

North Dakota Library Coordinating Council (NDLCC)

May 14, 2014

Time 1:00 PM – 4:45 PM

Location: Bismarck, ND – NDSL Meeting Room

Council Members Participating: Susie Sharp, Jerry Kaup, Ilene Larson, Ray Siver, Victor Lieberman, Chair Ted Smith, Beth Reitan, Michele Seil, Phyllis Kuno, and Mary J. Soucie

Council Members Not Present: Stephen Banister

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

Welcome: Chair Smith welcomed the group to the meeting.

Review of Agenda: Chair Smith asked the Council for additions or changes to the Agenda. There were no changes or additions to the Agenda. Siver moved to accept the Agenda as presented. Kaup seconded it. Motion carried.

Approval of the February 5th and 6th, 2014 NDLCC Meeting Minutes: Chair Smith asked the Council for any additions or corrections to the minutes. Larson moved to accept the minutes as presented. Siver seconded it. Motion carried.

State Librarian Report:

- State Librarian Soucie said that the copy of the *Standards for Public Libraries* Council members received had changes primarily in grammar.
- After librarians review this document, other additions that may be included are: a glossary, a definitions page, and compliance information.
- The Annual Report the State Library receives from public libraries is the main source of information for the compliance information.
- Ready Reference Collection was added to the standards replacing Basic Reference Collection since that is what libraries are using.
- The definition of Maintenance of effort was discussed for the Councils benefit; the correct qualifier is Maintenance in dollars.
- Clairmont-Schmidt and Pollert attended a meeting regarding Open Meetings and Records on May 13; as an information refresher, the Council was reminded of the basics to Open Meetings and the requirements of the law for meetings.
- The Digitization Department at the State Library has kits planned to be available for future projects.
- Chair Smith asked if someone from the State Library was attending the Upper Midwest Digital Conference; yes, it is believed that Stephanie Baltzer Kom is attending this conference.

Current Grant Application Review and Awards:

Grand Forks Public Library's Innovative Partnership Grant request was for \$4,900. The Council decided that this grant did not qualify because it did not meet the "new" criteria in the partnership guidelines. Kaup moved to deny this grant per the Council's discussion. Seil seconded it. Motion to deny carried.

Leach Public Library's Innovative Partnership grant request was for \$2,550. The Council decided that the marketing cost of \$300 would be excluded from this grant. This brings the grant total to \$2,250 for this request. Lieberman moved that this grant, excluding the marketing, be accepted. Kuno seconded it. Motion carried. There is no match required for this grant.

Burlington Des Lacs Elementary School Library's Technology to Provide Access to Information grant was for \$8,240. There was an error in their Budget for the Otterbox cases; the 20 cases at \$48 should total \$960. Kaup moved to accept Budget Item no. 1 and only quantity 10 of Item no. 3. Siver seconded it. Details of the grant were discussed further by the Council. Kaup amended his motion to fund the project as presented, but to exclude the Overdrive Titles. Siver seconded it. The amended motion carried. The amount for this grant is now \$7,340. Net is for \$6,606 for this grant.

Hankinson Public Library's Technology to Provide Access to Information grant was for \$2,058. The grant is for two computers, one desktop and one laptop. Seil moved to approve this grant. Siver seconded it. Motion carried. Net is for \$1,852.

Harvey Public Library's Technology to Provide Access to Information grant was for \$900. They want to purchase one tower and one monitor. Sharp moved to approve this grant. Siver seconded it. Motion carried. Net is for \$810.

Hebron Public Library's Technology to Provide Access to Information grant was for \$860. They want to purchase 2 computer towers, 1 monitor, and 1 Lenovo computer. Hebron did not have a complete application originally, but the State Library has received the required pages from them prior to this meeting making their application acceptable. Larson moved to approve this grant. Reitan seconded it. Motion carried with one Council member opposed. Net is for \$774.

Lakota Public School Library switched their grant category from Innovative Partnership to a Technology to Provide Access to Information grant prior to this meeting.

Lakota Public School Library's Technology to Provide Access to Information grant was for \$2,500. They want a quantity 10 of HP Slate E-readers. Kaup moved that this grant be approved with the stipulation the school demonstrates they are providing access to books through either another school-based Library-To-Go website and/or an online company book membership. Larson seconded it. Motion carried. Net is for \$2,250.

