

**ODIN Advisory Council online meeting**  
**Tuesday, May 28, 2020 – 1pm -4pm CST / noon-3pm MST**

Bb Collaborate Ultra Session Link PARTICIPANT LINK – Please use **CHOME** browser  
<https://us.bbcollab.com/guest/18e53b9c0d6a42da9ac5fcf36454708b>

Alternative Call-in (use only if you are unable to log in to the session on your computer)  
Call: 571-392-7650 PIN: 7449457290

Meeting Called to order 1:03 pm by Wendy Wendt

**Roll Call:**

Kelly Kornkven – Mayville State University  
Shari Erdman– Williston State College  
Susan Moberg – Dickinson High School  
Ellen Kotrba - ex-officio – Director of ODIN  
Jennifer Jenness – Valley City State University  
Jane LaPlante – Minot State University  
Erika Johnson – UND School of Medicine &  
Health Sciences  
Phyllis Kuno – Trinity Bible College  
Phyllis Bratton – University of Jamestown  
Rita Ennen – Dickinson Public Library  
Wendy Wendt – Grand Forks Public Library

Mary Soucie – North Dakota State Librarian  
Marlene Anderson – Bismarck State College  
Patricia Caldwell–ND State College of Science  
Staci Green – Dickinson State University  
Catie Palsgraaf – ND Supreme Court  
Joe Mocnik – North Dakota State University  
Traci Lund – Divide County Library  
Carissa Hansen – West Fargo Public Library  
Mike Jan – North Dakota State Hospital  
Stephanie Walker – UND Chester Fritz Library  
Hattie Albertson – Dakota College

**Others:**

Linda Allbee - ODIN  
Cheryl Hoffmann - ODIN  
Lynn Wolf - ODIN  
Jason Bedsaul - ODIN  
Ginny Millette - ODIN  
Amy Reese – North Dakota State University  
Joe Tillman – Eide Bailly – ALMA Project Manager

Additions to Agenda – none

**2) Approval of the February 4, 2020 Online Meeting Minutes**

<http://www.odin.nodak.edu/sites/default/files/DRAFT - ODIN Advisory Council Meeting Minutes - 02-04-2020.pdf>

Motion to approve by Joe Mocnik - Seconded by Kelly Kornkven – all in favor – opposed none

**3) Alma Update (Allbee) – progressing well and on track – libraries and ODIN office busy with testing. Reload of data – matching records and deduping – began March 1<sup>st</sup> and a reloaded environment was delivered March 23 – testing showing matching and de-duping issues were resolved. ALMA Workshop at end of April – changed to virtual delivery (due to COVID19) – 9 sessions were held over 4 days. Participants were able to ask questions and was a successful event. Comments indicated that it might have been better to hold this workshop earlier in the process. Working on setup and testing – resource sharing looks like it will be mostly Peer to Peer – UND**

campus may also use fulfillment for three campus libraries. SIS (Student Information System) Loading work is continuing for NDUS and UJ. Trinity Bible College will do internal patrons. Meeting with libraries will continue. Authentication work being worked on and a few issues still need to be worked out. Libraries will be asked to fill out a draft Go Live Readiness Checklist– due to Ex Libris from libraries and May 29<sup>th</sup> and then a final one to be turned in the end of June. Final Migration forms to be received from Ex Libris soon. Second set of Migration Forms will be turned in again due to configuration changes by libraries in testing process. This will aid in final load of data being transferred from ALEPH to ALMA during cutover. User Groups have been meeting regularly and working through discussion points – very well attended. ALMA page on ODIN web site is important for librarians to monitor – contains important information for libraries on Alma migration. Only two months away from Go Live – important that libraries continue to test.

4) Alma Project Executive Steering Committee – Large Project Oversight (Tillman) - [http://www.odin.nodak.edu/sites/default/files/Alma\\_Project\\_Executive\\_Steering\\_Committee-May28.pdf](http://www.odin.nodak.edu/sites/default/files/Alma_Project_Executive_Steering_Committee-May28.pdf)

5) ODIN Director's Report (Kotrba) - [http://www.odin.nodak.edu/sites/default/files/2020\\_05\\_28\\_DirectorsReport\\_EllenKotrba.pdf](http://www.odin.nodak.edu/sites/default/files/2020_05_28_DirectorsReport_EllenKotrba.pdf)

6) State Librarian Report (Soucie) – Governor opening state buildings – June 1<sup>st</sup> – NDSL – by appointment only for first couple weeks. Library Services Division Director Eric Stroshane resigned – Carmen Redding named Interim Division Director. Talking Books Manager – Sue Hammer Schneider is retiring June 30. Library Community Meetings- we are hosting two meetings each week for the Library Community. Tuesdays at 10:30 and Thursday at 2:00. (These will change for July to every other T/Th. Tuesday will be at 11:00 and Thursday at 2:00.) The COVID-19 Response grant is open June 1-30. All publicly funded libraries are eligible to apply. Visit our website for the guidelines at <http://www.library.nd.gov/grants/COVID-19grantguidelines.pdf>. Please notify NDSL when ILL is available once libraries are open and functionally regarding for ILL. NDSL is not currently sanitizing items received and is currently not sending out kits. The North Dakota Library Coordinating Council adopted new Library Vision guidelines, effective July 1.

