

ODIN Advisory Council Meeting Minutes  
May 15, 2018  
10:00 – 2:05 Central  
University of Jamestown -- Jamestown, ND -- Orlady 022  
and online via MeetMe Video Conference

Meeting called to order at 10:04 am

Roll call of members & attendees:

Mary Soucie - NDSL

Ted Smith – ND Supreme Court

Catie Palsgraaf – ND Supreme Court

Phyllis Bratton – U of Jamestown

Wendy Wendt – GF Public

Michael Jan – ND State Hospital

Sarah Henderson - MISU

Patty Hunt - MISU

Kelly Kornkven - MASY

Sandra Hannahs – West Fargo Public

Rita Ennen – Dickinson Public

Jennifer Jenness - VSCU

Tammy Oltz – UND Thormodsgard

Cindy Clairmont-Schmidt - NDSL

Phyllis Kuno – Trinity Bible

Ellen Kotrba - ODIN

Linda Allbee - ODIN

Cheryl Hoffmann - ODIN

Jerry Rostad – NDUS/ODIN

Online:

Kelly Thormodson – UND Med

Shelby Harken – UND Chester Fritz

Laurie McHenry – UND Thormodsgard

Marlene Anderson - BSC

Susan Moberg – Dickinson High School

Patricia Caldwell - NDSCS

Ginny Millette - ODIN

Al Rykhus - ODIN

David Haney – GF Public

Bryan Donarski – GF Public

Joe Mocnik- NDSU

Amy Reese - NDSU

Stacie Green - DSU

Stephanie Walker – UND Chester Fritz

Monica Struck – WSC

- Approval of the September 22, 2017 Online Meeting Minutes
  - [http://www.odin.nodak.edu/sites/default/files/Draft\\_Copy\\_-\\_Advisory\\_Council\\_Minutes\\_-\\_2017-09-22.pdf](http://www.odin.nodak.edu/sites/default/files/Draft_Copy_-_Advisory_Council_Minutes_-_2017-09-22.pdf)
  - Marlene Anderson commented that she had a change and change was noted. Motion to approve as appended was made by Mary Soucie – seconded by Kelly Kornkven - all in favor – 0 opposed – 0 abstained
  
- ODIN Director’s Report (Rostad/Kotrba)-
  - Ellen Kotrba introduced herself as the new Director of ODIN and noted some personal details
  - Cost Formula – **Operating Expense** – needs vote. Kotrba explained the process – see [http://www.odin.nodak.edu/sites/default/files/cost\\_formula\\_briefing\\_to\\_OAC\\_May\\_2018.pdf](http://www.odin.nodak.edu/sites/default/files/cost_formula_briefing_to_OAC_May_2018.pdf) . Costs are made up of ILS, Database and EzProxy with 80% being ILS cost. Phyllis Bratton asked where Trinity Bible College and University of Jamestown fell within the membership categories? Kotrba replied Baccalaureate membership category. Costs with ExLibris will now adjust if ODIN adds/loses libraries. Jerry Rostad explained how

the bill paid to ExLibris is now calculated and how he worked with ExLibris to create a formula for billing libraries and also for ExLibris billing ODIN. Stephanie Walker, Chester Fritz Library commented that they are working on bib records and numbers are decreasing. Most libraries operating is going down and some libraries are going up. Libraries going up will be held harmless until the new systems are in place. ODIN has 7.5 FTE. ODIN pays first 53% of the costs in appropriated dollars and libraries pay the difference. With the RFI/RFP – ODIN hopes to find systems that match the services & needs of libraries. Rita Ennen asked the group if there are any questions. Kornkven asked what billing will be for MASU and will billing change after new systems? Rostad replied that this billing will stay in place until new systems and then will be looked at when new systems are in place (probably this biennium and next biennium). Kotrba mentioned to the group if you would like to know what your next year costs will be prior to receiving your actual invoice, please contact the ODIN office. Both Walker and Joe Mocnik thanked Rostad and Kotrba for their work on cost formula.

