

North Dakota Library Coordinating Council Meeting (NDLCC)

June 17, 2013

Time 1:46 pm – 4:30 pm

Location: Bismarck – NDSL Meeting Room

Council Members Participating: Chair Wilbur Stolt, Hulen E. Bivins, Heidi Danielson, Jerry Kaup, Al Peterson, Beth Reitan, Judy Ringgenberg, and Ted Smith

Council Members Absent: Ilene Larson, Diane Olson, and Ray Siver

Others Present: Cheryl Pollert, North Dakota State Library Recorder, Cynthia Clairmont-Schmidt, North Dakota Assistant State Librarian, Stephanie Kom, Digital Initiatives Department Head

Review of Agenda: Chair Stolt asked for additions or changes to the Agenda by NDLCC Members. No changes or additions were requested or noted except by Bivins in the form of a press conference.

Bivins stated that a press conference would be held on Wednesday, June 19 at 10:00 am in the State Library's 3rd floor meeting room. The press conference will announce the "Military Family Contact" grant given by the North Dakota State Library (NDSL) and the NDLCC to eligible public libraries. The laptops as part of the grant will be placed in 37 public libraries which will allow military families to contact their loved ones worldwide. Chair Stolt will introduce Colonel David Thiele of the ND National Guard who will speak at the press conference. The press conference will highlight the NDLCC and the work it does in the state for libraries. After this press conference is concluded, the 37 libraries may conduct their own press releases.

Ringgenberg moved to accept the Agenda with this addition. It was seconded by Smith. Motion passed.

Approval of the February 12 & 13, 2013 NDLCC Meeting Minutes: Chair Stolt asked for additions, corrections, or changes to the meeting minutes from the February 12 & 13, 2013 NDLCC meeting. Kaup moved to approve the minutes as presented. Danielson seconded it. Motion passed.

Update on New/Reappointed Council Members: The State Library has not received a reply from the Governor's office regarding appointments for new or reappointed NDLCC members. The Governor's office is currently processing the appointments and will notify the State Library when they have completed the process. Council member Olson has resigned from the Council due to her leaving her position with Trinity Bible College – the Graham Library in Ellendale, ND. A replacement will be discussed at a future date and time.

Election of Chair and Vice Chair: Nominations were opened for the position of Council Chair and Vice Chair. Self nominations will be accepted. Council members available for nomination and in attendance are: Smith, Ringgenberg, Kaup, or Reitan. Smith nominated Ringgenberg for the office of Chair. Kaup moved that nominations cease for Chair. Danielson seconded it. Danielson nominated Smith for the office of Vice Chair. Kaup moved that nominations cease for Vice Chair. Danielson seconded it. Kaup moved that nominations for Chair and Vice Chair be accepted as stated. Danielson seconded. Motion passed.

Review of Technology Grant: The list of libraries that participated in the Public Library Technology Grant for Tech Equipment or Tech Related Resources was passed out to the Council members for review. An announcement will appear in the June NDSL Flickertale Newsletter detailing this grant information. It was a short, one page grant with 37 of the 81 public libraries applying.

Update of NDSL Digital Initiatives Department: NDSL staff person Stephanie Kom updated the NDLC in regards to the State Library's digital program. The new digital scanner arrived at the NDSL the end of May with the networking component to arrive any day. Kom is working with the scanner using State Library documents and the system is proving to be very easy to use so far. She is in the process of writing a grant with Humanities to do a project to digitize some historical materials with a target date of May 2014. Kom said she has decided to go with Digital Horizons to maintain and preserve historical content relating to North Dakota. She has attended training events including Train the Trainer and a webinar through MINITEX. The Council will have a short demonstration at 3:45 pm today given by Kom.

Review of the Military Family Contact Grant: This was a one page grant for public libraries with wireless capabilities. The libraries had to have both evening and weekend hours. Of the eligible 40 libraries, 38 applied.

Gates Grant Awards: With left over funding available, 24 libraries that had previously received a Gates grant were eligible to receive a tablet and a scanner as offered. Seventeen libraries applied and received equipment which was also supported with an additional \$7,500 in NDLC dollars.

“United for Libraries” Membership for Libraries: The State Library has enrolled 83 libraries as members in the “United for Libraries” program for a 12 month membership beginning on July 1, 2013. Membership includes newsletters, tool kits, and digital products designed to help train trustees who will be better able to help their local libraries. It will aid the professional development of libraries, library workers, and library Friends groups, especially the small and rural public libraries across the state. If they like it and use it, the libraries may continue the enrollment on their own. If they choose not to use it, they can drop from the program at the end of the 12 month enrollment. Sally Gardner at ALA is coordinating the program.

