

# North Dakota Library Coordinating Council      **Final**

**October 12, 2010**

**Time: 1:00 pm to 4:45 pm**

**Location: Heritage Center Project Room, Bismarck, ND**

**Council Members Present:** Chair Ann Pederson, Doris Ott, Wilbur Stolt, Rita Ennen, Ilene Larson, Mark Holman, Heidi Danielson, Rosemarie Myrdal, Beth Postema, and Judy Ringgenberg.

**Council Members Absent:** Sarah Snavelly

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

**Meeting Called To Order:** Chair Pederson called the Council to order.

**Review of Agenda:** Chair Pederson asked if there were any changes, additions, or corrections to the Agenda. Pederson asked what time Ann Jenks would be presenting her talk to the Council. Recorder Pollert verified October 13, 2010 at 11:00 am. Agenda order would remain flexible throughout the meeting. Danielson asked when the two resolutions from NDLA would be added to the Agenda. It was decided to wait until NDLA was discussed.

**Approval of the June Meeting Minutes:** Chair Pederson asked the Council members if there were any additions or corrections to the minutes from the June 16, & 17, 2010 meeting. Chair Pederson asked for the minutes to have the addition of a third bullet for June 16, page 2 under Library Resource Sharing Grants. It should say, “The Library Resource Sharing grants were distributed without further discussion by the Council” for clarification. Myrdal moved the minutes be approved with this addition. Danielson seconded it. Motion passed.

**NDLA Review:** Discussion of booth scheduling at the recent NDLA conference took place. Computer Doodle Survey used for scheduling worked except for computer issues. Stolt worked 8:00 - 8:30, Danielson 10:30 – 11:00, Postema 3:00 – 3:30 on Thursday and Pederson 10:15 – 10:45 on Friday. There were just a few comments made to the Council members. The Council discussed ways they could raise awareness of Library Vision 2014 and the NDLCC.

Discussion ideas for the NDLCC member visibility at future NDLA conferences included:

- Make sure LV2014 booklets are taken to NDLA as a handout
- Council members could wear big buttons or name tags, hats, sashes, etc. identifying they are members of the Council
- Host a hospitality room (was noted this had low attendance in the past)
- Perhaps NDLCC could request a free table at NDLA (location unknown which could be a great location or not).
- Participate in the vendor bingo held at NDLA, either at their own table, or you would have to find a NDLCC member to have them mark your bingo cards
- Have a giveaway after stamping the bingo cards that promotes the NDLCC

- Since the NDLC is an advisory board to NDSL, they should continue to be at the NDSL booth which draws attention to the NDLC
- Present an information session with a panel available for discussion
- Develop an information brochure about the NDLC to include in the registration packets
- When the NDLC Chair gives his/her speech at a luncheon, Council members could be introduced, pour coffee, or wear buttons identifying they are members of the Council

**Search Committee Review:** Chair Pederson asked Ott, Clairmont-Schmidt and the NDLC members serving on the North Dakota State Librarian Search Committee chaired by Joe Linnertz to explain the selection process for a new State Librarian. The Search Committee held two interviews for the North Dakota State Librarian position on October 11, 2010 with a third interview cancelled as the applicant had withdrawn. The applicants met with Dr. Sanstead after their interviews. A final decision will be made by Dr. Sanstead.

**Grant Quarterly and Final Reports:** Copies of the Grant Quarterly and Final Reports collected since the last NDLC meeting from grant libraries were given to each Council member to review at their convenience.

**Membership List:** With the change in NDLA president, an updated list with new member contact information was distributed to each Council member.

**Grant Budget Review:** Chair Pederson reminded Council members that the grant score sheets would be collected on Wednesday. Clairmont-Schmidt provided the Council with an up-to-date budget sheet for available grant funding. State funding (LV2010) will need to be awarded by June 30, 2011 and Federal funding (LSTA) will need to be awarded by September 30, 2011.