- Motion to approve formula as demonstrated was made by Wendy Wendt – seconded by Sandra Hannahs - all in favor – 0 opposed – 0 abstained.
- Ennen noted that Individuals voting online also voted unanimously.
- Kotrba noted to group that PALS in Minnesota bills for services such as global changes/etc. and ODIN includes those types of services within the membership base fee. Kotrba will post this information – Note: information is @ <https://www.mnpals.org/the-consortium/funding/participant-charges/>
- Cost Formula – **Statewide Databases** – is in place for FY19. Kotrba explained the process – see [http://www.odin.nodak.edu/sites/default/files/Example\\_StatewideDatabases.pdf](http://www.odin.nodak.edu/sites/default/files/Example_StatewideDatabases.pdf). Rostad and Soucie are credited for taking a hard look at what the current billing is and what could be done. One thing that libraries wanted looked at was the question of which databases are a part of statewide databases and what they are paying for. A document explaining the MEIR Taskforce is @ [http://www.odin.nodak.edu/sites/default/files/MEIR\\_Taskforce\\_NDportion.pdf](http://www.odin.nodak.edu/sites/default/files/MEIR_Taskforce_NDportion.pdf) . To arrive at which databases the libraries are using, vendor statistics will be used – these statistics are calculated by IP and for FY19 billing will be statistics from January-December of 2017. Kotrba pointed out that the ODIN & Others categories are for when use if happening but cannot be attributed to a specific library. ODIN believes they have put procedures in place to accurately & more closely tie statistics to libraries. As far a billing, almost every library decreased in amount and further will only be paying for what you are using even though you have access to all statewide databases. Walker commented that it will be nice to know what one is being billed and paying for. Rostad commented that the cost formula is not perfect, but is better for billing for databases that you are actually using. Soucie mentioned that this is such an economical way to get database access instead of having to purchase databases individually by library.
- RFI – Request for Information – public/K12 – eventually RFP – Wendt, Soucie and Ennen are on committee reviewing information received from RFI. It does appear that a system exists for the public/K12 community. Expect an RFP to happen. If you would like to see information/vendors received from RFI – please let Kotrba know and she will give you access to procurement site. Vendors who responded to RFI include:
  - Apollo (Biblionix)
  - Atrium (Book Systems)
  - Koha (LibLime)

- Library Solution (TLC/The Library Corporation)
  - OpenAthens, Discovery Services, Full-Text Finder (EBSCO)
  - Polaris (Ill/Innovative Interfaces, Inc)
  - Symphony (SirsiDynix)
  - Evergreen (Equinox)
- RFP – Request for Proposal – Academic – CTS Procurement Office, Kotrba and Shelby Harken are working to minimize functional requirements to be listed in the RFP. Now it's a matter of deciding which is "required" vs "preferred", etc. If a requirement is listed in the RFP and the vendor cannot deliver, they are thrown out – they don't even get a chance to show what else they could do. It's important to note that even though requirements will be limited in RFP, lots of questions will be included in an appendix and all can be ranked to know which vendor will rise to the top. The Procurement Office staff will rewrite the requirements with feedback from Kotrba and Harken. Kotrba commented that she appreciated all library comments she received regarding the RFP. Harken, Soucie, Laurie McHenry and Amy Reese are on the committee as of now and are committed to the process from start to finish. Kotrba anticipates next summer for migration or maybe a few prior to that. Kotrba mentioned that she would like feedback and comments through the process – so please contact ODIN Office at any time.
- Operations – Kotrba noted who's on staff & that information is available @ <http://www.odin.nodak.edu/contact> - additional notes:
- Linda Allbee is working on Did you knows and clips for libraries. Lynn Wolf will produce an online newsletter this summer.
  - Soucie & Walker appreciate ODIN Staff adding what listservs emails are being sent to when an email is sent out.
  - 777-ODIN (6346) is available 24/7 – if no one answers – all ODIN staff get email when messages are left.
  - ODIN Work Day – 38 people participated – expect Fargo, Bismarck and Minot to be future sites, especially with new system implementation.
  - Kotrba plans to visit each ODIN library on a yearly basis
  - Wolf would like to set publishing and harvesting of bib records into primo three times daily (4:30am, 9:45am & 3:30pm). NDSU does four times daily (3:30am, 9:30am, 3:30am & 9:30pm). Indexing occurs daily at 5:30am, 10am, 4pm & 10pm). All seemed in favor. This will be set up.
  - Data refresh on sandbox – will now happen both January & July each year
  - Annual patron delete process will happen in May & library decides to do or not.
  - ALMA ILL to Aleph ILL/ Aleph ILL to ALMA ILL is now working. NDSU will no longer use ALEPH
  - NDSU released their new interface to PRIMO on Monday 5/14/2018 – see [http://odin-primostaging.hosted.exlibrisgroup.com/primo-explore/search?vid=nds\\_u\\_new\\_test&sortby=rank&lang=en\\_US](http://odin-primostaging.hosted.exlibrisgroup.com/primo-explore/search?vid=nds_u_new_test&sortby=rank&lang=en_US)
  - Walker commented that the Chester Fritz Library webpage will be changing due to UND webpage being changed/updated
  - Kotrba noted that she would like to know what libraries think about future direction in ODIN – let her know.
  - Mocnik thanked Kotrba for her work on the Strategic Planning Committee at NDSU Libraries

