wilhelm reported the results of the NDLC's slogan contest promoting Gale and ProQuest online resources to the citizens of North Dakota. Al Peterson from the State Library was the first place winner with the slogan "A World Of Information, Right Here...In North Dakota." Peterson was contacted to come to the meeting and was awarded the \$105 cash prize by Bremer and incoming chair, Pedersen. Council discussed awarding the second and third place winners certificates. Wilhelm will contact them about allowing the State Library to use their slogans for promotional purposes in the future.

Discussion followed on the idea of "power month" (Information Power Month or Library Power Month). Library directors will ask local power companies to include a flyer with library information in their utility bill mailing. Larger cities with no local power company could check with a bank to mail the flyers with bank statements and post flyers in public places. Wilhelm will design a flyer that each library could tailor to fit their specific library information, and also something for the State Library Web site. A suggestion for a Web site slogan was "getting to the library from your desktop."

Wilhelm reported that a session on how to use online resources was held at the State Library for the media. She suggested contacting local news people to get something in newspapers, doing noon shows, etc. to promote library resources.

The following suggestions were made:

- Press release to inform the public of the new databases
- PDF file describing the new databases

- Incorporate the slogan into a State Library brochure
- Brochure for libraries to tailor their library's specific information into
- A file of promotional helps at the State Library (i.e. CD's with copyright-free material such as clip art, visuals, cartoons, music clips, etc.) available through ILL
- "Talking points" to help Council members when talking to legislators, groups, etc. about library information, to include numbers (could be on a bookmark with "talking points" on one side and ODIN on the other)

Wilhelm stated she could put together a press packet of information to have readily available when the media calls. A suggestion was made to have "talking points" as part of that packet. Council should contact/e-mail Wilhelm with questions/suggestions.

Legislative Activities: Discussion followed regarding the following budget items:

- For LV 2010 - \$237,500, whether to request additional money
- For online resources – about \$400,000, optional package – beyond the base budget
- For state aid to public libraries – additional \$1,000,000 – public library directors are being polled for input on the amount to request; the formula for how much is awarded to public libraries is in statute

Drayson moved that the Council offer its support to increase the state aid to public libraries more than 42%. Pedersen seconded motion. There was discussion on the priorities to be 1) databases, and 2) state aid. Bremer stated the vote would be to support an increase in state aid (not on the priorities). Motion carried.

Ott commented that it is important to visit with legislators prior to the session. When candidates knock on doors, talk to them about why they should give their tax dollars to libraries. It was suggested that something printed be available to give to legislators; it could be included in the press packet; invite people to your library for demonstrations; and target all people in addition to legislators. Ott stated people moving from larger communities expect the same services in smaller communities, and suggested libraries also put something out on their own listservs.

Drayson moved to submit an optional budget for online resources and the State Library will fill in the amount around \$400,000. Swedlund seconded motion. Motion carried.

There was discussion on whether to give demonstrations to legislators during the session. Ott stated it is difficult because of the time limit and added that what is important is true-to-life stories about people needing and using libraries. She also stated that there was very good testimony at the last session. Anyone that has a story to share should send it to her. It was also suggested that the State Library give a demonstration during "legislator orientation." The State Library will check with Legislative Council on scheduling.

Orientation of New Council Members: It was suggested that as part of orientation, a tour of the State Library should be incorporated into the Council meeting one time each year. It was also suggested that the bylaws be reviewed and updated every year.

Council reviewed the bylaws of the NDLC and changes were made in the following sections:

FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF THE COUNCIL

The Council shall:

- Advise the State Librarian on the development of, and policy matters arising in the administration of, the State Library plan, including the long-range plan.
- Assist the State Librarian in the evaluation of activities aided by the Library Services and Technology Act.
- Recommend appropriate evaluations and surveys, including information pertaining to statewide needs for library and information services.
- Provide advice on the development and coordination of the services rendered by all publicly supported libraries.
- Assist in the evaluation of library programs provided by all publicly supported libraries.
- Promote the improvement of library and information services in accordance with the State Library Plan.
- Help establish, publicize, and uphold statewide accreditation standards for the services of public, school, and other libraries.
- Communicate information about the library situation to state and other public officials and the media as deemed useful.
- Invite the Governor and other state officials to Council meetings as appropriate.
- Establish and maintain liaison with the North Dakota Library Association, North Dakota Education Association, North Dakota Department of Public Instruction, North Dakota University System, and other organizations as appropriate.
- Submit reports to the Governor, the State Librarian, and others as deemed appropriate.
- Approve the distributions of grants from funds provided under NDCC 54.24.4.

