

ODIN Executive Steering Committee Meeting Minutes
February 21, 2018
10:00-11:00 Central Time; 9:00-10:00 Mountain
Via CTS-ACT Video Conference

10:01 am called to order by Rita Ennen.

- 1) Roll call of members and attendees
 - a) Stephanie Walker, UND/Chester Fritz Library – representing Academic Libraries
 - b) Phyllis Bratton, University of Jamestown/Raugust Library – representing Member-at-Large
 - c) Susan Moberg, Dickinson High School – representing School Libraries
 - d) Mary Soucie, State Librarian
 - e) Rita Ennen, Dickinson Area Public Library – ODIN Advisory Council Chair
 - f) Ellen Kotrba, ex-officio, Interim Director of ODIN
 - g) Jerry Rostad, ex-officio, Ass't CIO / Office of the CIO

Other Attendees:

- h) Amy Reese, NDSU libraries
 - i) Cheryl Hoffmann, ODIN
- 2) Minutes of November 21, 2017 meeting – motion to approve by Mary Soucie & seconded by Amy Reese – vote passed – 0 opposed – 0 abstain – Motion carried
 - 3) ILS committee report (Kotrba) - Wendy Wendt, Rita Ennen and Mary Soucie will be the committee to review public/K12 RFI – those three will need to attend everything to do with the RFI from release to RFP. The public/K-12 RFI is being run through the CTS Procurement Office. Procurement issues that needed to be added prior to the release of the RFI were migration plans, backup protocol and documentation. It is anticipated that February 26, 2018 will be the RFI release date. After responses to the RFI have been received and the Committee has recommendations they will then be forwarded on to ILS Committee and then OESC & OAC. Did anyone find anything missing from the RFI? The RFI is more general in nature than what will be included in an eventual RFP. Amy Reese asked if there will be a RFI for Academics or just the RFP. Kotrba stated that the committee felt that it would only require a RFP because there is not as many vendors expected. Those responding to an academic RFP would probably be ALMA and/or OCLC WorldShare. The academic RFP is currently being worked on – Shelby Harken has submitted her ideas/thoughts and other online RFPs are being consulted. Rostad noted that part of the reasoning for staggering release dates of the RFI and RFP is due to the fact that if the public/K12 RFI fails to identify any vendors that would be feasible then they could possibly fall in with the Academic RFP. Kotrba and Rostad met with Steve Hargis from Ex Libris and he stated that ALPEH will be around for a while yet. Ennen asked if public/K12 and academics would have migrations at the same time and can the

ODIN staff handle both. Kotrba stated that she has full confidence in the ODIN Staff that they can do both at the same time if needed drawing on support from the vendors. Soucie asked if Kotrba was anticipating if one or both systems will be hosted or would there be physical servers at ODIN. Kotrba responded that in her opinion both would be hosted instances. Possible timeline for academic RFP release date is end of March/early April – then 4-6 months after going through responses and picking a system to complete negotiations. Perhaps prep work @ Christmas break and schedule go-lives beginning in 2019 – continue to roll libraries through until complete. Time frame will also depend on which system is selected. Rostad added that this group can only speculate at this time and really can't predict any actual timeframe until we know which vendor and how we'll need to proceed for both public/K12 and academic systems. When a timeframe for migration becomes a reality, breaks for academics & public/K12 libraries will be considered. Libraries will be brought up in a staggered progression instead of all at one time.

- 4) Public/K12 RFI (Kotrba) – discussion included in item 3 – Motion to approve release of public/K12 RFI by Mary Soucie & seconded by Stephanie Walker – vote passed – 0 opposed – 0 abstain – Motion carried
- 5) Governance documents (Kotrba) – Ellen Kotrba is recommending a current practice/historical split – the committee agreed that historical information is important to keep but not to include in current practices. Kotrba asked if anyone else has had a chance to work on anything or has suggestions. No one had. Kotrba addressed some items that she felt were important to be included in Governance Documents - User Groups and Work Groups need to be put back in place and are important especially with migration & a new systems expected. Ennen asked if User Groups & Work Groups are separate – Kotrba replied yes and that her interpretation is that a Work Group would cover more of the procedure process and User Groups, the policy process. Ennen added that she thought Work Group could be a subset of User Group with the Work Group reporting back to User Group. Bratton asked if there would be items to keep the Work Group busy after the migration – Kotrba replied that she wouldn't expect them to be as active after migration but would be just as important at least for the first few years. User Groups should be able to meet online without the need to travel. Ennen recommended forwarding a proposal to the ODIN Advisory Council when ready. Kotrba asked the group if they would like to create a road map/strategic plan for ODIN outlining the future- the group responded that is a great idea. Kotrba will put together a draft for the committee to start on. Kotrba will forward two documents that contain governance & historical information – group to offer comments, deletions and additions. Then the document may be formatted before sending on to the OAC.
- 6) ODIN Advisory Council meeting – will schedule for May 15, 2018 @ the Univ of Jamestown (room TBD) – Ennen suggested that she felt the OESC should meet one more time prior to the OAC meeting. Ennen stated some ideas that she felt should be included on the next OAC Agenda – 1) academic RFP 2) public/K12 RFI 3) ILS Committee 4) Cost Formula 5) ODIN budgets. Ennen also feels that a face-to-face

meeting is needed due to the length of time since last face-to-face and nature of the business to be discussed. Kotrba suggested both face/face and meet me rooms as some libraries couldn't attend otherwise (like school librarians).

- 7) Other Business – Ennen understanding is that the contract with Ellen Kotrba as Interim Director was for six months ending approximately March 15. Rostad stated that the options were 1) extend contract 2) remove label of interim & permanently hire Ellen or 3) start over. Ennen expressed that she felt Kotrba has been doing great work and would like to express strongly that Kotrba's contract needs to be extended or Interim removed. Rostad stated that because this is a personnel issue and that he is not at a place to offer more information at this time but will advise the group when more information can be released.
- 8) Next Meeting TBD – Rostad suggested the end of March when we'll know more about position of the Director of ODIN and whether any RFI information will be available to the group. Ennen & others thanked Ellen Kotrba again for all of her hard work for ODIN.

Meeting adjourned at 10:45 am