- NDUS update (Rostad)
  - Kotrba has done a great job since September 2017 when she took over and ODIN is moving forward.
  - Rostad thinks that there is a lot of additional things that ODIN could be doing/should be doing – libraries should let Kotrba know when they have ideas
  - Governor Burgum’s announcement – Higher Education taking 10% +3% decrease in budgets. Higher Ed is trying to figure out what does this mean and what will the true impact be. RFI/RFP will keep ODIN moving forward.
  - ODIN has an open door policy so please reach out if you have comments/questions
  - Kornkven commented records retention is now in place for Higher Ed and she thanked Rostad for all of his work on this. Soucie asked for Public/K-12 and Rostad will pass information on.
  
- Governance Document Discussion (Ennen)
  - Executive Steering Committee has worked and reviewed these with Kotrba. Documents had not been updated in 20 years. Historical documents will still be kept as it is part of ODIN. Executive Steering Committee, ODIN Advisory Council and User/ Work Groups now included in document. Ennen asked for thoughts, comments or questions.
    - Wendt asked for clarification on User Groups vs Work Groups - Kotrba commented that Executive Steering Committee funnels ideas to ODIN Advisory Council like Work Groups funnel ideas to User Groups.
    - Soucie commented that the Executive Steering Committee functions like a Library Board.
    - Soucie proposed ODIN Advisory Council either meets quarterly or gives Executive Steering Committee more control.
    - Kornkven loves Executive Steering Committee minutes on ODIN website but if no notification is sent that an Executive Steering Committee Meeting had occurred she wouldn’t be looking for minutes. She requested an improvement – notify [ODIN-DIRECTORS@LISTSERV.NODAK.EDU](mailto:ODIN-DIRECTORS@LISTSERV.NODAK.EDU) when meetings will be held and when minutes are posted. Kotrba agreed that this would get done.
    - All upcoming ODIN meetings (Executive Steering Committee, Advisory Council, User Groups and Work Groups) will occur online even if some meetings are also on-site.
    - One goal for ODIN is to have regularly scheduled meetings for ODIN Advisory Council and Executive Steering Committee. Mocnik suggested that the Executive Steering Committee also have a set regularly scheduled meeting. Ennen will take responsibility for setting up regularly scheduling Executive Steering Committee and ODIN Advisory Council Meetings. Ennen suggested two face to face and two online meetings. Kotrba feels that we need to get school libraries and small public libraries more involved. The group felt that this week (around 15<sup>th</sup> of May) works great for meetings – graduations are done & summer reading hasn’t started.
    - Kotrba asked if the group thought User Group/Work Groups chairperson should be from libraries or one of the ODIN Staff. Comment from the group is it is hard to get anyone from libraries to volunteer to chair User Group. It would be great to make it so that every library takes a turn in chairing. Walker mentioned that

there are commonalities between libraries but each library category has their own interests and concerns. Kotrba to investigate.

