

**November 8, 2021 Minutes of the
North Dakota Library Coordinating Council (NDLCC)
Regular Quarterly Meeting
At the North Dakota State Library, Bismarck ND**

In-person and via Teams

Council Members Present: Mary Soucie, Tim Dirks, Jason Matthews, Sally Dockter, Vice Chair Angie Nagle, Michele Seil, Traci Lund, Jessica Pryer, & Steve Hammel

Council Members Not Present: Chair Stephanie Galeazzo, and Joe Camisa

Others Present: Cheryl Pollert, North Dakota State Library Recorder; NDSL Public Library Specialist Abby Ebach who participated for the LibGuides & Library of Things sections of the meeting.

Introductions & Tour of Library: Introductions were made at the meeting and via Teams. The State Library introduced the new Patron Services Director, Carol Sterenberg, and new NDLCC members Michele Seil and Steve Hammel.

Call to order: Vice Chair Nagle called the meeting to order at 8:38 A.M.

Review of Agenda: Vice Chair Nagle asked for any additions or changes to the agenda. There were none.

Approval of the September 22, 2021 Meeting Minutes: Vice Chair Nagle asked for additions or corrections to the minutes. Dirks moved, seconded by Hammel, that the minutes be adopted as presented. Motion carried by unanimous voice vote.

State Library Report: State Librarian Soucie gave her report. The Council asked about the progress of the ILL Bridge. There were no other questions on her report.

Old and New Business:

a. NDSL to do list:

- Abby Ebach will look at updating the webinars / presentations for grants by having these active during the grant round. Abby will do the next grant webinars.
- The NDSL will present an updated rubric to the Council.
- The grant reports will be updated for Council review.
- Update the guidelines.
- Grant applications: ad the missing project narrative, they must identify the intended audience.

- Reword question, 2.1 “Describe the opportunity this project will provide to your library and how it will improve your community”.
- Remove the Budget Category column, it is not necessary.
- Simplify the Budget Breakdown or explain what is being asked for in detail.
- A library’s email address needs to be required in Counting Opinions.

b. NDSL LibGuides:

- Add a link to the NDSL grants page to the LibGuides
- Add a grant writer’s program link for assistance
- Create a Library Vision tab for FAQ or examples for grant writers – Soucie will create a walkthrough of this for Ebach to load.
- Descriptions on each point in Counting Opinions would be great as the goals are unclear for describing measurability; standardize them.
- Could the LibGuide have specifics such as an App for fed and local dollars?
- There is a need to clarify publicly funded schools as schools think this refers to public libraries.

c. Library of Things Grant:

- Have specific wording on webinars for this grant which when rolled out will be included with other grant types offered.
- Have a generic webinar available all the time with the specifics for individual grant options, 45 – 60 minutes.
- Discussed the question of how much to allow for parts / maintenance in this grant – marketing 10% and parts and maintenance 15% to equal 25%.
- Would not be available for resource sharing and can’t be used in ILL.
- Have an additional suggestions tab in the guidelines for other possibilities.
- Makerspace items are not to be allowed in the Library of Things Grant.
- Grant must specify that, “these items need to be available for circulation”.

d. Library Vision Collection Development Grants:

- Discussion on what the procedure the Council will follow in awarding the money budgeted for grants and awarded by the NDLCC. Hammel moved, seconded by Nagle; that beginning with the 2023 biennium and going forward, the NDLCC will spend just half of the funds the 1st year and the other half of the allotted funds the 2nd year. Motion carried by unanimous voice vote.
- Dirks moved, seconded by Seil, that the libraries of Bowman Regional Public Library, Carrington Public School Library, Casselton Public Library, Cavalier County Library, Clara Barton Elementary School Library, Dickinson High School Library, Edna Ralston Public Library, Glenburn Public School Library, Griggs County Library, Harvey Public Library, Hawthorne Elementary School Library, Heart of America Library, Lakota City Library,

Mott Public Library, Rolla Public Library, Turtle Lake Mercer Public School, and Velva Public & School Library's Collection Development Grant applications be approved as received. Motion carried by unanimous voice vote.

