

## North Dakota Library Coordinating Council Meeting (NDLCC)

Final

**May 11, 2012**

**Time: 8:30 AM – 1:30 PM**

**Location: Bismarck, ND – The North Dakota State Library**

**Council Members Participating:** Chair Beth Postema, Hulen Bivins, Ann Pederson, Heidi Danielson, Diane Olson, Ilene Larson, Ray Siver, Judy Ringgenberg, Jerry Kaup, Wilbur Stolt, and Aubrey Madler

**Council Members Absent:** None

**Others Present:** Cynthia Clairmont-Schmidt, North Dakota Assistant State Librarian; Cheryl Pollert, North Dakota State Library recorder; and Al Peterson, NDLA President-Elect.

**Review of Agenda:** Chair Postema asked for additions or changes to the Agenda by Council members. No changes or additions were requested.

**Approval of the March 6 & 7, 2012 Meeting Minutes:** There were no additions, corrections, or changes to the minutes by the Council. Danielson moved that the Council approve the minutes as presented. Siver seconded it. Motion passed with one abstention from Stolt who did not attend the last NDLCC meeting.

**Introduction of NDLA President Elect:** Al Peterson, NDLA President Elect was introduced to the Council. His term will begin September 25, 2012, and end September 24, 2013.

**Future Grant Program & Budget Requests:** With the situation in western North Dakota and the population increase due to the oil boom, Stolt asked if there is a grant that could be offered that would be beneficial to those affected libraries. There is an understanding that libraries need more space, more hours, and more staff. The Council should be aware of the situation so that they may be ready to offer available assistance. Portable or prefab buildings that set up instant libraries or additional library space is a possible space issue fix. A Council member (Stolt, or Kaup) could speak to the librarians about what assistance they want or need from the Council. The greatest need for these libraries is computers and additional hours to access them. Bivins suggested that this subject be discussed at the end of the meeting. Stolt said the Council could ask for additional monies to do emergency library service grants in oil affected areas of the state.

Separately, the State Library will request \$275,000 for library repair and maintenance in the 2013/2015 budget. This request will be independent of the NDLCC grant budget.

**Standards for Digitization:** Larson informed the Council of her meeting with the Heritage Center Director about cooperation with the State Library regarding digitization. It had been understood that the director of the Heritage Center would be contacting the State Library in the very near future; no contact has been made.

While in D.C., Bivins received digitization standards with a power point handout from Roberta Shaffer, Assoc. Librarian for Library Services with the Library of Congress. She stated that JPEG 2000 is the best set of standards available regarding digitization. She concurred that a conference to discuss JPEG 2000 with tutorials for the basic steps to begin with and other issues

regarding digitization would be a good place to start. The month of July was agreeable among the Council members as the month to hold the conference. A speaker experienced in using JPEG 2000 could be invited to do a workshop or presentation. The State Library would pay to bring the speaker here.

Future grants could include materials, equipment, and storage capabilities for digitizing projects. Pederson made a motion to proceed with a digitization conference to be held in 2012 incorporating the current JPEG 2000 standards. Danielson seconded it. Motion passed.

**Standards for Public Libraries Task Force:** This task force met May 4, 2012 at the State Library meeting room. They reviewed the standards draft document. The task force will meet again to further review and make recommendations to complete a draft copy that will then be given to the NDLC for review and adoption.

**Mentor Program Update:** The Professional Development Committee of NDLA has the information regarding the mentor program now. They will be meeting soon to continue further work on this task. NDLA is very interested in hosting program discussions and Madler will get back to the Council regarding progress on this task when she learns more.

**Future Intent of Library Vision:** A draft of the budget that relates to LV and future intent will be completed by July 15, 2012. It will be emailed to the Council before presentation to the Legislature. The Council reaffirmed that Library Vision, specifically goals **a** and **b** are still very important. The Legislative Council has already made contact with the State Library to assess if the WorldCat goal has been met. The Field Services Department has identified six public libraries that are eligible to apply for a WorldCat grant. The Council is interested in including language databases and digitization projects in the statewide plan. Kaup moved that the Council's concentration should focus on goals **a**, **b**, and **e** in the next biennium. Stolt seconded it. Motion passed.

#### State Librarian Report:

- The State Library will host a Summer Breeze workshop in August of 2012; this workshop shall build off of the one held in the fall of 2011. The first day will cover library policies which will include materials selection, weeding, and public use. On the second day an attorney will present on the topic of how to set up a library foundation and prepare tax forms, walking attendees through the entire forms process. Participants would then be ready to file the paperwork. Postema suggested a lawyer from the Fargo area who practices in this area. Larson gave two names from the Bismarck area. Employee recruitment will also be presented including how to legally hire people using role playing.
- State Library employee Steve Axtman has joined the Field Services Department as the training coordinator; he will also coordinate the Spring Workshops.
- Primo has been selected by ODIN as a search tool.
- Beginning July 1, 2012, the State Library will work with OCLC directly.
- The North Dakota State Library has won the LLAMA award for "Best of Show" for the North Dakota State Library 2009-2011 Biennial Report. The award will be presented during the ALA Annual Conference in Anaheim, CA on Sunday, June 24, 2012.
- State Librarian Bivins has been elected Director-at-Large for the Association of Specialized and Cooperative Library Agencies (ASCLA), a division of the American

Library Association (ALA), during their recently conducted national elections of new board members for the forthcoming year.

- The State Library's Talking book Department recently held its annual volunteer awards and recognition event on May 4, 2012 in Bismarck, ND.
- Bivins recently attended Legislative Day in Washington, D.C. and met with each of North Dakota's state representative's education liaisons concerning library representation and support.

### **Future Grant Program & Budget Requests:**

Category 1, of Next Grant Round: Olson moved to proceed with offering WorldCat grants that will have an October 1 deadline. Both Pederson and Larson seconded it. Motion passed.

Category 2, Stolt moved that a grant focused on access equipment for libraries should be an option. After discussion, the Council decided this grant will include equipment for access and all related peripherals. It must be completed by May 1, 2013, have a 10% match, and have no cap. It must tie to a LV 2014 goal. Eligibility for schools requires that they be publicly supported. Kaup seconded it. Motion passed.

Category 3, will be a Library Partnership Grant with a non-library entity for programs and services. This grant will have no cap, a 10% match, and with the standard limitations (does not include personnel, furniture, etc.). Pederson moved to accept this grant with the limitations. Stolt seconded it. Motion passed.

**Election of Officers:** Chair Postema asked for nominations for the office of Council chair. It was clarified that the term is for one year. Danielson nominated Stolt; Madler seconded it. Ringgenberg moved that nominations cease; Siver seconded it. A unanimous ballot was cast for Stolt for the office of Council chair.

Chair Postema asked for nominations for the office of vice-chair. Pederson nominated Danielson. Stolt seconded it. Olson moved that nominations cease; Siver seconded it. A unanimous ballot was cast for Danielson for the office of Council vice-chair.

**Next Meeting:** The next NDLC meeting will be, preferably mid month, in August. Agenda items will include: Public Library Standards, digitization conference results, and western state review results.

**Farewell to Council Members:** Members of the Council who will be leaving as of June 30, 2012 are: Ann Pederson and Beth Postema. They said their goodbyes and the Council extended their appreciation for their years of service. Judy Ringgenberg has been appointed to the Council by the Governor for another term.

**Meeting Adjourned:** Kaup moved to adjourn the meeting. Pederson seconded it. Meeting adjourned at 1:30 PM.