

**September 2, 2021 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting
At Cavalier County Library, Langdon ND**

In-person and via TEAMS

Council Members Present: Mary Soucie, Chair Stephanie Galeazzo, Tim Dirks, Jason Matthews, Sally Dockter, Vice Chair Angie Nagle, Michele Seil, Traci Lund, & Joe Camisa

Council Members Not Present: Jessica Pryer

Others Present: Cheryl Pollert, North Dakota State Library Recorder and Riley Yadon, Fiscal & Administrative Services Director via Teams

Introductions & Tour of Library: Introductions were made at the meeting and via Teams. A tour of the library took place at 2:00 P.M. while waiting for two members to join the meeting via Teams.

Call to order: Chair Galeazzo called the meeting to order at 2:27 P.M. Introductions were made for the members joining the meeting late.

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

Approval of the February 8, 2021 Meeting Minutes and the June 21, 2021 Meeting Minutes: Chair Galeazzo asked for additions or corrections to the minutes. Dirks moved, seconded by Camisa, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

State Library Report: State Librarian Soucie's report had a new format. The Council liked the new format. Discussion regarding turnover among librarians in North Dakota took place. There were no other questions regarding her report.

Old and New Business:

a. Library Vision Grants:

1. The grant participation sheet, or page 9 of the packet, for the site visit libraries during this meeting's location was reviewed.
2. Council reviewed the Library Vision Grant Application Template with revisions made.
3. Council reviewed the Library Vision Grant Guidelines Template with revisions made.

4. Council reviewed the Collection Development Guidelines with revisions made.
5. Council reviewed the Local History Grant Guidelines with revisions made.
6. Council reviewed the Marketing Grant Guidelines with revisions made. Once the revisions were made, the Council members approved of the new format for the guidelines presented.

b. Fiscal Reports:

The Council discussed with the State Library Fiscal & Administrative Services Director Yadon what they envision from him for Fiscal Reports regarding the grants and funding. Yadon will compile draft reports for the Council to review at the next meeting for their feedback.

c. NDLC Bylaws:

The previously assigned committee to review the Bylaws added a statement to Article V: Meetings of the Bylaws, "If there is a vacancy on the Council, the quorum shall be amended accordingly". Dirks moved, seconded by Lund, that the motion be adopted as presented. Motion carried by unanimous voice vote.

d. Standards for Public Libraries:

Dirks moved, seconded by Lund, that a special process will not be created for libraries regarding the Standards for Public Libraries and that the motion be adopted as presented. Motion carried by unanimous voice vote.

Announcements: There are no new announcements.

Next Meeting Arrangements: The next grant round for receiving applications will end on October 31, 2021 with the Grant Period beginning November 16, 2021. Giving the NDSL time to process the applications and send them to the Council, the next NDLC meeting will need to be held between November 3rd - November 15th to award grants. A Doodle Poll will be sent to Council Members.

Site Visits: The Council visited the Cavalier Public Library and the Walhalla Public Library on September 3, 2021.

Meeting Adjourned: Chair adjourned the meeting at 5:50 P.M.