7) COVID-19 Around-the-Online-Group - [http://www.odin.nodak.edu/sites/default/files/COVID\\_19.pdf](http://www.odin.nodak.edu/sites/default/files/COVID_19.pdf)

**Wendy Wendt** – Wendy and staff doing fine. Library is not open and plans to start curbside service end of June. ¼ of staff on vulnerable list

**Stephanie Walker**– doing ok – busiest summer due to renovations – positions have been cut and staff putting in for early retirement – 17 staff furloughed until July 31, 2020 – library working on reopening plans- some staff will continue to work remotely after reopening. Budget cut but not as bad as feared. Position posted today and another being posted next week.

**Amy Reese** – Libraries closed – doing check out and plexi-glass around desk

**Carissa Hansen** – third week of curbside service – first week good – second week dropped but third week has picked back up. Working on reconfiguring and cleaning procedures for reopening. Curbside service will continue even after opening. Little Red Reading Bus continue to run this summer. Virtual Summer Reading Program starts next week. Video to kick off program instead of in-person.

**Catie Palsgraaf** – closed to public – 3 staff working remotely – 1 staff member splitting time between home and office. Remodeling the library into office space so staff will be working remotely until this is complete – anticipating being back in building by December.

**Erika Johnson**– Circulation person furloughed as of May 15 – majority of everything is electronic – most staff feeling a little bit isolated – new librarian started in Minot and another starting soon.

**Jane LaPlante** – all staff working from home with exception of Jane. Summer school starting next week, and things have been busy so it's easier for Jane to be working in the office rather than home. Has adopted two kittens and they are keeping her busy during this COVID 19 time.

**Jason Bedsaul** – busy with projects and resource sharing and ILL – things are going well and on track

**Jennifer Jenness** – currently working from home and couple of staff going in once a week to take care of things. Plan to open campus middle of June with ½ staff working in office. Staff keeping in touch during the day via chat messages. Getting ready for new normal.

**Joe Mocnik** – Fall semester will bring the opening campus with all resources available.

**Kelly Kornkven** – working remotely – one staff member going in daily – mail etc. Working on plexi-glass barriers and reconfigurations for social distancing – Started up Home Schooling Support Group and Trivia Night.

**Linda Allbee**– Managed to stay healthy and getting a little crazy looking at four walls of her apartment – working on mask bands for donations.

**Lynn Wolf**– setup at home working out better than anticipated. Staff in libraries have been doing a great job of working with us during this time.

**Marlene Anderson** – has been working as the solo full-time person at the BSC Library since March 23<sup>rd</sup>. One part-time, temp comes in daily, so I can pick up mail (we need to go to another building between 9-11 a.m. to do that), take a lunch break, & get some other things done. We are open to the BSC campus community & NDUS students only. Users must show ID. Masks are now required as are temperature screening checks. We have been keeping detailed stats (type of user, what they do/need while here, etc.). Through finals week, we averaged about 10 people in each day. BSC is looking at a phased-in re-opening to the public, beginning June 15<sup>th</sup>. Not all employees will be back on campus then. It has worked well, but I continue to be surprised at how exhausted I am at the end of each day. This is a slow emergency -- not sure when it will end & that is what makes it hard. BSC Library hours have been 7:30 a.m. - 4 p.m., Monday-Friday, since we moved to a virtual campus in March. We wipe down surfaces (keyboard, mouse, etc.) as soon as a user leave. Wipes & masks are also available for users at the front desk. Custodial staff have been doing deep cleaning at all buildings. To help control our space, only one of the library's interior door sets is unlocked. Only one exterior building door is unlocked (& I do that when I open in the morning). Stairwell doors to 2nd & 3rd floor are locked & the elevator in the building is disabled.

**Mike Jan**– I added 6 open hours in March - evening and Saturday hours. The library has been open every day. There are 4 confirmed cases of COVID at NDSH with a 5th today. I have checked out materials to one of the patients with COVID. The items go out with supper carts. They get sanitized and sent back to me. I quarantine the items and sanitize them. I am quarantining books and DVDs before putting them back into the collection. I wear masks when clients are in the library and have masks to give out. We quarantine items for 3 days. I quarantine amazon boxes too before opening them.