**Competitive Grants Review for Eligibility:**

The following grant applications met the eligibility guidelines:

- Bowman Regional Public Library
- Elgin Public Library
- Stanley Public Library
- Hazen Public Library
- Williston Community Library

The following grant applications did not meet the eligibility guidelines:

- Hillsboro School and Public Library
- Max Community Library

**Mentoring Committee (Myrdal, Stolt, Ott, & Clairmont-Schmidt):** Myrdal asked if Ott and Clairmont-Schmidt had contacted Valley City State for information on their mentoring program. They had not so that will go on the Agenda for the next meeting.

**NDLCC Bylaws Review Committee (Holman, Danielson, & McHenry):** Holman was asked if the NDLCC Bylaws committee had reviewed the bylaws with recommendations or changes to be presented to Council members. Holman said the committee had not. Ringgenberg volunteered to replace McHenry on the committee with Holman and Danielson. Myrdal suggested the report be tabled until the next meeting.

**Site Visit Review:** All Council members gave a short verbal report on each of their site visits. Ott thanked the Council for their time and efforts regarding the visits. Council members can see how the grants that have been awarded have benefited a library. It gives the grant library the opportunity to talk to a NDLCC member face to face and be responsible for the completion of their grant as well as communicate any other issues they may have.

## **North Dakota Library Coordinating Council      Final**

**October 13, 2010**

**Time: 8:30 pm to 1:00 pm**

**Location: Heritage Center Project Room, Bismarck, ND**

**Council Members Present:** Chair Ann Pederson, Doris Ott, Wilbur Stolt, Rita Ennen, Ilene Larson, Mark Holman, Heidi Danielson, Rosemarie Myrdal, Beth Postema, and Judy Ringgenberg.

**Council Members Absent:** Sarah Snavelly

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

**Knowledge Sharing (Mentoring) Committee Review (Myrdal, Stolt, Ott, & Clairmont-Schmidt):** Myrdal requested that three items be added to the Agenda for the next NDLC meeting.

- Ask the State Library to contact Valley City State regarding their mentoring program
- What funds are available for the mentoring program
- Do interest surveys to find out what areas might be of interest to a library or librarians that they might make use of a mentoring program

LSTA needs to be reviewed to see if funding for a mentoring grant would be allowable within its parameters. Would travel expenses qualify for mentors? State Library staff are already mentoring and they could do the training of future mentors. Mentoring training could be offered at NDLA, NDSL Spring Workshops, or around the state at various locations and times. Should a committee be assigned to do the survey? The Council will wait for the new State Librarian to be part of this committee. Ott said the desired outcome should be listed on the survey. Council decided if a survey is to be used, it will be emailed out with public libraries without email receiving a mail copy. Survey Monkey, once you opt out, you no longer are allowed to participate in future surveys.

**Regional Library Cooperatives:** Chair Pederson updated the Council's newest members about Regional Library Cooperatives. Myrdal moved that the State Library contact the North Central Library Authority out of Minot and the Northwest Regional Library Cooperative out of Williston in writing and have their Cooperative document their establishment according to ND Century Code by January 1, 2011. The reports will be due to the Council April 1, 2011. If the State Library receives no reply, another Attorney General's Opinion will be sought to establish existence of the two Regional Library Cooperatives listed. Postema seconded the motion. Motion passed.

### **Competitive Grants:**

Bowman Regional Public Library – No contingencies.  
\$29,508 allowed for grant

Elgin Public Library – This grant is contingent on: Following the State Library’s advice regarding collections and all library board members will sign the contract.  
\$16,290 allowed for grant

Stanley Public Library – This grant will be contingent on: Subscribing to the Online Library Resources and they will need to meet the completion date for the project.  
\$20,340 allowed for grant

Hazen Public Library – This grant will be contingent on: The computer lab equipment remaining under the management of the library.  
\$10,950 allowed for grant

Williston Community Library – No contingencies.  
\$11,500 allowed for grant

Stolt moved to approve the grants as discussed. Danielson seconded the motion. Motion passed. The grant total for this round is \$88,588.