Future Grant Opportunities: Dependent on the revisions made to Library Vision (LV) by the next Council, future grants will include Technology. The Library Vision document will play a significant role in the grants as libraries applying will have to prove which goal(s) their applications meet. Some thoughts to future grants were: WorldCat to continue, a general technology, digitization, library consortiums for access to materials, wireless needs, eBooks, scanners, continuing education, and adaptive technology for disadvantaged patrons, etc. The Council members discussed the last three grant rounds awarded and the types of grants that were for technology. The Council agreed that WorldCat grants should continue to be offered in future grant rounds.

Digitization Equipment Tour: The NDLC toured the NDSL Digital Initiatives Department to view the equipment and office area where Stephanie Kom will begin the NDSL digital program.

Adjournment of meeting for 1st day: Kaup passed out the “Standards for Public Libraries” document with changes to the core sections made by the Standards for Public Libraries Task Force committee he chaired. The changes were marked using the Field Services document that had their recommendations included. Kaup asked the Council to review it before they reconvene on Tuesday, June 18, 2013. Bivins asked permission to invite the Field Services staff to attend on Tuesday when Council begins the Standards review and discussion. Chair Stolt gave permission on behalf of the Council for this request. Danielson moved to adjourn for the day. Peterson seconded it. Council will begin at 8:30 am Tuesday.

North Dakota Library Coordinating Council Meeting (NDLCC)

June 18, 2013

Time 8:30 am – 1:30 pm

Location: Bismarck – NDSL Meeting Room

Council Members Participating: Chair Wilbur Stolt, Hulen E. Bivins, Heidi Danielson, Jerry Kaup, Al Peterson, Beth Reitan, Judy Ringgenberg, and Ted Smith

Council Members Absent: Ilene Larson, Diane Olson, and Ray Siver

Others Present: Cheryl Pollert, North Dakota State Library Recorder, Cynthia Clairmont-Schmidt, North Dakota Assistant State Librarian, Elizabeth Jacobs and Eric Stroshane, NDSL Field Services Department

Future Grant Opportunities: After discussion by the Council members, four grants were fleshed out for the next NDLCC Grant Round as follows.

- General Technology Grant
- Adaptive Technology Grant for Disadvantaged Patrons
- Continuing Education Grant
- WorldCat Grant

Danielson moved that the four grant categories of: General Technology, Adaptive Technology for Disadvantaged Patrons, Continuing Education, and WorldCat would be the basis for the next grant round. Smith seconded it. Motion passed.

- General Technology Grant details:

Details of the grant were discussed by the Council members. Kaup moved that a cap be established for the General Technology Grant of \$20,000 with a 10% match. Peterson seconded it. Motion passed.

The Council agreed that the applications must show how the request is tied to a goal(s) in Library Vision 2014. Peterson moved that the General Technology Grant application must be tied to one or more Library Vision goal(s). Kaup seconded it. Motion passed.

As to who should be qualified to apply for the General Technology Grant, Council member Smith moved that only public libraries be eligible. Ringgenberg seconded it. Motion passed.

The NDSL will streamline the application for libraries to quickly apply. The NDSL staff will promote the grant round at the August 5th – 16th Summer Breeze meetings happening at various locations around the state. The grants would be due at the end of September.

- Adaptive Technology Grant for Disadvantaged Patrons details: The Council agreed that both the public schools and public libraries would qualify for this grant. The libraries would have to verify how their application fulfills the technology status, and the library would have to state how the equipment fulfills a need for their community. Furniture would not be acceptable. Smith moved that the parameters of this grant be the same as the General Technology Grant with the addition of public schools qualified to apply. Ringgenberg seconded it. Motion passed. Danielson moved that the cap on the Adaptive Technology Grant be lowered to \$10,000 with the 10% match. Kaup seconded it. Motion passed.
- Continuing Education Grant details: After discussion, Kaup moved that the NDLCC set aside a maximum of \$10,000 for the NDSL to actively do a follow-up event on the new digitization

program the State Library has developed for educational purposes to occur sometime in November 2013. Danielson seconded it. Motion passed. This would include a possible speaker to address digitization to the major players in North Dakota for an eventual outcome of possible statewide digitization catalog.