RESPONSIBILITIES OF THE STATE LIBRARIAN TO THE COUNCIL

The State Librarian has the following responsibilities:

Together with Council, to recommend to the Governor possible appointees to fill Council vacancies.

| Provide the Council with necessary documents at appropriate times.

| Provide new members with an orientation to the Library Services and Technology Act (LSTA), insure that all members are given updated LSTA information, and provide in-depth briefings to the chair on all aspects of LSTA.

| Provide for expenditures based on an annual budget developed with the Council, which will enable it to meet its responsibilities.

| Assist Council, as needed, with its organizational procedures.

| Report Council advisory and evaluative recommendations to appropriate constituencies.

| Provide secretarial and clerical assistance.

| Keep Council informed of current State Library administrative policies and procedures.

Adopted: October 29, 1997

Revised: June 17, 2004

Webinar software: Ott stated that the State Library might do tutorials rather than webinars. The State Library would like to do this by fall. The webinar software is Microsoft.

Drayson made a motion that Council authorize the State Library to use up to the total of \$9,000 with LSTA money to provide video conferencing software (i.e. Webinar or other software) for the purpose of training. Kuno seconded motion. Motion carried.

Bremer recommended that discussion of ND Library Law (2003) and the Review and Awarding of Grants agenda items be continued to the next day.

Council adjourned at 4:40 p.m. and will reconvene at 8:30 a.m. on Friday.

ND Library Coordinating Council Regular Meeting
Friday - June 18, 2004

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

Council Members Absent: Quincee Baker and Cheryl Tollefson

Others Present: Incoming council members Rosemarie Myrdal and Jan Wysocki, Cindy Larson, Assistant State Librarian; and Lorretta Graumann, State Library Recorder

Guests Present: Roberta Steckler – McLean-Mercer Regional Library, Loreta Gilbert – Underwood Public Library, and Jerry Kaup – Minot Public Library

Bremer called the meeting to order at 8:40 a.m. (CST).

ND Library Law (2003): Council discussed whether the word “compensation” on page 35, (54-24.3-03. - #5.), is appropriate as well as whether “regional library cooperatives” are still functioning under this law. Jerry Kaup from the Minot Public Library stated his understanding is that “region” is not defined by boundaries. Council discussed and decided this section of the law should be reviewed and presented at the NDLA annual conference in Minot in September. Lila Pedersen, Doris Ott, and Cindy Larson volunteered to serve on a task force to do that. It was suggested that something could also be put on the LIST. Council discussed possibly doing an agency bill and dividing the areas of question into two bills (Ch. 54-24.4 being one bill, and the “regional library cooperative” as another bill).

Based on the bylaws of the NDLC, Council recommended that an annual report be given at the NDLA conference by incoming chair Lila Pedersen, which will include grant amounts awarded, as well as a report to the Governor by the State Librarian.

Council discussed the NDLC membership and terms. The suggested changes are noted below.

54-24.4-01. North Dakota library coordinating council - Members - Term.

