

**North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting August 3, 2015**

Call to order: Chair Smith called the meeting to order at 1:00 P.M., welcoming Council members.

Council Members Present: Chair Ted Smith, Ilene Larson, Mary J. Soucie, Michele Seil, Phyllis Kuno, Beth Reitan, Tim Dirks, Ray Siver, Greta Guck, Stephen Banister, and Susie Sharp

Council Members Not Present: None

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

Review of the Agenda: Chair Smith asked for any additions or corrections to the Agenda. It was noted that the tour of the Grand Forks Public Library was moved to the end of the Agenda.

Approval of the April 14, 2015 Meeting Minutes: Chair Smith asked the Council members for any additions or corrections to the minutes. Dirks moved to accept the minutes as presented. Banister seconded it. Motion carried.

State Librarian Report:

- State Librarian Soucie reported that the three ILEAD USA-ND teams have produced three great projects. Team Unicorn, which is made up of NDSL staff, are working on a video editing kit which will include a drone and an iPad with advanced editing apps; Team Robot Minot is using a robot to advance STEM (Science, Technology, Education, Math) programs at the Minot and Ward County Public Libraries and the Minot Air Force base library; and Team E-Content is a tri-state team working on creating materials to assist patrons with downloading eBooks.
- An L3 session will be held in November and L3 webinars are available each month for librarian participation. The webinars are archived for viewing convenience.
- Soucie asked the Council if they preferred a written or verbal State Librarian report. The Council members like the written reports they have been getting and would like to continue to receive them for future meetings.
- Soucie would like to create an email packet that would contain pdf's of all the documents from the State Library to the Council members for each meeting. Council members would then print the copies they need for the meetings. Those members that want a paper copy from the State Library should contact Pollert with their request prior to the meeting. Fewer copies will be furnished by the State Library at the meetings.

Library Vision 2020 Evaluation Documents:

- Soucie presented Council members with two examples of evaluation documents that she created. The Council preferred the copy with the objectives as headings in red with the actions listed in boxes beneath. Soucie provided a verbal review of each goal in LV2020. A written update will be included in future meeting packets.

Renovation & Repair Grant:

- The application for this grant is still in progress. The grant will be a one to one match with an 18 month timeline.
- The NDLC will be the reviewers for the grant.
- Public library directors on the Council are eligible to apply for this grant, but will have to step out of the room when the Council reviews the grants for awarding.
- Before and after photos and stories would be useful for presenting at future legislative sessions as well.

Current LV2020 Grant Round:

- The Council reviewed the draft copies of the applications and guidelines.
- Guck liked the simplicity of the applications, but asked if the Tablet Grant will include accessories. Accessories have been part of past tablet grants. The guidelines should mention that the accessories are included with the grant.
- The Council thought the Collection Development grant language read very narrowly in regards to the non-fiction. The Council would like the grant to allow for more than one area of the collection as well as any format. Council members would like the application's budget information language cleaned up for clarification. The material must be lent or they must be willing to lend the materials. Private academics as well as private K-12 schools will not qualify for these grants.
- The WorldCat grant has not changed and the Council and State Library both feel this grant still needs to be offered. The Council thinks there is a need to explore what libraries are not in OCLC and what barriers they have. Sharp said that many small libraries like hers have issues with too few people to assist with the process and some boards are not in agreement with the ongoing costs of this type of grant.
- The guidelines will be placed on the State Library website with a link to Counting Opinions and the applications.
- The Council discussed the grant timelines. The grant notification will go out around September 1st with a due date of October 31. The Council suggested that the application timeline should be shortened to October 16th for a due date as most libraries know where the grant money will go. Grants will be awarded no later than November 19th.

Review of NDLC Bylaws:

- Soucie said there were two areas in need of updating, the NDLC designee and the notice through newspapers which is not done anymore. A discussion was also held on length of term for Council officers.
- Soucie questioned if the term for officers should change from one year to two years. Council was leaning towards keeping it at one year to serve.
- Discussion was held regarding the report to the Governor. It was interpreted by Soucie that a report was to be given yearly to the Governor and the State Librarian.
- Discussion was held as to why the Council has been using the Sturgis Rules instead of the Roberts Rules for meeting standards. Other groups in the state that had been using Sturgis are now switching back to Roberts. Siver moved that the Council use the Roberts Rules of Order. Reitan seconded it. Motion carried.
- Council noted that in the Bylaws it says that a quorum shall consist of a majority plus one of membership when making official action. In current Library Law, it states that "awarding of any grant or contract requires approval by two-thirds of the

members of the council". The Council thought that the language should be changed and put to the vote at the next meeting for approval.

Election of Officers:

- Nominations were opened for the office of Council Chair and Vice Chair. Siver nominated Smith for the office of Chair. Siver intensioned that Banister be automatically nominated as Vice Chair. Council members were in agreement since Smith and Banister were both willing to serve again. Siver moved that nominations cease for the office of Chair and Vice Chair. Larson seconded it. Motion carried.

NDLCC Members Attending NDLA:

- Sharp is attending the preconference and will be able to assist with the NDSL booth during NDLA. Banister will be attending and could possibly be at the booth if needed. Both Kuno and Banister volunteered to work at the booth on September 17th. Reitan can work at the booth during the conference as well. Steve Axtman from the NDSL will contact those Council members attending NDLA and working at the State Library booth.

Site Visits:

- Council members discussed how often they want to do site visits. Council members committed to doing site visits unless there is a very large agenda.

Agenda Items for Next Meeting:

- Updated Bylaws review
- Make decisions on grant round applications
- Review Renovation & Repair Grant Guidelines

Next Meeting:

The NDLCC will meet at the Trinity Bible College in Ellendale North Dakota on Monday, November 2, 2015 at 10:00 A.M. with site visits on November 3, 2015.

Adjournment: Smith adjourned the meeting at 3:50 P.M.

NDLCC Site visits on 8/3 & 8/4:

- The Council toured the Grand Forks Public Library on August 3rd.
- The Council met in the hotel lobby August 4th at 9:30 am to tour the School for the Blind, had lunch at the UND student union, and then drove to Larimore ND to tour the Edna Ralston Public Library completing the site visit at 2:00 pm.
- Siver and Seil did not participate in the site visits.