- WorldCat Grant: This grant opportunity shall be offered with criteria identical to the grant's qualifications and scope as was offered last year.

Standards for Public Libraries: Council members Kaup and Reitan were on the Standards for Public Libraries Sub Committee set up at the February 13, 2013 NDLC meeting. Kaup generalized the areas needing clarification in regards to the sub-committee's review. The sub-committee did not have any concerns with the NDSL Field Services recommendations that had been given to them for review. Chair Stolt asked if the Council could vote on accepting the NDSL Field Services recommendations. Kaup moved that the NDLC accept the NDSL Field Services recommendations as a whole with the areas in question to be amended if necessary. Danielson seconded it. Motion passed. Bivins asked the Council to give a commendation to the NDSL Field Services Department for a job well done in revising the Standards for Public Libraries document. Kaup moved that the NDSL Field Services Department be given recognition and commendation by the NDLC for a job well done. Peterson seconded it. Motion passed. The NDSL Field Services Department members were in attendance at the meeting to answer any questions the Council members had.

In regards to the question of weeding, Kaup moved that the Standards have a minimum of 3 years for a long range plan and that libraries are required to weed a minimum of 1% per year. Discussion was held by the Council regarding the weeding standard. Kaup amended his move to add: weeding at 1% minimum annually for the first three lowest population groups and weeding 2% minimum annually for the two largest population groups. Smith seconded it. Motion passed.

Per Capita Local Funding discussion: The rate of \$7.00 per capita for local funding was discussed and whether it could be raised to \$10.00. More libraries would have difficulty meeting the standards at the \$10.00 rate if raised. Bivins stated that the Council would need to set a cycle of reviewing the Standards every 4-6 years or such to update making only relevant changes as needed.

Long Range Plan Submissions: To clarify what was meant by the requirement that libraries will need to submit a yearly Long Range Plan to the State Library, Bivins explained that libraries would create, as part of the Standards requirements, a Long Range Plan for their library. The library would submit their plan to the State Library, and thereafter, they would be required to review their Long Range Plan yearly submitting any changes or updates to the State Library, amending the one on file. If there are no changes, they would still need to notify the State Library that their plan was reviewed and still current. The NDSL Field Services Department staff will be available to assist the libraries with a checklist that will be created for the libraries to follow and will offer their assistance to them in any areas needed to become current with the requirements.

Tangible and e-resources: After Council discussion, Kaup was satisfied with the numbers in the Standards document.

Continuing Education (CE): Kaup asked who and what this applied to. Bivins explained that Continuing Education would be available to any librarian or library staff person(s) who are interested in professional development. The training would only be acceptable if the trainer is qualified in some way by education, degree, or certificate, etc. State Library workshops, webinars, and trainings would qualify.

Trustee Orientation: Kaup asked that trustee orientation be clarified. Bivins replied that library directors are responsible to provide orientation to new board/trustee members. If the library director is unable or unwilling to provide this orientation, the NDSL Field Services Department is available to assist in doing this. The State Library has purchased a "United for Libraries" subscription for all public libraries in the state.

The Standards for Public Libraries will be published at the beginning of the year, with one complete year waived giving each public library time to work with the NDSL Field Services Department to meet the Standards requirements. Council thought the calendar year would be better over the fiscal year in regards to giving public libraries the time to meet the Standards. Chair Stolt thought to make public libraries accountable on January 1st, 2015. The NDSL Field Services members in attendance agreed that would be most helpful for the public libraries. Kaup moved that the date to implement the Standards for Public Libraries be January 1, 2015. Danielson seconded it. Motion passed.

Council member Smith recommended a commendation be given to all involved with the development of the Standards for Public Libraries. Council member Peterson moved that a commendation be made to everyone participating in the development of the Standards for Public Libraries, especially the work of Kaup and Reitan who were part of the Standards for Public Libraries sub-committee. Danielson seconded it. Motion passed. Kaup left the meeting at 11:45am for other commitments.

Library Vision 2014 Review: Bivins stated that in regards to the goals of Library Vision, Goals A, B, and F are valuable goals and should be kept. Goal A is used for WorldCat, Goal B is used for other grants, and Goal F is used for Continuing Education grants. Bivins felt that fewer goals in Library Vision, the easier to support. Goals C, D, and E could easily be combined with the other three goals. Goals B and C could easily be combined as well as Goal D and E seem to work together well. Goal D involves the State Library in regards to legislative sessions and funding. Goal F relates to the NDLC and needs to be included in Library Vision as well. The NDLC Mentoring Program, which was given over to NDLA to implement, would fit under Goal C.

