

**May 24, 2024 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting
via TEAMS
And In-Person at Nueta Hidatsa Sahnish College
New Town, ND**

Council Members Present: Chair Angie Nagle, Michele Seil, Sally Dockter, Vice Chair Joe Camisa and Maddie Cummings, Traci Lund, Will Martin, Austin Lafferty, Mary Soucie. Cheryl Pollert and Steve Hammel of the ND State Library attended as well. Two guest were present for the beginning of the meeting from the college.

Council Members Not Present: Andrea Placher and Jane la Plante

Introductions: Council members introduced themselves to the group.

Call to order: The meeting was called to order by Chair Nagle at 10:02 A.M. and a quorum was established.

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

Approval of February 8, 2024 minutes: Chair Nagle asked for additions or corrections to the minutes. A minor correction was noted. Minutes were accepted as amended.

Approval of February 14, 2024 minutes: Chair Nagle asked for additions or corrections to the minutes. A minor correction was noted. Minutes were accepted as amended.

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

Old and New Business:

- a. **NDLCC Elections:** Seil moved to re-elect Nagle as Chair and Camisa as Vice-Chair. They were asked if they would stay in their respective offices. They both confirmed that they would and it was seconded by Lund. With no discussion, motion carried with majority voice vote.
- b. **Library Vision Grants:** Tribal College Library General Grant
 - I. Council members reviewed the grant application for the Sitting Bull College. Discussion was held. The Award Letter will list requirements they will need to fulfill before completing their grant. Seil moved to approve the grant as received, seconded by Cummings. No further discussion. 8 Yes, 0 No, 0 Abstentions.
 - II. Council reviewed the grant application for the Turtle Mountain Community College. Discussion was held. The Award Letter will list requirements they

will need to fulfill before completing their grant. Cummings moved to fund the grant as received, seconded by Martin. No further discussion. 8 Yes, 0 No, 0 Abstentions.

- III. Council reviewed the grant application for the United Tribes Technical College. Discussion was held. Lund moved to fund the grant as received, seconded by Dockter. No further discussion. 8 Yes, 0 No, 0 Abstentions.
 - IV. The Council discussed changes to be made to future grant guidelines that will clarify requirements to the grant process. The application will also be reviewed for updates as well. A mockup of an updated set of guidelines will be made and sent to the Council before the end of June for their review prior to the next meeting. State Library staff that assist libraries with their applications will be made aware of the requirements on applications of sustainability, clarification of purchases, etc.
 - V. Due to an email error from a previous grant round, the Casselton Public Library was thought to have missed their Collection Development Grant opportunity. It is recommended that we reimburse the grant since the initial reimbursement was on time and all activities were completed during the grant period. Lund moved to approve the reimbursement of \$1997.19, seconded by Martin. No further discussion. 8 Yes, 0 No, 0 Abstentions. When libraries apply for grants, they should receive a response that their information as been received to prevent a future error of this kind.
 - VI. Discussion was held regarding webinars for the grant application process. The Council agreed to change the requirement of watching the webinar to having a group of different webinars available and varying in length for the grant writers to review for grant writing assistance. Libraries will need to know that if the do not take the time to review the webinars and they fail to receive a grant; they should have reviewed the webinars.
- c. **Strategic Plan:** The Council discussed the process of updating the Library Vision document. They will work on the goals, forgo the focus groups, have the committee do the word smithing, then have a comment period.
 - d. **Bylaws:** There was discussion on the bylaws after the Council received a previously marked up copy from the committee chosen to review it. They made further decisions for changes, corrections, etc. The final copy will be reviewed at the next meeting.
 - e. **Guidelines:** Update in Eligible and In-Eligible Expenses, update the description for Capital Expenses with a sub-bullet that better describes this. Add invoice and proof of payment in the Disbursement Section under payment with new bullet points and list required paperwork to be turned in to NDSL. The Disbursement Section must state that reimbursement requests cannot be requested until all work is completed, or if partially requested, work must be completed for that part being requested with itemized invoices included. The guidelines should be updated to show the application opening date and

deadline date in the Timeline as well as the final reimbursement request date. The Grant Coordinator will have the guidelines ready to send the Council for their review by the end of June. Review as group at the August meeting.

Announcements: The Governor's office reappointed the three members who seats were set to be up in June. The next NDLC quarterly meeting will be held August 8, 2024 in person to review guidelines, bylaws, etc.

Adjournment: Meeting adjourned at 12:39 P.M.

Site visits: The Council was going to have a tour of the Nueta Hidatsa Sahnish College Library after the meeting and then a tour of the New Town City Library after that.