

North Dakota Library Coordinating Council
October 23, 2013
Time 1:30 pm – 4:45 pm
Location: Bismarck, ND - NDSL Meeting Room

Council Members Participating: Ray Siver, Cynthia Clairmont-Schmidt (Interim State Librarian), Ted Smith, Stephen Banister, Jerry Kaup, Phyllis Kuno, Ilene Larson, Victor Lieberman, Beth Reitan, Michele Seil, and Susie Sharp

Others Present: Cheryl Pollert, North Dakota State Library Recorder

Welcome and Introductions: Clairmont-Schmidt welcomed everyone to the NDLC meeting. The resignation of Council member Ringgenberg was announced to the Council. All members introduced themselves to each other and told a little bit about themselves.

Review of Agenda: Vice Chair Smith asked the Council for additions or changes to the Agenda. There were no additions or changes. Siver moved to accept the Agenda as presented. Reitan seconded it. Motion carried.

Approval of the June 17 & 18, 2013 NDLC Meeting Minutes:

Vice Chair Smith asked the Council for any additions or corrections to the minutes. Kaup moved to accept the minutes as presented. Siver seconded it. Motion passed.

Update Regarding Council Members:

Clairmont-Schmidt mentioned that due to Kuno's appointment by the Governor not being final, she will not be able to vote at this meeting.

Current Grant Round Review:

Regarding the Technology to Provide Access to Information grant application from Valley City Barnes County Public Library for upgrades to their library computer system, the Council had one stipulation after reviewing. The 3 year subscriptions as listed in the application will only have funding for 1 year from the NDLC. The Valley City Barnes County Public Library will be responsible for the payment of the other 2 years of subscription costs. Kaup moved that the Council accept this grant application with the stipulation that only 1 year's subscription be funded. The new grant total for this grant minus the 10% match is \$10,397.00. Banister seconded it. Motion passed.

Regarding the Carnegie Regional Library (to include its branch libraries of Lakota City Library and McVille Community Library) WorldCat grant request for a total of \$118,637.89: Siver moved to accept the application as received. Seil seconded it. Motion passed.

Regarding the West Fargo Public Library grant for Adaptive Technology to Provide Access to Information for Patrons with a Physical Impairment request for \$6,718.50; Larson moved to accept the grant as received. Sharp seconded it. Motion passed.

Regarding the Forman Public Library's Technology to Provide Access to Information grant request for \$3,170.70; Banister moved to accept the grant as received. Siver seconded it. Motion passed.

For the Lakota City Library's Technology to Provide Access to Information grant request for \$2,948.12; Siver moved to accept the grant as received. Seil seconded it. Motion passed.

The Valley City Barnes County Public Library's Technology to Provide Access to Information/LEGO STEM Kits grant request was for \$11,314.62. The Council decided that this grant did not fit the parameters of the grant category. Lieberman moved to deny this grant per the Council's discussion of categories. Kaup seconded it. Motion to deny passed.

For the Williston Community Library's Technology to Provide Access to Information grant request for \$ 15,570.00; Sharp moved to accept the grant as received. Lieberman seconded it. Motion passed.

For the Hazen Public Library's Technology to Provide Access to Information grant request for \$6,993.00; Lieberman moved to accept the grant as received. Siver seconded it. Motion passed.

The total amount of funding granted by the NDLC was: \$164,435.00

Kaup moved at 4:45 pm to adjourn the meeting for the day. Lieberman seconded it.

Vice Chair Smith adjourned the meeting.

North Dakota Library Coordinating Council (NDLCC)

October 24, 2013

Time 8:30 am – 11:00 am

Location: Bismarck, ND - NDSL Meeting Room

Council Members Participating: Vice Chair Ted Smith, Ray Siver, Cynthia Clairmont-Schmidt (Interim State Librarian), Stephen Banister, Jerry Kaup, Phyllis Kuno, Ilene Larson, Victor Lieberman, Beth Reitan, Michele Seil, and Susie Sharp

Others Present: Cheryl Pollert, North Dakota State Library Recorder

Invited State Library staff attended the NDLCC meeting to inform members of the current State Library programs in progress. Each member introduced themselves to the Council briefing them of their departments. The NDLCC members then introduced themselves to the State Library staff in attendance.