Library Vision Think Tanks: The NDLC discussed previous Think Tank outcomes and if they were beneficial in the Library Vision re-write. The Think Tanks had good attendance from which the last Library Vision was developed. Locations for future Think Tank sessions were discussed with Dickinson, Bismarck, Fargo, Minot, and Grand Forks being possibilities. Bivins suggested that four conceptual goals be listed without any bullet points under any of the goals and have attendees create the bullet points, or to put all of the current bullet points up and have attendees modify, add, or move them around. The timeline for the Library Vision re-write is 12 months. Chair Stolt asked the State Library to take the goals and bullets and to draft a Library Vision to present at a set of Think Tanks which will be held tentatively in October or November 2013. This should include: Resources, Education, Technology, and the rewording of the mill levy statement regarding political subdivisions. The question of a new timeline for Library Vision was discussed, to 2018, or 2020, etc.? Library Vision will be discussed at the next NDLC meeting with the new members.

State Librarian Report: State Librarian Bivins reported on the last legislative session and the outcome of the NDSL budget. Additional funding was given to State Aid to Public Libraries, with the requested Renovations and Repair money not funded. Federal dollars are not known at this time due to the state of the Federal Government and its budget, but Bivins trip to D.C. and his meetings with the North Dakota representatives went very well with support offered from all.

NDSL Events: The NDSL had over 2,000 children attend the Summer Reading Kickoff event held on the Capitol grounds and the State Library in Bismarck on May 31, 2013. The NDSL will host the Summer Breeze workshops in August at six locations around the state (the dates are listed on the NDSL website).

Minitex Relationship: The new director of Minitex, Valerie Horton, paid a visit to the State Library in April 2013. Minitex is working to develop their new plan that will carry Minitex 5-6 years into the future.

Database Renewals: The NDSL Database Review Committee met to review the databases currently purchased by the NDSL as resources available to all North Dakota libraries and citizens. Britannica will continue and, NoveList and Zinio have been added and will be available beginning July 2013. Opposing Viewpoints and Health & Wellness Resource Center have not been renewed. Points of View and ProCon.org will sufficiently replace Opposing Viewpoints; Consumer Health Complete, Medline Plus, Alt Health Watch, and Health Source Nursing/Academic will replace Health & Wellness. Chair Stolt asked that the State Library remember that the NDLC, in their role of advisement to the NDSL, have members with a finger on the pulse of what their constituents need for resources in their areas of representation.

ARSL Program: The State Library offers a grant award for the attendance of two public librarians to the annual meeting of the Association for Rural and Small Libraries (ARSL) Conference. This conference will be held in September 2013.

United for Libraries Subscription: The NDSL has enrolled 83 North Dakota public libraries as members in the American Library Association's (ALA) "United for Libraries" program. It is believed that the resources made available in the program are of benefit and aid to the professional development of libraries, library workers, and library Friends groups across the state.

Tutor ND: Smith asked Bivins how Tutor ND was going with usage in the state. Bivins replied that Tutor is being well used with 500 – 800, 20 minute sessions used per month. Other states such as Wyoming and South Dakota, are implementing Tutor programs based on the success of Tutor in North Dakota.

Old Business: There was no old business.

New Business: State Librarian Bivins awarded the NDLC Chair Stolt a Certificate of Appreciation from the North Dakota State Library for his service on the Council. State Librarian Bivins awarded Council Member Danielson a Certificate of Appreciation from the North Dakota State Library for her service on the Council as well. Chair Stolt has served out his term and Council member Danielson has retired from her librarianship position with the Bottineau Public Schools.

The North Dakota State Library will hold a press conference on Wednesday morning, June 19, 2013 at 10:00 am. NDLC members are asked to attend and arrive at 9:45 am if possible, to participate in the press conference. The "Military Family Contact" grant awarded by the NDLC and the NDSL to 38 libraries qualifying in the state will be highlighted with branches of the military, military families and members of the press in attendance.

Chair Stolt thanked the Council and said his goodbyes.

Next NDLC Meeting: The next NDLC meeting will be held in October of 2013. The NDSL will poll the members to procure a date. New NDLC members will need to receive their new member packets and have orientation. New Chair Ringgenberg will need a quorum for this meeting of six voting members.

Adjournment of meeting: Peterson moved to adjourn the NDLC meeting at 1:15 pm. Motion passed.