

North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting October 11, 2018
Held at the North Dakota State Library
Bismarck, North Dakota

Call to order: Chair Seil called the meeting to order at 10:00 AM.

Council Members Present: Mary J. Soucie, Chair Michele Seil, Carmen Redding, David Gray, Mark Holman, Jason Matthews, Stephanie Kom attended the meeting in person while Tim Dirks, Patricia Caldwell, and Susie Sharp participated via ZOOM.

Council Members Not Present: Tammy Oltz

Others Present: Cynthia Clairmont-Schmidt, Assistant State Librarian; Cheryl Pollert, North Dakota State Library Recorder

Review of Agenda: Chair Seil asked for any additions or corrections to the agenda. Soucie asked that her report be moved to the end of the Agenda with discussion first regarding the Standards for Public Libraries and then how combination libraries apply for grants in the grant process. There were no other additions or corrections to the Agenda.

Approval of the August 9, 2018 Meeting Minutes: Chair Seil asked for any additions or corrections to the minutes. Gray moved, seconded by Redding, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

Old or New Business:

- a. **Standards for Public Libraries Discussion:** Eric Stroshane, Library Development Manager from the ND State Library participated in this discussion. The current LV2020 grant round received applications from public libraries that currently do not currently qualify due to their Annual Reports this last year which brought about non compliancy in meeting the goals of the Standards for Public Libraries. Since these libraries were unaware of this, is there a way to have the grant application process give notice if a library is currently not qualified to apply for a grant? Discussion turned to where the Standards for Public Libraries committee was at with the review and rewrite of the document. The committee has not met in a while therefore Soucie said that everyone should be contacted as a first step. If there is anyone that can no longer serve, Gray and Seil volunteered to serve; Soucie said Eric Stroshane should be on the committee as well as Trevor Martinson and Abbey Ebach from the State Library's Library Development department which works exclusively with the public libraries. If additional members are needed, the callout to the library community will be made. As for the document, the formula needs to be replaced or removed entirely. The current levels could remain the same or there could be a system that has levels of gold,

platinum, silver, etc. If the document could be made 60 – 80% attainable for the bulk of public libraries to be eligible in qualifying for the grant process would be great. We still want libraries to have goals or higher levels that they should strive to reach of various degrees in the improvement of their libraries. Surveys from other states in their standard procedure practices were a mix of what was discussed today. Chair Seil asked the Council if they agreed to empower the Standards for Public Libraries Committee to meet and clean up the document to a process they suggest before having the Council review it again. The Council members agreed to this process so Soucie will proceed with contacting committee members.

- b. Combination School and Public Libraries:** When a combination school and public library apply for a grant where the public library does not qualify per the Standards, should the school be allowed to apply for the grant? Stroshane of Library Development said the decision in his department was yes, have the school library apply for the grant. It is not fair to libraries that are trying to assist their communities without library services and shouldn't be penalized for not meeting the Standards for Public Libraries. Should combination libraries like this have their own category in the standards? They could possibly have the choice where they could choose which side they want to apply for, the school or public side, not both but where there is the greatest need. Most of these combination libraries are school libraries that allow the community access like a public library with only a teacher as their librarian with few afterhours access.

- a. LV2020 Competitive Grants:** Soucie explained how the grant process worked for the benefit of new Council members. Discussion on the grant requests that went over the cap amount, should they be disqualified or brought down to the cap amount? Whatever is decided, it should be consistent. All of the grant applications were discussed in detail by the Council with the grants to fund in full or partial award plus those not to fund. Caldwell moved, seconded by Gray, to approve the LV2020 Competitive Grants as discussed. Motion carried by unanimous email vote.

After approving LV2020 grant awards, the Council discussed the money left over that was not awarded in this grant round. Ryan Kroh, State Library IT Department Manager, was asked to join the meeting. He had two options for a quick grant round that he and his assistant, Cindy Olson, see in the field at public libraries.

Option #1 – It has been noted that many of the libraries computers are running soon to be outdated Windows software. It will be mandatory in 2020 to change to a newer, supported version of the software. Updating them will become a necessity.

Option #2 - Network Infrastructure – Many of the public libraries have wire closets in need of updating and organizing to better maintain operation of equipment. This grant would include Network Switches and Cabling that he would install during site visits.

Council members felt that a computer grant or Option #1 would be the best choice for this grant round. This grant would be most likely a computer tower that would have to have an operating system that meets either provided specs or a checklist. The grant amount of \$750.00 was determined for purchase amount. The grant should be competitive in the way that the librarian will need to do their homework before they make their purchase to find the most effective cost savings. Tech Soup is one place where you can get a lot of bang for your buck and stretch it to cover more equipment. The Standards for Public Libraries would not apply as the grant would be non-competitive, the equipment must meet the criteria, and would be first come first served. Ryan wants to see that any library applying should have a replacement plan and schedule to accomplish the replacement of any or all computers that are running the soon to be outdated software. He does not want to see one out of multiple computers operating on new software and the others on older versions which will not work. Council agreed that a libraries grant application should be compelling and tell how they will use the money to their best advantage. Rather than one complete computer setup maybe several towers would be a better choice. Ryan and Mary will create an application in the next 2 weeks for this grant. The grant can be electronically sent to the Council members for approval as there needs to be a short turn around on this.

State Librarian Report: Soucie gave her State Librarian report verbally to the Council. The State Library has a 5% budget cut with State Aid now removed from the State Library budget. Once a month Facebook Live is held from the State Library and we are in need of new topics as well as continuing education webinar topics. The State Library has partnerships currently with the Grand Forks Air Force Base STEM Kits, Girls Who Code, NASA @my library Kits, DPLA with Montana SL, and Bank of ND Summer Reading Program donating scholarships. We have started Scan Days up again with Trevor and Angie, have extended Tutor access times to 7 days per week, Zinio has combined with RB Digital, and we have extended Minitex databases for one more year. For trends in ND libraries, we have seen increases in coding, Lego Clubs, Lego Robotics, Makerspaces, and STEM Kits. Program attendance is on the increase overall. For ODIN news, Academics have chosen Alma and an RFP for schools is due this month.

Announcements: The next meeting will have the Computer Grant applications to review. Council members are asked to have grant ideas to discuss. The Partnership grant will also be discussed at that time. Dirks and Soucie will work on getting that information ready. Discussion will be on revising the Final Grant Report to update and looking at the Rubric document for changes. Also, how can the documents for grants better explain what are measurable goals and what are the important elements required when writing a grant for library directors?

Next Meeting Date and Time: The Council will meet in January via a ZOOM. Any Council members from the Bismarck – Mandan area or other nearby locations may join the meeting at the State Library in the Administration office. The meeting will be on January 18th at 10:00 AM CT.

Meeting Adjourned: The meeting was adjourned at 3:20 pm.