- Steve Axtman, trainer in Field Services spoke of the State Library's Spring Workshops planned for April 7 & 8, 2014 in Bismarck, North Dakota.
- Sarah Matusz spoke about the Summer Reading program and the workshops around the state planned for February, plus the Book Review Program that is ongoing.
- Elizabeth Jacobs told them about the Tech Tool Kits that are available for loan to public libraries spotlighting the different devices available and how they work.
- Eric Stroshane spoke about the Summer Breeze Workshops, giving its history, and plans for next fall's workshop. The last Summer Breeze workshop survey revealed interest among attendees in the areas of: marketing, technology, and library trends.
- Kristin Byram of Public Awareness has been working on projects with the Field Services staff. Some of the projects are:
 - The State Park Pass Program, in association with the North Dakota Parks and Recreation Department, is a Library Loan Program extending the program, first instituted in 2011, from 11 public libraries to be available to nearly 90 public libraries within the state.
 - Geek the Library; a community awareness campaign aimed at building support for libraries, ready to launch in the spring 2014.
 - Three Wii Gaming Kits, a new circulating kit, are available to public libraries for a four-week loan period, for patrons (in hopes of attracting teens to libraries) to play at their local library
 - North Dakota's 125th Statehood Anniversary celebration is planned for kickoff in spring 2014. Twelve themes have been created to be used in traveling displays around the state which is still in the planning stages; they will travel until November 2. The displays will be various sizes, and offer hands-on functionality for children to participate in. Council member Lieberman mentioned that he could see universities having the resources

to benefit this program as well. Kristin is still in the process of contacting people in development of this celebration.

- Al Peterson, Head of Public Services stated that the State Library's Talking Book program has many recent changes. They are in the process of removing the older audio cassettes since 99% of patrons are using digital players and cartridges. Cassettes will be completely removed from use by 2015.
 - There is an option to download your own books with cartridges or flash drives using the Braille and Audio Reading Download (BARD) service. With a BARD membership, you can get an App to download straight to your Android devices (phones or ipad). Persons must qualify for the Talking Book program for BARD. In the future, aging patrons fluent in using the evolving technologies will be much more comfortable using BARD to download their own books.
 - The State Library now has 14 Book Club Kits available for loan to public libraries. The program has been very successful. Anyone with a State Library card can borrow the book kits to host a club at home as well. There are also North Dakota books available in the kits. A CD for each book (under a separate checkout transaction) is available for loan to any patron who wishes to participate in the book clubs but has vision issues or difficulty reading.
- Stephanie Baltzer Kom, Head of the Digitization Department, spoke of the State Library's digitization program. The State Library has joined Digital Horizons and is waiting for Content DM to be updated before her completion process of digitization can continue. She has about 30 items digitized. The State Library has assigned a staff person 2 hours per day to assist her in the scanning process for digitization. Clairmont-Schmidt mentioned that the goal of the State Library is to have a portable scanner for loan to digitize a project by interested libraries. It will be usable by the local libraries, museums, and/or historical groups around the state. Stephanie will also train others in the usage of the system.

Council members asked questions regarding programs the State Library staff might have available to oil field libraries in the state. Due to high staff turnover and overwhelmed staff, local libraries participation in grants has been difficult. Ways the State Library might assist these overwhelmed libraries is to offer outreach or welcome packets for newly transplanted persons to their area(s). Field Services does promote the NDLC grant programs whenever or wherever they are visiting libraries around the state.

State Library Reports:

- Status of the ND State Librarian search: Clairmont-Schmidt reported that the job opening closed on October 15, 2013 with interviews to take place late in November.
- The new director of Minitex is conducting a long range planning process.