- Motion to approve document as distributed by Soucie– seconded by Bratton. Bratton commented that strength of the document is great and gives guidance to ODIN Advisory Council. Ted Smith asked about Elections section of the document and that he thought the comment of every member having one vote should be moved to meetings and removed from elections. Motion to approve as amended by Soucie – seconded by Bratton – rescinded by Soucie after further discussion by the group. Kotrba will make changes to document and then Ennen will post to ODIN-DIRECTORS where discussion and online voting will take place. Original document is @ [http://www.odin.nodak.edu/sites/default/files/GovernanceDocument\\_QESC.pdf](http://www.odin.nodak.edu/sites/default/files/GovernanceDocument_QESC.pdf) Updated governance document will be available @ [http://www.odin.nodak.edu/OAC\\_Meeting\\_Docs](http://www.odin.nodak.edu/OAC_Meeting_Docs)
  - It was suggested that when information is circulated for comments or questions a date needs to be set for follow up so that issues don't go on forever
- State Librarian Report (Soucie) –
    - Soucie highlighted her report available @ [http://www.odin.nodak.edu/sites/default/files/NDS\\_ODIN\\_Advisory\\_Council\\_report\\_May\\_18.pdf](http://www.odin.nodak.edu/sites/default/files/NDS_ODIN_Advisory_Council_report_May_18.pdf). Soucie commented that a policy of two hour time periods per day for computer usage in the library has been put into place and no additional codes given for that day. ND State Library has been working/communicating with other Bismarck libraries to establish common policies/practices. Kornkven asked what other libraries have for policies regarding food/drink in the library – a discussion ensued. A social media policy is in the works at NDSL – willing to share completed document (once it's complete) if anyone wants to see it – please contact her.
  - NDSU Alma Report (Mocnik/Reese)
    - Things are happening at NDSU:
      - deletion dates not included with users
      - catalog cleanup in progress so normalization rules make sense
      - ALMA ILL to ALEPH ILL is in place - Al Rykhus was a big help on this process
      - new Primo User Interface implemented on Monday May 14, 2018 – see [http://odin-primostaging.hosted.exlibrisgroup.com/primo-explore/search?vid=nds\\_u\\_new\\_test&sortby=rank&lang=en\\_US](http://odin-primostaging.hosted.exlibrisgroup.com/primo-explore/search?vid=nds_u_new_test&sortby=rank&lang=en_US)
      - moving to PRIMO VE soon – VE should be a lot simpler – timeline given by ExLibris is to begin in June – configuration in July – go live in August. The ExLibris Customer Success Team to do updates to configuration.
  - Old Business
    - School Library Representative on ODIN Executive Steering Committee (Ennen) – Susan Moberg/Dickinson High School was appointed
    - Databases list – paid through ODIN & ND State Library (Soucie & Kotrba) – all databases included are listed on the MEIR report @ [http://www.odin.nodak.edu/sites/default/files/MEIR\\_Taskforce\\_NDportion.pdf](http://www.odin.nodak.edu/sites/default/files/MEIR_Taskforce_NDportion.pdf) it's important to note that some were removed and some new ones added along the way.

- New Business
  - OAC web page [http://www.odin.nodak.edu/advisory\\_council](http://www.odin.nodak.edu/advisory_council)
    - Kotrba discussed changes being made to the ODIN webpage
    - Efforts being made to ensure that all documents are posted for Directors
    - Draft copy of all minutes will be posted until document is approved and updated with approved changes whereby “draft” will come off document
    - please let the ODIN Office know if there is information that you would like to have added to webpage and where
    - Kornkven asked how to submit updates for library – Kotrba requested to please send in a Help Desk ticket @ <https://ndus.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=22971&ShowNav=0&ShowFoot=0>
  - ILS Technology – Library Systems Tracking Group (McHenry)
    - Two committee members have left – Donna James (Academic & School) & Stephen Banister (Academic) – do we want to replace these individuals? – there will be a lot of catch up work for individuals coming on board – Sarah Henderson (MISU) volunteered to replace Banister for Academics and Carmen Redding (NDSL) was named for Schools.
  - MEIR Taskforce/Minitex (Soucie & Kotrba)
    - We may have news soon from Minitex about a contract extension. Current contract is 3 year plus 2 years of renewals. Minitex trying to figure out whether to ask vendor for one year additional extension through June 30 2020. By the end of June this should be known to ODIN. Taskforce will convene next year depending on what is decided regarding the one year extension. Taskforce consists of 1 member from NDSL – 3 members appointed by ODIN. When databases trials are released, please encourage your staff to check these out and make recommendations. MEIR Taskforce is considering name change to Shared E-Resources Task Force. Soucie encourages libraries to check out Minitex website @ <http://www.minitex.umn.edu/About/Units/Cpers.aspx>
  - Consortial Pricing (Kotrba) – examples: Syndetics Unbound, Archive Tools (ArchivesSpace, CONTENTdm) (Kotrba)
    - Would libraries like ODIN to be looking for consortium prices on wanted databases/products – database/product would then be purchasable by libraries? Or are libraries doing this yourselves? Consensus from the group was that they would like the ODIN Office to look into consortium pricing for libraries. Let Kotrba know if there are other ideas for things that libraries would like ODIN to check into.
- ODIN Member Highlights – it seemed to work well that these reports were posted to the web before the meeting @ [http://www.odin.nodak.edu/OAC\\_Meeting\\_Docs](http://www.odin.nodak.edu/OAC_Meeting_Docs) - this does not negate the need to present short reports at the meeting as members enjoy hearing and commenting. Below are highlights of what was presented at the meeting by both on-site and online Directors:
  - Bratton/University of Jamestown – Construction happening in library building - classrooms converting to learning commons and other areas – library getting a new coat of paint – Bratton is traveling to London/Paris with students/staff for a month.
  - Wendt/Grand Forks Public Library – hired first Community Outreach librarian - hired Erica Sodeyama as full time reference librarian – Changing reference/circ area into reference area

