

North Dakota Library Coordinating Council (NDLCC)

October 16, 2014

Time: 12:00 PM

Location: Minot Public Library

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

Council Members Not Present: Ray Siver and Greta Guck

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

Welcome: Chair Smith welcomed the group to the meeting.

Tour of Minot Public Library: Council members toured the Minot Public Library.

Review of Agenda: Chair Smith asked the Council for any additions or corrections to the Agenda. There were no additions or corrections. Larson moved to accept the Agenda as presented. Sharp seconded it. Motion carried.

Approval of the July 30, 2014 NDLCC Meeting Minutes: Chair Smith asked the Council for any additions or corrections to the minutes. Seil moved to accept the minutes as presented. Kaup seconded it. Motion carried.

State Librarian Report:

- The current grant round generated 69 grant applications.
- The NDSL book lottery began this fall again with 126 items going to libraries
- The NDSL has a new program, the L3 Institute which is sponsored by a group called Library Strategies and funded by a grant from Bremer Bank. The L3 Institute will help libraries and literacy organizations in North Dakota with capacity building focusing on personal, organizational, and community growth through mentorship, webinars, and in-person training.
- The State Library has been invited to participate in a second networking opportunity, ILEAD USA, along with 9 other states next year. Teams will use participatory technology to solve a community need or issue. Mentors and instructors will be needed, along with participants. There will be 3 in-person sessions.
- The State Library IT staff has been doing many site visits to public libraries, assisting them with computer and router configurations, and promoting the latest grant application for the acquisition of new equipment offered by the NDLCC and NDSL.
- Libraries that participate in the Minitex routing system can now send materials directly to any other library on the Minitex route. This should be a benefit that lowers the costs of sending materials out.
- Kaup asked about the status of Freegal. Soucie replied that authentication is being worked on and information regarding its status will be released as soon as it is available.

- At the next Spring Workshop, the State Library will raffle an opportunity for a librarian to attend the 2015 National Book Festival in Washington, DC. NDSL staff will also attend.

Current Grant Round Awards: Kaup moved to accept all of the grant applications with the exception of the Eddy-New Rockford Grant due to the fact that the Eddy-New Rockford library director, Susie Sharp, a Council member, is present. Banister seconded it. Motion carried.

Council member Sharp was asked to step out of the meeting room for the voting of her Eddy-New Rockford Grant application. Seil moved that the Council accept the Eddy-New Rockford Grant application. Kuno seconded it. Motion carried.

Librarians had a lot of questions as to if tablets were included in this grant. The grant specified that laptops and desktops were the only acceptable computers for this grant round. The question arose as to whether a Netbook was considered a laptop. The Council agreed that Netbooks and Chromebooks are considered computers. The State Library will make sure that only laptops or desktop computers will be awarded in the current grant round.

Rubric Samples: Council members reviewed the two sample rubrics that Soucie had sent them.

- Kuno asked that priority be given to qualifying information; put at the top of the form so there is no delay in knowing if you qualify for the grant.
- Kaup said that the clarity needs to be improved.
- The Rubric sample copies are rough drafts and will be revised as needed; to fit future grants applications. For most grants the rubric would not need to be kept once filled out, but Soucie thought that if used to score LSTA grants, they should be kept on file.
- Chair Smith would like the rubric to be kept to one page if possible.
- Seil likes the numbering system better; move the points system from #2 sample to #1 sample.
- There should be a guideline describing the process of scoring grants.
- The Council asked: what are the items that disqualify a library for a grant. Clairmont-Schmidt answered that not meeting filtering requirements, lack of or missing signatures, and incorrect grant categories chosen, are a few reasons libraries didn't qualify for past grant opportunities.
- The State Library has made contact with those libraries with missing signatures, etc. to ensure they are in compliance. The Council members said that libraries should work with their Library Development contact person first to make sure their application is correct. When the State Library Administration office receives those applications, it should be complete or should not be sent to the NDLC for review.
- Grammar and punctuation should be included in these criteria for scoring all competitive grants.
- The Council wanted to know that if a library receives an explanation for why they didn't qualify if their application is not approved. Clairmont-

Schmidt said that they do receive a letter as to why they did not meet the qualifications of the grant.

- Soucie will present the updated rubric at the next NDLC meeting.

NDLC member Jerry Kaup, who will be retiring on December 19, 2014, was presented with a certificate and cake honoring his work on the Council.

Future Grant Rounds:

- Soucie explained that public libraries will be required to start counting wireless usage by the Federal Government for the Annual Report the State Library must collect.
- The software needed by public libraries to accomplish this is expensive and may be beyond some libraries funding. It is thought the NDLC could possibly assist public libraries in purchasing the software through a grant. The Council will revisit this in the next budget cycle.
- An iPad or tablet grant – a quick one page grant like the current one.
- Statewide delivery system - a grant to pay for delivery costs of materials.
- Postage grant for libraries that are net lenders, not net borrowers.

A question was posed to Kaup, director of a larger public library. What would a big library like to see a grant for? His answers were: Makerspace grant or teens without access to technology grant.

A question was posed to Banister, director of a larger academic library. What would a large academic library like to see a grant for? Electronic Access – development of a library app, portable electronic devices in the library, and databases.

- Kaup said that project sustainability is easy to budget for, it's the upfront expense that's the most difficult to come up with. Should the rubric have a question like, "Does the applicant explain how they will continue the project maintenance expenses?" This should also be on the grant application as well so they will be thinking about it.
- Council members asked if the State Library inform grant recipients that the equipment purchased with a grant is kept in the library for a specific number of years or timeframe. The answer is yes, it is stated that the equipment must be retained in the library for the life of the equipment.

Seil said things that the public schools could use are the extras such as the Summer Reading prizes, the fun items for programs. They have funding for books, etc. A Collection Development Grant – school librarians are not paid in the summer months so they do not budget for summer reading programs.

The grant idea list is as follows:

- Wireless
- Tablets
- Delivery/Postage/ILL
- Makerspaces

- Collection Development
- Programs or programming

Site Visits for NDLC: The Council was asked if they liked the site visit idea for NDLC meetings.

- Banister offered to host a meeting at Minot State University in a few months.
- Seil thought that Lakota or McVillage Public Libraries would be good places to visit.
- Carrington, Jamestown, or Grand Forks are possible library meeting locations.
- Kuno has offered her library at Trinity Bible College for next fall.

A replacement Council member representing public libraries will need to be appointed by the Governor to serve on the Coordinating Council replacing Kaup. An email will be sent out seeking interested parties.

Soucie will find out when the next NDLA Legislative Day is scheduled; the Council will meet then too.

Old Business: Reitan asked how the site visit to the Valley City Barnes County Public Library went at the July meeting. Council members recounted the visit for Reitan.

New Business: When will Library Vision 2020 be printed in Booklet form? Soucie will speak with Kristin Byram when she returns to the State Library regarding the printing of LV 2020. The document is usually given to legislators at the beginning of the session.

Meeting Adjourned.

Meeting Site Visits:

On October 16, 2014 right after the NDLC meeting, the Council proceeded to the Ward County Public Library for a site visit with library director Kerrienne Tyler. She gave the Council handouts regarding her library's services such as events and happenings, bookmobile schedule, WorldCat grant status, and a copy of their newsletter. The Council learned that the Ward County library will have a new location in the future and about the issues related to having a bookmobile.

On October 17, 2014, the NDLC met at the Stanley Public Library for a site visit with library director Kelly Kudrna. A tour was given of the facility with questions from the Council on various library topics afterwards.