

**North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting October 10, 2019
Held at the North Dakota State Library
Bismarck, North Dakota**

Call to order: Chair Gray called the meeting to order at 10:00 AM.

Council Members Present: Mary Soucie, Angie Nagle, and Joe Camisa with Chair David Gray, Tim Dirks, Tammy Oltz, Sally Dockter, Susie Sharp, Stephanie Asselin, and Traci Lund attending via ZOOM

Council Members Not Present: Jason Matthews joined the meeting at 1:25 PM via ZOOM.

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

Review of Agenda: Chair Gray asked for any additions or corrections to the agenda. There were none.

Approval of the July 25, 2019 Meeting Minutes: Chair Gray asked for additions or corrections to the minutes. Under Old or New Business / Library Vision Review it was noted the spelling error of the word Goal for Goal B which was typed Coal B. Camisa moved, seconded by Lund, that the minutes be adopted with the correction made as noted. Motion carried by unanimous voice vote.

State Library Report:

- For the benefit of the new members, Soucie was asked to explain the McMillan issue. McMillan Publishing has implemented an embargo on libraries purchasing new e-book titles. After one copy is purchased, the library cannot purchase an additional copy for the next 8 weeks. It is meant to limit access and increase costs of e-books for libraries in the hopes of forcing patrons to purchase the materials for themselves. A boycott was to follow that included Blackstone Publishing as well as McMillan. They decided the effective date of the boycott would be September 1, 2019 through December 1, 2019. The State Library purchases more materials from Blackstone Publishing than McMillan so this is why they are included in the boycott.
- Soucie also feels that two rubrics need to be developed since the grants in this round have such large differences in complexity that makes one

rubric either too complex or too vague. The State Library will create two rubrics to present to the Council.

- Five focus groups were held regarding the Library Vision (LV) document. Many librarians gave feedback, especially to keep the year on the LV document as is currently used. The State Library will create a draft document to present to the library community for additional input. A subcommittee appointed by Chair Gray will work with Soucie to update the document for Council review. The Committee members appointed are: Camisa, Dirks, and Asselin.

Old or New Business:

a. Network Infrastructure Grant:

- Ryan Kroh, State Library IT Manager, furnished a list of 31 public libraries that submitted applications for this grant. He noted the libraries that would require additional costs for the grant due to the lack of having a Wireless Access Point in their library. The State Library and NDLC previously held a grant round that awarded the installation of a Ruckus Wireless Access Point in public libraries. Four libraries applying for this grant will require this additional equipment. Included in the packet was an estimate sheet showing a possible cost per library that Kroh will use at each job, making adjustments as required to the list per each library visit. A set of photos showed the conditions currently existing in one of the libraries in need of this grant which is common among the list of applicants.
- This grant has a \$25,000 cap as given by the Council at the last meeting. Soucie has requested \$5,000 be held in contingency in case there are unexpected items required such as Wireless Access Points. Dockter moved, seconded by Camisa, to accept the 31 library applications to receive the Network Infrastructure Grant as described. Lund and Asselin abstained from voting due to their libraries being applicants. Motion carried by unanimous voice vote.

b. Innovative Partnership Grants:

- Council member Nagle is on the board for the McLean-Mercer Regional Library Cooperative which consists of: Beulah Public Library, Hazen Public Library, Stanton Public Library, Underwood

Public Library, Garrison Public Library, Max Community Library, Turtle Lake Public Library, and Washburn Public Library. To avoid a conflict of interest, she will abstain from voting on these libraries submitted applications.

- Some applications had requests for food and beverages as part of their grant budget. The decision was made that all refreshments could only be paid for by funded match dollars and not with awarded grant money. This will be noted on the award grant letters.
- After discussion on each grant application the following decisions were made.

Adams County Library to receive	\$1,972
Beulah Public Library to receive	\$4,570
Bottineau County Library	\$18,080
Cavalier Public Library	Unfunded
Grand Forks Public Library	\$4,545
Griggs County Library	\$2,000
Hazen Public Library	Unfunded
Lakota City Library	\$20,000
Maddock Community Library	\$880
Maple Valley High School Library	Unfunded
New Town City Library	\$3,929
Rolla Public Library	Unfunded
Stanton Public Library	\$11,655
Underwood Public Library	Unfunded
Velva Public & School Library	\$5,000

Dirks moved, seconded by Camisa to fund the amounts listed above for the Adams County Library, Beulah Public Library, Bottineau County Library, Grand Forks Public Library, Griggs County Library, Lakota City Library, Maddock Community Library, New Town City Library, and Velva Public & School Library. Motion carried by unanimous voice vote.

Stanton Public Library and the Underwood Public Library applications were pulled for separate voting.

Dirks moved, seconded by Asselin to not fund the Cavalier Public Library, the Hazen Public Library, the Maple Valley High School Library, and the Rolla Public Library per Council discussions. Motion carried by unanimous voice vote.

Camisa moved, seconded by Dirks to fund the Stanton Public Library with the food and labor removed awarding the \$11,655 amount. Camisa called for a roll call vote. Gray Aye; Camisa Aye; Oltz Aye; Dockter Nay; Dirks Aye; Sharp Aye; Asselin Aye; Lund Aye; with Nagle abstaining. Motion carried by 7 Aye's to 1 Nay in roll call voting.

