June 13, 2025 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting
via TEAMS and In-Person at the
James River Valley Library System
Jamestown, ND

Council Members Present: Chair Angie Nagle, Vice Chair Joe Camisa, Maddie Sharpe, Traci Lund, Tressa Graves, Annie Craven, Andrea Placher, Michele Seil, Austin Lafferty, and Mary Soucie. Recorder Cheryl Pollert of the ND State Library attended as well.

Council Members Not Present: Sally Dockter did not attend as she retired early before this meeting.

Council Guest: Joe Rector, Director of the James River Valley Library System

Introductions: Attendees introduced themselves to everyone in the group

Call to order: The meeting was called to order by Chair Nagle at 10:01 A.M. Central Time. A quorum was established.

Review of the agenda: Chair Nagle asked for additions or changes to the agenda. There were no corrections or additions.

Approval of February 24, 2025 minutes: Chair Nagle asked for additions or corrections to the minutes. There were no additions or corrections noted; the minutes were accepted as presented.

State Library report: Soucie asked the Council for questions to her State Librarian report. Soucie spoke regarding the upcoming biennium 25-27, and the NDSLs new mission statement. The Council members also discussed ways to promote awareness and marketing for the NDSL grants.

Old and New Business:

  I.   **Election of Officers:** Discussion was held for the election of office for Chair and Vice Chair. Lund volunteered for the office of Chair and Placher volunteered for the office of Vice Chair. Seil moved, seconded by Sharpe, to elect Lund and Placher to the office of Chair and Vice Chair. Roll call vote taken. Craven AYE, Lafferty AYE, Nagle AYE, Graves Aye, Seil AYE, Placher AYE, Camisa AYE, Sharpe AYE, and Lund AYE. There were no NAYS. Motion passed.

  II. **Library Vision:**
       a. **Grant Management System:** The State Library continues to take a wait and see on the Grant Management System and if it would work for the NDSL grant system and other programs offered through the State Library.

b. **Next Grant Round:** The next grant round discussion took place regarding an open grant round taking place in the Fall and Spring.
- The library applicant would be required to choose a library goal from Library Vision and create a project that matches the goal and then articulate the amount of money necessary to finalize their grant project. If the project doesn't match the goal, the grant is null.
- Run both grants, large and small at the same time for the first round and then the 2nd time run the grants separately.
- All library directors could only apply for one grant, if they apply for both grants, their applications will not be scored and will be disqualified. The public libraries and branch libraries are considered one library, but UND has 5 libraries, each considered individual libraries.
- The grant amounts considered are large grant $2,000min - $10,000max. and the small grant $500min.- $2,000max.

c. **Library Contact for Grants:** Direct library contact from the NDSL specialists works best and via email format rather than Flickertale articles. The Council agreed the information regarding the grants should get out sooner so libraries would have more time to plan projects. Also, get the grant videos out sooner.

d. **Grant Webinars:** The NDLCC will be creating the NDSL grant webinars for Niche Academy. These webinars will now be known as the NDLCC Webinars.
- The NDSL will provide a general script for the Council Members to use, but they will make it their own while keeping the webinars to a minimum.
- The following Council members will create the grant writing webinars; Seil – Grant writing basics with LV Goal and Budget, Placher – the Narrative, Sharpe - Impact and Sustainability and Evaluation.

e. **Final Reports:** Discussion regarding all Final Grant Reports received by the NDSL should be acknowledged receipt to the sender.
- This must be clearly described in the guidelines that if a library receives a grant and does not send in their Final Grant Report, they will be disqualified for the current year's grant rounds and the next fiscal year's grant rounds. New library directors would be held to this standard as well if the previous director did not follow this rule.
- Seil moved, seconded by Lund, and representing the will of the Council all grant recipients will follow this new rule. Libraries that do not turn in a Final Report will not be eligible for grants for fiscal year 2026. Roll call vote taken. Craven AYE, Lafferty AYE, Nagle AYE, Graves Aye, Seil AYE, Placher AYE, Camisa AYE, Sharpe AYE, and Lund AYE. There were no NAYS. Motion passed.
- At the end of the Grant Round, Final Grant Reports received should be made into one pdf file to be sent to the Council as part of their packet and for review at the next Council meeting.

III. **Legislative Session:** Soucie discussed the ILL Bridge, the bills the NDSL had that passed in session, and the NDSL budget. The NDSL had great support from legislators this session with a lot of clarification regarding laws affecting NDSL. It was discussed how libraries could work to improve relationships with their regional legislators and to work with them in supporting libraries if they appear to be on the fence.

IV.   **Recognition of Members:** The outgoing NDLCC members Camisa and Nagle that have served their two rounds were each thanked for their 6 years of service. Dockter and Camisa had their Certificate of Appreciations mailed to them with Nagle receiving hers at the meeting.

Announcements: Director Joe Rector was thanked for hosting the Council at his library. He will give the Council a tour of the James River Library System and the Alfred Dickey Library before the Council moves on to site visits with the Jamestown University Library and the State Hospital Library. The next NDLCC quarterly meeting will be held in the next quarter in August 2025 or perhaps September. A poll will be sent out to NDLCC members to set the next meeting.

Adjournment: Meeting adjourned at 12:08 P.M. Central Time