The North Dakota library coordinating council consists of eleven members. The president of the North Dakota library association is an ex officio, voting member of the council. The state librarian is an ex officio nonvoting member of the council. The governor shall appoint nine members to the council, one of whom must represent special libraries, one of whom must represent public higher education institution libraries, one of whom must represent private higher education institution libraries, one of whom must represent school libraries, two of whom must represent public libraries, one of whom must represent disabled, economically disadvantaged, and minority populations, and two

citizens at large. All appointed members with the exception of citizen members, must be practicing librarians. The governor shall take into account reasonable geographic considerations when appointing members of the council. The term of each member is three years. Of the initial council, three members must be appointed by the governor for a three-year term, three members must be appointed by the governor for a two-year term, and two members must be appointed by the governor for a one-year term. If at any time during a member's term, the member ceases to possess the qualifications required by this section, the member's office is deemed vacant and the governor shall appoint a qualified representative to complete the term of office. No member may be appointed to serve more than two consecutive three-year terms.

History

Source: S.L. 1997, ch. 453, § 19.

Annotations

Effective Date: This chapter became effective July 1, 1997.

Council also discussed the NDLC duties on pages 44 and 45. Suggested changes are noted below.

54-24.4-05. North Dakota library coordinating council - Duties.

The North Dakota library coordinating council shall:

1. Assist in planning, coordinating, and evaluating the services and programs of libraries in the state.
2. Serve as the state advisory council on libraries as required by Public Law No. 101-254.
3. Approve the distribution of grants to libraries, except for grants distributed under chapter 54-24.2.
4. Facilitate the development of a comprehensive statewide online catalog, generate statewide resource sharing, and encourage electronic networking among all types of libraries.
5. Strengthen the North Dakota State Library in its role of coordinating and enriching library service in the state.
6. Support and strengthen library cooperative ventures (consortia, regional associations, partnerships, etc.) in their role of extending and improving library services in the state.
7. Assure equitable access to information resources and library services to individuals throughout the state.
8. Promote the services of libraries and librarians.
9. Coordinate statewide library services.

10. Take action necessary to carry out chapter 54-24.3 and this chapter.

History

Source: S.L. 1997, ch. 453, § 19.

Swedlund made a motion to proceed with the changes caused by LV 2010 as outlined earlier. Drayson second it. Motion carried.

Review and Awarding of Grants: Ott presented an overview of grant money: LV 2010 is state funding, and LSTA – Library Services & Technology Act is federal funding. Council advises on LSTA funds.

The grant guidelines were distributed as part of the minutes. Applications must meet the guidelines. Ott reviewed the grant categories – Mini Training Grants and Project Grants. A suggestion was made to define what digitization means because it can be confused with automation.

LV2010/LSTA funds Available: \$273,886. Deadline to expend - June 1, 2005.

Council proceeded with grant awards as follows:

Beulah Public School Libraries	\$27,702
Cavalier Public School Library	33,445
Heart of America Library (Rugby)	24,655
Larimore Public School Library	32,541
Minot Public Schools	94,250
Napoleon Public School District	5,351
Nedrose Elementary School	(Unfunded)
Northwood Public School Library	27,747
Underwood Public Library	<u>7,522</u>
TOTAL	\$253,213

Drayson moved to proceed with the grant awards. Swedlund seconded motion. Motion carried.

Ott informed the Council that the MLS training grants also come out of LSTA funds. Currently \$10,000 is set aside. There are still several people enrolled and the State Library would like to increase the amount by \$5,000 for a total of \$15,000. Council was in support of this increase.

The remaining balance of LSTA funds in the amount of \$20,673 will be available for the next round of grants. Council discussed announcing grant availability in late summer or early fall, having a deadline of October 15, 2004, and review and award grants at the next regular Council meeting in late October. Council discussed raising the grant award for

mini training grants from \$200 to \$500. The grant categories will include mini training grants, digitization, and innovative grants.

Drayson made a motion that the remaining \$20,000 (+) be allocated for another round of grants that would include mini training grants up to \$500, innovative grants, or digitization grants. Swedlund seconded motion. Motion carried.

Jerry Kaup thanked the Council for the last grant award to the Minot Public Library, stating there have been very positive results.

Council members thanked Tom Bremer and Rita Traynor for their service to the Council.

Council set the dates for the next regular meeting to be October 28 and 29, 2004, in Bismarck.

Bremer adjourned the meeting at 11:45 a.m. (CST).