Oakes School and Public Library's Technology to Provide Access to Information grant was for \$35,788. They want to purchase 30 MacBook Airs, one mobility cart, and Apple Care Protection plans. Kaup moved that the Council approve 5 MacBook with 5 Apple

Care Protection plans with the stipulation that they be maintained by the library and available for public library use. Seil seconded it. The grant amount is \$5,665 for the 5 laptops and 5 protection plans only. Motion carried with one Council member opposed. Net is for \$5,099.

Velva School and Public Library's Technology to Provide Access to Information grant was for \$10,314. Siver moved to approve this grant. Seil seconded it. Motion carried. Net is for \$9,282.

Leach Public Library's Technology to Provide Access to Information grant was for \$3,000. They want to purchase 4 iPad Airs, 4 cases, 4 service contracts, and marketing materials. Marketing materials will not be funded. Kaup moved to approve this grant minus the \$300 marketing materials. Sharp seconded it. Motion carried. The grant will be for \$2,700. Net is for \$2,430.

Williston Community Library's Technology to Provide Access to Information grant was for \$12,330. They want to replace their microfilm/fiche reader/printer. Siver moved to approve this grant. Kaup seconded it. Motion carried. Net is for \$11,097.

The NDLC awarded a net amount of \$42,450 in grants.

The Council members would like to have a summary regarding evaluations for the success of past grants awarded (approx. 10). A successful summary of past grants awarded would be a beneficial evaluation tool to present to the legislature during the next session was their opinion.

A grant idea to pursue would be a special needs grant for public libraries. The State Library's Field Services will do a survey among the public libraries for this.

New Business Discussed: State Librarian Soucie reported on her attendance at National Library Legislative Day in DC. Issues covered were: internet neutrality, e-rate changes and revisions, early childhood development partnerships, and workforce development. She met with staff members of Congressman Kevin Cramer, Senator Heidi Heitkamp, and Senator John Hoeven. An article regarding this trip will appear in the State Libraries next Flickertale Newsletter.

Next NDLC Meeting: The best dates were thought to be July 30 and 31 to meet after a discussion of available dates. As where to meet, would they want to do a site visit meeting? Council will think on this and discuss it at tomorrow's meeting.

State Library Budget: Clairmont-Schmidt asked the Council what budget amount should be requested for the grants they give out and if they will think about that tonight.

Meeting is done for the day.

North Dakota Library Coordinating Council (NDLC)

May 15, 2014

Time 8:30 AM – 11:00 AM

Location: Bismarck, ND – NDSL Meeting Room

Council Members Participating: Susie Sharp, Jerry Kaup, Ilene Larson, Ray Siver, Victor Lieberman, Chair Ted Smith, Beth Reitan, Phyllis Kuno, and Mary J. Soucie

Council Members Not Present: Stephen Banister and Michele Seil

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

Library Vision 2020: State Librarian Soucie commented on the Think Tank outcome. Turn-out was successful with 60 attending the 4 locations. Discussions were lively and contributed greatly to the shaping of the document.

The NDLCC reviewed the draft of LV 2020 for clarity, redundancy, etc. using the information from the Think Tanks to create the current draft document. The latest draft of LV 2020 will be sent to the North Dakota library communities for input to the Council.

Next NDLCC Meeting: State Librarian Soucie asked the Council if they like meeting the two half days as is currently done. The Council said it would be ok to meet for a full day, but only if the agenda for the meeting was not too long.

A site visit at Valley City Library was thought a good choice since they have previously received a grant for computers. A meeting from 10:00 am – 4:00 pm on July 30 was preferred by the Council at the public library or at the university if possible.

Kuno stated that she would like to invite the Council to a future meeting at the Graham Library – Trinity Bible College, Ellendale, ND. Perhaps in year or so after their library's renovations have been completed.

The State Library is reminded of the request to furnish the Council a summary (what worked, what didn't work) of the past grants evaluating the success of the grant funding before the meeting on July 30.

Next NDLCC Agenda:

- LV 2020
- Next Grant Round Ideas and/or set-up
- Future Site Visits

Budget Request for NDLCC Funding: Kuno moved that the budget request for LV be left to the judgment of State Librarian Soucie. After discussion Kuno withdrew her motion. The Council discussed the budget issue further deciding to leave this request the same as last session with the renovation request again.

Chair Smith adjourned the meeting at 11:00 am.