### **Ann Jenks, State Archivist – Statewide Digitization Plan:**

- The public is using digital and they want everything in digital now.
- To develop a North Dakota State digitization plan, a set of guidelines needs to be developed that will provide consistent best practices.
- Washington State’s Digital Best Practices format could be a model to develop a set of guidelines for North Dakota. It has six sections which could be worked on by 6 people.
- Is there a possibility to join an existing group already established where our dollars could go into content and not development?
- Independent projects have been happening around the state for 2-3 years. The Historical Society has a small pilot project called Dakota Mosaics, but they don’t have the resources to take on the whole project.
- The Great Rivers Network is a Minnesota based website from a Bush Grant that has no charge to use, the cost of joining needs to be explored.
- Questions that need addressing are:
  - Do we set up a set of guidelines for North Dakota?
  - Do we seek out those who are digitizing for information?
  - Do we look at using Content DM?
  - Do we look at Colorado’s digitization plan which covers several western states?
  - Do we look at Minnesota’s program as a model, or to join?
  - How do we solve the need to store large amounts of digitized files and at what costs? How many servers needed for immediate and future storage?

- Goals are:
  - To decrease confusion and understand all of the issues involved
  - To avoid duplication of materials being digitized
  - To find knowledgeable people who have the expertise to assist with developing a digitization plan.
  - To find funding for an ongoing project from development to storage and maintenance

Pederson asked if the State Library and the Historical Society could sponsor a joint summit. Invitations would be directed at UND, Higher Ed, and anyone else who is interested in or actually digitizing. These different groups need to be brought together soon to assist in developing a statewide digitization plan which should be made a priority. They could address the issue of how to set up permissions for the use of images, and other materials, especially where copyright is an issue. It was suggested that spring would be a good time to host a summit. The new State Librarian will need to, once informed of the issues, contact Ann Jenks to organize the summit. The NDLC would generate the participant list. Ann Jenks will create an Action Plan, send it to Pederson and the State Library. The NDLC can either meet by conference call or wait for a report at the next planned NDLC meeting regarding this.

**Future Legislative Intent for Library Vision:** Collection development, equipment, ODIN, and WorldCat, have been beneficial grants. Before the 2013 legislative session, the NDLC may want to look at Library Vision Legislative intent. Issues to discuss include:

- How to redirect Library Vision to meet citizens needs
- How to present a redirected vision to legislators

**Computer Grant Round:** Stolt made a motion that the next grant round be for purchasing computers with a \$2,250 grant total and a match of 25%, available to publicly supported Academic libraries, Public Libraries, and Public School Libraries. The stipulations for the grant will be: the grant begins November 1, 2010 with a due date of December 31, 2010; awarding of the grants in late January; and the project must be completed by May 31, 2011. No letter of support will be required, and the application will be shortened. Academic Libraries must be accredited and have non-profit status to be eligible. Postema seconded it. Motion passed.

**Interlibrary Loan Poll:** The State Library sent a survey to lending libraries to see if librarians wanted to change the interlibrary loan code to allow one entity to borrow more than one copy of the same item at the same time. The State Library received 33 responses with 3 no's and 30 yeses. The State Library will have a trial with more than one item of the same title allowed to be checked out at one time by the same person or library. The trial will last for approximately one year or until there are issues with the process. Council suggested that the State Library send an email to the lists announcing the trial with no limits on number of same titles. The NDLC would like to get updates at each meeting in the future on how the process is going; it will be put on the Agenda at each meeting.

**Governors Report:** Pederson distributed a draft report to send to the Governor's office and asked for suggestions. Postema asked that Pederson add to the report that the NDLC and the State Historical Center are having discussions about a Statewide Digitization Plan.

**Chair Duties:** There is not a handbook for the chair position; should there be one? Postema asked if the Bylaws should contain the chair position's duties listed as a guide for present and future Council Chairs. Council asked that the Bylaws be reviewed by the current committee and suggest changes that could be made for the chair's responsibilities.

**State Librarian:** Stolt made a motion that the NDLC members recognize North Dakota State Librarian Ott's contributions and efforts to all of the libraries in the state of North Dakota. Ott will be retiring on November 30, 2010. Pederson seconded it. Ott thanked the Council for all of their assistance to the North Dakota State Library.

**Next Meeting:** The next Council meeting will coincide with the Legislative hearing of the State Library budget estimated to be during the week of January 18, 2011.

Pederson adjourned the meeting.