

**February 10, 2023 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting via TEAMS
And In-Person at Mandan Morton Public Library**

Council Members Present: Chair Angie Nagle, Tim Dirks, Kerriane Boetcher, Andrea Placher, Steve Hammel, Jane la Plante, Michele Seil, Sally Dockter, Joe Camisa, Jason Matthews, and Mary Soucie. James Murphy and Cheryl Pollert of the ND State Library participated as well.

Council Members Not Present: None

Introductions: Council members introduced themselves to the group.

Call to order: The meeting was called to order by Chair Nagle at 10:06 A.M. and a quorum was established.

Review of agenda: There were no changes or additions to the agenda.

Approval of November 10, 2022 minutes: Minutes were accepted as presented.

State Library report: Soucie asked for question to her report and discussion was held

Old and New Business:

- a. **Legislative Update:** State Librarian Soucie discussed with Council members which bills the State Library was following in regard to ND libraries and ones specific to the State Library.
- b. **Library Vision Grants Awards:** Council members were updated on the procedure of how the grant applications are reviewed. Libraries that Council members are representative of are reviewed first and voted on with the other applications to follow.
 - **Laptop and Tablet Grants**
 - i. Placher moved, seconded by Dockter, that the Underwood Public School Library Laptop & Tablet grant application be approved as received. Motion carried with majority voice vote. Nagle abstained.
 - ii. Boetcher moved, seconded by Dirks, to approve the Williston Community Library Laptop & Tablet grant application with limitations. After discussion, Dirks moved, seconded by Camisa, that the grant application be approved as submitted. Motion carried with majority voice vote. Placher abstained.
 - iii. Matthews moved, seconded by Camisa, to approve the Bowman Regional Public Library, the Edna Ralston Public Library, the Leach Public Library, the Lisbon Public Library, the Velva Public & School Library, and the West Fargo Public Library's Laptop &

Tablet grant applications as received. Motion carried with majority voice vote. No abstentions.

- iv. Dirks moved, seconded by Camisa, to disqualify the New Town Public Library Laptop & Tablet grant application due to ineligible expenses included. Motion carried with majority voice vote. No abstentions.
- v. Nagle moved, seconded by Hammel, to disqualify the Morton Mandan Public Library Laptop & Tablet grant application because they did not meet the eligibility requirement. Motion carried with majority voice vote. Camisa abstained.
- vi. Placher moved, seconded by Dirks, to disqualify the Carnegie Regional Library and the McVille Community Library Laptop & Tablet grant applications due to incomplete applications. Motion carried with majority voice vote. No abstentions.
- vii. Camisa moved, seconded by Dockter, to disqualify the Kenmare High School Library Laptop & Table grant application due to incomplete grant application. Motion carried with majority voice vote. No abstentions.

- **Collection Development Grants**

- i. Matthews moved, seconded by Nagle, to approve as received the Carrington City Library Collection Development grant application. Motion carried with majority voice vote. Seil abstained.
- ii. Hammel moved, seconded by Dirks, to approve as received the Minot State University Gordon B. Olson Library Collection Development grant application. Motion carried with majority voice vote. La Plante abstained.
- iii. Hammel moved, seconded by Boetcher, to approve as received the Underwood Public School Library Collection Development grant application. Motion carried with majority voice vote. Nagle abstained.
- iv. Boetcher moved, seconded by Matthews, to approve as received the Williston Community Library Collection Development grant application. Motion carried with majority voice vote. Placher abstained.
- v. Dockter moved, seconded by Matthews, to disqualify the New Town City Library and the Cavalier Public School Library Collection Development grant applications. New town City Library and the Cavalier Public School application had ineligible expenses on their applications. Also, to approve the McKenzie County Public Library Collection Development grant application with the \$500 in supplies removed and the E-books must be shared within their consortium for a \$1,500 award amount. Motion carried with majority voice vote.
- vi. Placher moved, seconded by Matthews, to approve the Beulah Public Library Collection Development grant application providing they remove the warranty portion to not

be paid with grant money. Motion carried with majority voice vote. Nagle abstained.

- vii. Hammel moved, seconded by Matthews, to approve the following Collection Development grants. The Bowman Regional Public Library, the Carrington Public School Library, the Casselton Public Library, the Cavalier Public Library, the Clara Barton Elem. School Library, the Divide County Library, the Eddy-New Rockford Public Library, the Edna Ralston Public Library, the Grand Forks Public Library, the Griggs County Library, the Hawthorne Elem. School Library, the Jefferson Elem. School Library, the Lake Region Public Library, the Lisbon Public Library, the Max Public School Library, the Memorial Middle School Library, the Mott Public Library, the Rolla Public Library, and the Turtle Lake-Mercer Public Library. Discussion brought up some items to note for the following grants. The Casselton Public Library will remove the games and puzzle portion of their grant which is to be used for books only. Mott Public Library will remove the \$37.00 in Supplies from their grant for an award of \$1,960. Rolla Public Library remove the book repair supplies listed in their grant retaining the requested amount for books only. With the above adjustments to be made, the motion carried with majority voice vote. No abstentions.
 - viii. Dockter moved, seconded by Camisa to disqualify the Carnegie Regional Library and the Leach Public Library's Collection Development grant applications. This is due to incomplete grant applications. Motion carried with majority voice vote. No abstentions.
 - ix. Camisa moved, seconded by Placher to disqualify the Lakota City Library's Collection Development grant application due to incomplete information. Motion carried with majority voice vote. No abstentions.
- ✓ Dirks moved, seconded by Nagle to take 1-2% off each Collection Development grant after discussion regarding the award amount being over the amount available to give out. The Collection Development grants would be reduced only slightly than full award amount and is evenly distributed. Motion carried with majority voice vote. Hammel abstained.
 - ✓ Soucie shared on screen an Excel worksheet showing future grant award timelines for the NDLC. The new timeline will assist with better tracking of spending in the second biennium and for MOE.
 - ✓ Discussion on the need for a simplified grant application and guideline for the smaller grants was discussed. The State Library will have three completed grant guidelines for the next NDLC meeting for approval. This will remove barriers and make these types of grants more accessible.
 - ✓ Make it clear which video libraries are supposed to watch prior to their grant applications due date as there is confusion regarding this. Clarify which

type, pre-recorded or live, are approved and for what type of grant. Make sure the previous grant webinars are removed or taken down by the next grant round. The State Library will create a FAQ sheet of frequent questions and answers with a link to them available. These will be set to always occur at specific timelines prior to application deadlines.

- ✓ Grant choices the NDLCC discussed are: Library Program Grants (not Summer Reading), Makerspace Grant, a Cyber Security Grant (check with Ryan on what this would look like), Collection Development Grant (a new type of collection), Advocacy grants, Professional Development Grants, Postage Grants, grants for all library types, etc.

- c. **NDLCC Appointments:** Dirks and Matthews terms will be up at the end of June 2023.

Announcements: Election for officers will be held at the next meeting which will be April 27 and 28 and hosted by Dockter at UND. Site visit will be arranged

Adjournment: Meeting adjourned at 2:43 P.M.