- Michele Farrell from the Institute of Museums and Library Services, our federal funding agency, had a site visit at the State Library in September. These site visits occur every 5-6 years with local libraries visited. A positive response has been received stating the money received by ND is well used by the state.
- The Military Skype Grant awards given out by the NDLC and the NDSL in the previous grant round has had very good responses. At that time 18 libraries received routers with their laptops. The process revealed that more libraries are planning to offer wireless services and are working with the State Library Field Services staff on this.

Future Grant Opportunities:

- Streamline grant applications with a minimal number of pages and have the signature page electronic to reduce having to mail back paperwork to simplify the process will be examined.
- Do grants to target libraries without Wi-Fi or to update their existing Wi-Fi. It could be simplified by having a Wi-Fi package created by the State Library's IT person and offered as a grant.
- Lieberman asked if a grant to fund assistance with grant writing could be made available to libraries. Clairmont-Schmidt mentioned that the State Library's Field Services personnel do work with libraries and will assist them with the grant writing process and will travel to the individual libraries to work with them.
- Have a grant package of one computer or laptop with a router for approximately \$1,000.00 value available.
- The mentoring program as a grant idea being helpful for librarians and staff in the state was mentioned. NDLA has been working on this program and it is moving forward per NDLA President and Council member Lieberman.
- Smith asked how WorldCat grant requests are going; additional requests may be sent in the near future.

Kaup moved that the NDLC do a grant of a computer with a router for Wi-Fi.

Kuno seconded it for discussion. Discussion points were:

- Smith asks that a computer with a router or a router alone target just the libraries without Wi-Fi.
- Should the grant require libraries to have a plan for sustaining Wi-Fi costs included in the applications? Could a proposed cost be worked out for them by Field Services that demonstrates the various plans available and cost. If a library does not have the Internet, the upper limits of Internet costs should also be included in the information made available to the libraries.
- Would a printer be required as well?
- Many people do not have access to scanners in their homes yet; would scanners be another item of need? Cost of maintaining scanners is very minimal.

The Council felt a grant that included a router or a router and a computer was the current best choice. The State Library is asked to create a specific package for this offer. A call to vote was voiced by Vice Chair Smith, motion passed.

The Council discussed the needs of libraries and how best the Council could assist them in satisfying those needs. The question of programming has arisen. Do libraries want programming funded? Is this a question Field Services could ask in their site visits; that and what else libraries need that is currently not being met. This would be helpful to the NDLC for future grant decisions. Could they give us input for the next meeting?

Library Vision 2014:

The 6 goals of Library Vision had been consolidated to 4 goals by the State Library per the NDLC's request at the last meeting. Discussion regarding the Think Tanks was brought up for the benefit of the new members. It was decided that spring, perhaps March, may be a better time to hold 3 - 4 Think Tank sites around the state. The NDLC would then meet to approve the changes. Kaup moved that the NDLC meet in the spring 2014. Sharp seconded it. Should Council have a draft of Library Vision already approved to use at the Think Tank site come spring? Kaup wondered if the Council shouldn't give it to the public (Think Tanks) and then the Council meet to finalize it. At the Council's next meeting a final draft can be completed to take to the public. Lieberman asked if a NDLC listserv could be set up for ongoing discussions between members regarding Library Vision. Pollert is asked to see about setting up a listserv for the NDLC members. No further discussion was held. Motion passed.

Election of NDLC Officers: Vice Chair asked for nominations for the office of Council Chair. Siver nominated Smith. Seil seconded it. A unanimous ballot was cast for the position of Chair. Motion passed.

Nominations for Vice Chair opened. Larson nominated Banister for position of Vice Chair. Siver seconded it. Siver moved that nominations cease. A unanimous ballot was cast for the position of Vice Chair. Motion passed.

Next NDLC Meeting: The next meeting will be held February 5-6 or the next week as an alternate date. The Council was in agreement for the meeting to be held in Bismarck after other possible locations were discussed. It was noted that Council members like the Wednesday and Thursday format for meeting days.

Adjournment of the Meeting: Banister moved on October 24, 2013, that the meeting be adjourned at 11:00 am. Chair Smith adjourned the meeting.

