

**ODIN Executive Steering Committee Meeting Minutes**  
**March 27, 2018**  
**3:00 – 4:30 pm Central Time; 2:00 – 3:30 pm Mountain**  
**Via CTS-ACT Video Conference**

3:00 pm called to order by Rita Ennen.

- 1) Roll Call of members and attendees
  - a) Josip Mocnik, NDSU Libraries – representing Academic Libraries
  - b) Phyllis Bratton, University of Jamestown/Raugust Library – representing Member-at-Large
  - c) Mary Soucie, State Librarian
  - d) Rita Ennen, Dickinson Area Public Library – ODIN Advisory Council Chair
  - e) Ellen Kotrba, ex-officio, Director of ODIN
  - f) Jerry Rostad, ex-officio, Ass't CIO / Office of the CIO

Other Attendees:

- g) Amy Reese, NDSU Libraries
  - h) Cheryl Hoffmann, ODIN
  - i) Al Rykhus, ODIN
  - j) Linda Allbee, ODIN
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- 2) Minutes of February 21, 2018 meeting – motion to approve by Mary Soucie & seconded by Josip Mocnik – vote passed – 0 opposed – 0 abstain – Motion carried
  - 3) Public/K12 RFI (Kotrba)

RFI – released February 26, 2018 – question & answer period ended March 19, 2018 – clarification questions were received. One request for a deadline extension was received & granted – RFI was extended one week until April 6, 2018 after consulting with ILS committee. Committee only extended one week as timeliness by the vendor is one thing to consider for RFI. ILS committee members who agreed to review RFI proposals are Mary Soucie (ND State Librarian), Rita Ennen (Dickinson Area Public Library), Wendy Wendt (Grand Forks Public Library) and Ellen Kotrba (ODIN). A report will be compiled after proposals are reviewed.
  - 4) Academic+ RFP (Kotrba)
    - a. The Academic RFP is in process with the Procurement Office of CTS. Shelby Harken & Ellen Kotrba are completing a draft of functional requirements. Then those functional requirements will be sent out to academic library directors before the draft RFP is released. Once draft RFP is complete, a short period for review for staff at ODIN member libraries will occur and then the draft RFP will need to be approved by the OESC for release.
    - b. It was noted that if functional requirements are sent in with an R (Required), then a vendor must meet those Required Functional Requirements or the vendor would be thrown out. All other functional requirements are preferred. The ODIN academic RFP committee who reviews the proposal would then give more points to systems who can

perform more functional requirements and ultimate points to those who are able to do required functional requirements.

- c. Projected RFP timeline – once RFP is released, dates will be adjusted – Soucie requested to have ALA in mind when scheduling dates for demos – Kotrba confirmed that we'll do a check & perhaps run by others before setting the timeline for the RFP. The dates are easy to change and can be done up to the date the RFP is planned for release.

- Release date – April 9, 2018

- Question & answer period – through April 23, 2018

- Deadline for proposal submittal – May 23, 2018

- Demos – most likely June 11-15, 2018

- Notice of intent to award contract – June 20, 2018

- Hopefully a signed contract by July 20 2018

- d. Rita Ennen asked if a call should go out to Academic Libraries requesting individuals for Academic RFP Committee. Laurie McHenry (UND Law Library) and Shelby Harken (UND Chester Fritz Library) have both shown interest in being on the Committee. Mary Soucie (ND State Librarian) and Jasmine Lee (Univ of Jamestown) are interested in being on the Committee. Rita Ennen suggested Kelly Kornkven (Mayville State Univ). Amy Reese (NDSU Libraries) also expressed interest in being on the Committee. Committee members will need to be attendance for all meetings & demos as well as reading all proposals and then rating systems. All demos will be held in Grand Forks (most likely, the building that houses the ODIN office) as well as online. Anyone can & should attend demos and/or participate in online demos. The academic RFP committee will consist of Laurie McHenry/Shelby Harken, Mary Soucie, Jasmine Lee, Amy Reese and Kelly Kornkven (Kelly will be approached by Rita Ennen to gauge her willingness to serve).
- e. The RFP will need to accommodate two time zones (Central & Mountain) and should no system be found for public/K12 or contract negotiations become too expensive to accommodate two system, the academic system chosen will need to accommodate public/K12 libraries.
- f. Ennen asked if we will need to wait for Legislature to award monies for migration and Jerry Rostad commented that \$\$ are already in the ODIN accounts to cover the migration costs and will not be contingent on Legislature.
- g. At the upcoming ODIN Work Day, Ellen will address RFI and RFP details (both online and on site) in her "Let's Talk....." session.