- hiring a Marketing position – DVDs are now in front of reference area instead of under tight supervision in the cage
- Hannahs/West Fargo Public Library – VCSU staff member now at WFPL – Carissa Hanson – their new website is now part of City website and is a good improvement
- Kornkven/Mayville State University – Marge Fugleberg will be retiring at the end of June and is not being replaced. Student Outreach Program is underway and includes some library swag – Started a Library game night – Aubrey Madler is working on inventory with student workers – Library helping and sharing on campus
- Smith/ND Supreme Court Law Library – he is retiring in June and Catie Palsgraaf will be Interim Librarian
- Michael Jan/ND State Hospital – started October 2017 and had been without a librarian for 7 months – security is main issue and getting a grasp on inventory (due to things disappearing while no librarian was there) are high priorities – he has some workers but work mostly done by himself – college/high school tours have been happening – his collection gets a lot of use and is very busy – Library of Congress classification is used for staff items and Dewey decimal classification is for patients – he has good budget but need to use some control/restrictions on purchasing
- Jessica Jenness/Valley City State University – she had been Interim Director and is now Director, retaining some teaching duties – has full staff now (3 librarians) – working on campus outreach – social media programs - had a book ripping event during finals week of old, old books they were deaccessioning – in process of moving curriculum library from basement to main floor
- Henderson/Minot State University – three weeks ago air conditioning was shut down – library currently in residence hall – Henderson is the Department Chair for the library
- Soucie/ND State Library – a new round of Library Coordinating Council Library 2020 grants will begin in July – in the past have mainly been for collection development – grants are open to all ND public-funded libraries
- Ennen/Dickinson Area Public Library – Mary Lovell, Cataloging librarian retired and new librarian in place – currently working on new website – administering the hot meal program for kids during summer (like backpack program during school year) – is once a week and Pizza Ranch is donating food
- Phyllis Kuno/Trinity Bible College – 20,000 book donation is half done being processed – about 900-1000 books being added to library – the library is receiving 30 hours of extra help this summer - The Armory is being remodeled to become the new student union – their President is planning to give library \$250,000 to remodel basement of library
- Tammy Oltz/UND Law Library – their law school Dean has stepped down and new Interim Dean announced - McHenry received UND Staff Meritorious Award – law school graduation was last week – bar exams coming up – Library is supplying coffee for students during study time – finishing 2020 library grant that they were awarded in the spring - Trying to make the Law Library part of the community and not just the UND Law Library
- Walker/UND Chester Fritz Library – Darin Buri received UND Staff Meritorious Award – construction beginning soon to improve layout of the library – they lost a librarian – posting job & conducting phone interviews in the near future – their budget is unknown to date – They have a studio being constructed and expect it to be open by the end of June – plans for visualization lab are in place and all equipment has been ordered
- Moberg/Dickinson High School – grant has been received for maker space – new para started in October 2017 – very engaged with students and parent – new shelves in library

- Mocnik/NDSU Libraries – graduation was last weekend – year has been successful – they are in final draft stage for NDSU Libraries Strategic Plan
- Monica Struck/Williston State College – her hours were adjusted for library to be open later (without having to hire additional staff)

11) Other Business – none

12) Next Meeting (Fall 2018) – To be scheduled

Ennen adjourned meeting at 2:05 pm