- Seil moved, seconded by Dirks, that the libraries of Adams County Library, Garrison Public Library, Magic City Campus High School Library, Max Public School Library, Oakes School Library, and the Rita Murphy Elementary School Library's Collection Development Grant applications be disqualified. Motion carried by unanimous voice vote.
- Dirks moved, seconded by Hammel, that the Lakota High Schools collection Development Grant application be disqualified. Motion carried by unanimous voice vote.
- Dirks moved, seconded by Seil, that the Eddy-New Rockford Public Library's Collection Development Grant application be reduced to \$1,000 award amount as amended. Motion carried by majority voice vote and 1 nay.
- Seil moved, seconded by Hammel, that the Maddock Community Library's Collection Development Grant application be reduced to \$630 removing the marketing and postage. Motion carried by unanimous voice vote.
- Seil moved, seconded by Hammel, that the Underwood Public School Library's Collection Development Grant application be approved as requested. Motion carried with majority voice vote and 1 abstention.
- Lund moved, seconded by Dirks, that the Carrington City Library's Collection Development Grant application be approved as requested. Motion carried with majority voice vote and 1 abstention.

e. Library Vision Marketing Grants:

- The Adams County Library Marketing Grant was disqualified by the Council.
- Nagle moved, seconded by Hammel, that the Edna Ralston Public Library and the Morton Mandan Public Library's Marketing Grant applications be approved as requested. Motion carried by unanimous voice vote.
- Hammel moved, seconded by Nagle, that the Carrington City Library's Marketing Grant application be approved as requested. Motion carried by majority voice vote and 1 abstention.
- Dirks moved, seconded by Lund, that the Valley City Barnes County Public Library's Marketing Grant application be approved as requested. Motion carried by majority voice vote with 1 abstention.

f. Library Vision Local History Grants:

- Hammel moved, seconded by Dirks, that the Bowman Regional Public Library, Grand Forks Public Library, Heart of America Library, Kindred Public Library, Lakota City Library, Leach Public Library, and Minot Public Library's Local History Grant applications be approved as requested. Motion carried by unanimous voice vote.

- Hammel moved, seconded by Dirks, that the Walhalla Public Library's Local History Grant application be reduced to the award amount of \$5,284 removing the books and furniture. Motion carried by unanimous voice vote.
- Hammel moved, seconded by Lund, that the Carrington City Library's Local History Grant application be approved as amended. Motion carried by majority voice vote and 1 abstention.
- Hammel moved, seconded by Seil, that the Divide County Public Library's Local History Grant application be approved as requested. Motion carried by majority voice vote and 1 abstention.
- Hammel moved, seconded by Dirks, that the Edna Ralston Public Library's Local History Grant application to be reduced to \$1,900 by removing the items benefiting the museum and not the library. Motion carried by unanimous voice vote.

g. Library Vision Phase II Marketing Grants:

- The Guidelines for Phase II Marketing state a library must provide an executive summary of their Phase I Plan describing what are the action items and how they measure those.
- Matthews was asked what a good social media budget is - \$500 for one year is suggested.
- Ineligible expenses will be programing, food and beverages, furniture or displays, salaries, equipment or office supplies, and fundraising.
- Allowable expenses are for printing at a professional printing business, signage or banners, website costs, etc.

h. LV Phase II Marketing & Library of Things Grants Timeline:

- The application period for these grants will be July 1 – July 31, 2022
- NDLC will award the grants on or before August 15
- The grant period runs August 16, 2022 – February 16, 2023
- Final Grant Reports will be due by May 31, 2023
- Do a grant amount of \$4,000 for the Marketing Grant with 6 months for advertising
- Do a grant amount of \$5,000 for the Library of Things Grant

Announcements: There are no new announcements.

Next Meeting Arrangements: The next NDLC will be held online only with a Doodle Poll sent out for setting the meeting date. Look at Mondays or Fridays as best days to meet per Council.

Meeting Adjourned: Chair adjourned the meeting at 2:20 P.M.