## 5) Governance Documents (Kotrba)

- a. User groups need to be reinstated.
- b. Kotrba had received responses from Phyllis Bratton and Jerry Rostad before the meeting.
  - The comments by Bratton were:
    - a. consortia should be consortium – group agreed
    - b. gerund should be consistent – group agreed
    - c. how late may a proxy be received before an OAC meeting – group agreed that the OAC Chair needs to receive any proxy at least 48 hours before OAC meeting is to start. It was agreed that proxies may be sent via email.
    - d. questioned if a special libraries representative should be on OESC – group agreed that member-at-large was created to address all types of libraries not yet represented including

special libraries – Ennen mentioned that the OAC had already given final approval for the OESC section listed. Initial members were approved as members of OESC at the last OAC meeting & will be elected going forward.

- e. typeface should be Calibri – group agreed
- f. will User Group and Work Group minutes be on the web site – Kotrba responded with a yes because each group would have their own web page.

■ The comments by Rostad were:

- a. take out numbers listed for types of libraries
  - b. ODIN Director is employed by Core Technology Services instead of listing UND campus information
- c. Rostad brought up an idea to have the OESC as lead advisory group to handle issues as they come up and asking for OAC approval as necessary via email if dealing with a time-sensitive topic/action. Rostad suggested that OESC be allowed to strategize/plan and give recommendations to the OAC between meetings as necessary. The OESC would “not” be setting policy but helping OAC with proposals/ideas. If voting would be required, would special OAC meeting be called or perhaps a voting form could be sent to OAC members for an online vote instead of waiting for regular meetings? It was mentioned that online meetings (voting) may get more response from smaller libraries that can’t travel or close down to attend meetings. Joe Mocnik expressed that this smaller group trend already exists and supported the idea.
- d. Kotrba will apply updates/changes discussed at this meeting to the governance document and send to OESC members for review. Soucie stated the final governance document draft will need to go to OAC for final approval. Soucie brought up the idea of an “electronic packet” for OAC members to view before they come to meeting. Soucie expressed that she believes meetings will be more beneficial to members if documentation is available online prior to OAC meetings. Ennen and Bratton also agreed. Kotrba will start to assemble “electronic packet”. Kotrba will ask libraries to send in “what’s new” document by April 25<sup>th</sup> so those documents may be added to the “electronic packet” too. Members may still share ideas at the meeting if time permits. The “electronic packet” will be complete by May 1<sup>st</sup>. Kotrba confirmed Ennen will present governance document to the OAC members.
- e. Strategic plan/road map remains on Kotrba’s to do list, but not completed yet.

6) ODIN Director (Rostad)

- a. Ellen Kotrba was appointed Interim Director September 16, 2017 for a six month period which ended March 15, 2018. Rostad was happy to announce that Kotrba was named the Director of ODIN effective March 16, 2018. Rostad expressed that she has done a great job and it was an easy decision to make. Kotrba’s old position description is currently being updated and Deputy Director responsibilities will be added. With this new designation, ODIN prepares for the future and will hire a person who will take over as Director when Ellen retires. Rostad asked the group to send recommendations for this position if anyone has any. Ennen would like to announce Kotrba as Director to the ODIN community as soon as finalization papers have been completed. Rostad will draft an announcement and send to Ennen. Kotrba expressed to the OESC that she would like to know issues as they arise (the good/bad and the ugly), so things may be dealt with quickly instead of festering.

7) Other Business –

- a. The upcoming OAC meeting will be held in Jamestown at the University of Jamestown, Orlady 022 on May 15, 2018. Meeting will start at 10:00 am CST. Bratton requested to have RSVP numbers prior to the meeting to notify catering for lunch. Kotrba will get an online registration page created and let Ennen and Bratton know # of responses by May 7<sup>th</sup> and update as necessary. Rostad asked if face-to-face meeting should be announced now and “online option” at a later time. Soucie commented if we don’t announce both now that some members would just not put on their calendar to attend if they cannot travel. She also thought the online option was good for smaller schools and libraries that have a hard time attending in person.
  - b. Soucie asked how she knows who is on which listserv – so if she receives messages, she will know if she needs to forward message on to her staff or if they would have already received the message. Kotrba indicated that it’s always a good idea to put the names of the lists on emails you are sending (if more than one) so that recipients know message was sent to a list. The listserves do de-dup so a librarian should only get one email even if the message is sent to more than one list. Ellen will send out list of the ODIN listserves and how to find out who is on which listserv.
- 8) Next Meeting – online sometime after the OAC meeting. Any comments & updates to governance document can be discussed via email and should be finalized prior to OAC Meeting on May 15, 2018.
- 9) Meeting adjourned at 3:57 pm