Oltz moved to not fund the Underwood Public Library grant application, seconded by Sharp. Roll call vote called for by Camisa. Oltz Aye; Dockter Aye; Dirks Nay; Camisa Nay; Gray Nay; Lund Aye; Sharp Aye; Asselin Aye; with Nagle abstaining. Motion carries 5 Aye's to 3 Nay's.

c. Collection Development Grants:

- The one library that submitted an application over the deadline is an automatic no as extensions will not be accepted.
- After discussion, the Council decided that all future competitive grant applications will be decided in regards to funding as how well written the applications are. The State Library has Library Development Specialists available to assist any library with their grant writing needs.
- The applications for the Beulah Public Library, Carrington Public School Library, Eddy-New Rockford Public Library, Edgeley Public Library, Garrison Public Library, Harry L. Petrie Public Library, Hazen Public Library, Lisbon Public Library, Maddock Community Library, Rolla Public Library, Turtle Lake Public Library, Turtle Lake-Mercer School Library, Sherwood Public Library, and Stanton Public Library were pulled for further discussion. Camisa moved, seconded by Nagle to approve funding of the following listed libraries applications. Also note that the Cavalier Public Library's request amount is \$200 less with the food budget item removed. Motion carried by unanimous voice vote with Nagle abstaining. The following libraries were approved:

Adams County Library	\$2,000
Carrington City Library	\$2,000
Casselton Public Library	\$2,000
Cavalier Public Library	\$937
Divide County High School Library	\$2,000
Eagles Elementary School Library	\$2,000
Edna Ralston Public Library	\$2,000
Elgin Public Library	\$2,000
Enderlin Municipal Library	\$2,000
Glenburn Public School Library	\$2,000
Griggs County Library	\$2,000
Harvey Public Library	\$2,000
Heart of America Library	\$2,000
Jamestown High School Library	\$2,000
Lakota City Library	\$2,000
Lakota High School Library	\$2,000
Max Public School Library	\$2,000
McVille Community Library	\$2,000
Mohall Public Library	\$2,000
Oakes School Library	\$2,000
Rita Murphy Elementary School Library	\$1,250
Stanley High School Library	\$1,660
Tioga Community Library	\$2,000
Valley City Barnes County Public Library	\$2,000
White Shield Elementary School Library	\$2,000

- Camisa moved, seconded by Lund to approve the Beulah Public Library, the Garrison Public Library, and the Stanton Public Library grant applications. Motion carried by unanimous voice vote with Nagle abstaining. Approved amounts are:

Beulah Public Library	\$2,000
Garrison Public Library	\$2,000
Stanton Public Library	\$2,000
- Lund moved, seconded by Camisa that the Eddy-New Rockford Public Library's grant application be approved. Motion carried by unanimous voice vote with Sharp abstaining. Approved amount is:

Eddy-New Rockford Public Library	\$2,000
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- Camisa moved, seconded by Dockter that the Turtle Lake-Mercer Public School Library's grant application be approved. Motion

carried by unanimous voice vote with Nagle abstaining. Approved amount:

Turtle Lake-Mercer Public School \$2,000

- Lund moved, seconded by Asselin that the Edgeley Public Library, the Harry L. Petrie Public Library, the Hazen Public Library, the Lisbon Public Library, the Maddock Community Library, the Rolla Public Library, the Sherwood Public Library, and the Turtle Lake Public Library not be funded as these applications did not meet the set parameters of the grant guidelines. Motion carried by unanimous voice vote with Nagle abstaining. These libraries will not receive a grant.
- Dirks moved, seconded by Camisa to approve the Carrington Public School Library grant application. Asselin and Dockter ask for a roll call vote. Oltz Aye, Dirks Aye, Gray Aye, Camisa Aye, Lund Aye, Sharp Aye, Nagle Aye, Asselin Nay, and Dockter Nay. Motion carries with 7 Aye's and 2 Nay's.

Carrington Public School Library \$2,000

- The Council discussed the future of the Collection Development Grants. Council thought a sub-committee should write the grant guidelines in the first quarter of each year with the Council approving them. The grant guidelines should be completed in the first quarter rather than later. Grant writing workshops need to be planned and held, but not during NDLA which is thought not the best time for a workshop of this nature. Library Development should do grant writing webinars in the third quarter and integrate grant writing with new director training. Library Development is key in getting to the libraries that don't attend trainings and continue to write poor grant applications which will disqualify them from the Competitive Grants being offered. Continue education doing, Flickertail articles on grant writing as well. The committee would develop the rubric specific for this grant at that time as well. The grant guidelines need better clarifications such as; expenses covered by awarded grant money should specify that food or refreshments are unacceptable expenses. Refreshments or food, if necessary, should be paid for by match funds only.

d. Grant Rubrics:

- Discussion held thought the rubric should become a point system with two individual rubrics developed. One for the simpler grants and one for the more complex grants. The State Library will furnish a rubric baseline with a points system prior to the next meeting for Council review. Council member Oltz would like to see fewer items to score each grant shortening the process. Soucie could see the complex rubric actually becoming longer with each element or section requiring a score. Will one rubric work or will there need to be separate rubrics for each of the grants?

e. Resource Sharing Grants:

- Has been on hold this year due to the Polaris migration. This grant will continue to be on hold until the 2021 biennium.

Announcements:

- a. At the next meeting the next grant round will be decided on. The Council will look at suggested Marketing grants, Advocacy grants, Collection Development, and Makerspace grants. Council will need to specify what each grants details look like.
- b. Currently only publicly funded libraries qualify for grants. Soucie would like to look at how to qualify tribal libraries for grants.

Upcoming meetings: The NDLC will meet via ZOOM from Bismarck hosted by the State Library, possibly in January during the week of the 6th. A Doodle Poll will be setup to determine the actual meeting date. This meeting will cover the Library Vision review, Century Code changes to pursue, and the next grants. The grant sub-committee will not be setup until the Council decides how they are proceeding.

Meeting adjourned: The meeting adjourned at 3:30 PM.