**Mary Soucie** – Grateful to be working in the building daily. Mary/Cindy to start teleworking part time. Working on new normal and working on how things will work for staffing – plexi-glass at circ and reference desks – 2 public computers to be used 15 minutes for anything and 1 for unemployment claims– masks are available and patrons encouraged to wear them – Staff will be required to wear masks in reading areas – the basement stacks are closed for now – NDSL has a COVID Lib Guide on our website. It includes re-open plans. [library-nd.libguides.com/?b=g&d=a](https://library-nd.libguides.com/?b=g&d=a). You can submit your re-open

plans to Trevor Martinson [tjmartinson@nd.gov](mailto:tjmartinson@nd.gov). Statewide Virtual Summer Reading Kickoff Week is June 1-5. We have all library types participating so am super excited about that. NDSL has subscribed to Beanstack for public libraries to use for the Summer Reading Program. Folks can email Shari Sandwick Mosser at [ssandwick@nd.gov](mailto:ssandwick@nd.gov). Husband bought pontoon and have spent the last couple days on Missouri River.

**Patricia Caldwell** – remotely working since March 18 – library physically closed – projected re-open date of June 26<sup>th</sup>. Library staff involved in reopening plans – part time staff member furloughed but projected to return July 15. One staff member going in weekly to deal with ILL and staff requests for pick up. CARES ACT grant for virtual learning system by June 11.

**Phyllis Kuno**– Today was my only other part-time staff's last day until mid-August. We have both been working from our building for the past four weeks - my office at home was not working... Very quiet as we have no summer sessions. Will just be trying to get things ready for fall. We still have no COVID-19 cases in Dickey County but will still be putting some procedures in place in preparation for fall. I agree with Marlene...this has been more exhausting than usual, but think mine stems in part from Alma migration...

**Phyllis Bratton**– so few cases in Stutsman County that library was never closed even though campus was closed. No evening/weekends hours – staff given choice to work remotely but now that school is done – library closed and open by appointment only. Has a Reference Librarian position open and one candidate contracted COVID19 and could not come for interview – so re-opened and have several applicants for positions. Preparations being done for social distancing – separating computer stations, plexi-glass around desks and masks and gloves available. New Student packages will include a mask. Busy going through her husband's stuff and realizing that he was a bigger pack rat than she thought. Phyllis is also busy making masks.

**Rita Ennen**– part-time staff were temporarily laid off – few returning and few not returning. Mailing out material and open by appointment but starting curbside service next week. Summer Reading Program starting next week and excited about it. Trying to figure out the pace for opening things. Working on time slots for patrons to sign up to be in the building (to control numbers inside the library at one time) and only one entrance to the building is open.

**Shari Erdman**– back on campus this week for staff and faculty only. Students need to call department that they want to contact. Proctor testing by appointment and masks worn by staff and requested to be worn by students. Plexi glass on circ desk. Missing students in the library.

**Susan Moberg**– personally nice to be working at home – all three girls at home and one graduated and moving to Tennessee for college. Library closed and no learning allowed. Have been figuring when closed opens on how the library can be reconfigured – but have no idea of when library will open.

## 8) Old Business

a) Statewide Databases Package has been set (Soucie & Kotrba)  
[http://www.odin.nodak.edu/sites/default/files/StatewideDatabasePackage\\_ContractNegotiationsInProcess\\_for\\_FY21\\_through\\_FY25.pdf](http://www.odin.nodak.edu/sites/default/files/StatewideDatabasePackage_ContractNegotiationsInProcess_for_FY21_through_FY25.pdf)

b) Leganto – is anyone planning on implementing? Contract through ODIN – Saw on chat – DSU is interested and Ellen will contact library.

c) Polaris Acceptance – sent to Polaris 2/25/2020 and using full Polaris Support now.

## 9) New Business

a) Discussion of OMB requests for documentation of purchases/billings over \$10,000 – Academic to be verifying purchases – Kelly Kornkven has not turned

in yet but MASU Controller is where the request came from. RFP process through Minitex – part of WICHE and ODIN checked with CTS Procurement Office and since this process is done through Univ of MN – ODIN is covered – but if buying outside of Minitex this would not cover you. Minitex suggest that any databases that you are looking to purchase independently to contact them for pricing might be less if purchased through Minitex. Marlene Anderson - We have worked with our Accounting Services staff to explain library purchases over \$10,000. We have provided documentation about ODIN as well as readily been able to show that database products are only available from a single provider & make our case for why we want/need them. Ericka Johnson has done the same thing - basically just telling procurement office that procurement office that the vendor I'm using is the only option. It seemed too simplistic, but it has been working for me so far.

- 10) ODIN Member Highlights – Mary Soucie – MILS Program Graduates – Carmen Redding
- 11) Other Business
  - a) June 2020 OSC member elections – looking for candidates
    - Academic Libraries – Joe Mocnik – may be re-elected
    - Public Libraries – Carissa Hansen (finished Wendy’s term) – eligible for election
  - b) User Group Chairs:
    - PKS-Cataloging – Stacey Goldade-ND State Library
    - PKS-Circulation – Renee Newton-Dickinson Area Public Library
    - PKS-Discovery – Al Peterson-ND State Library
    - PKS-ACQ-SER – No chair
    - ACAD-Cataloging – Shelby Harken-UND Chester Fritz Library
    - ACAD-Circulation – Erika Johnson-UND SMHS & Karlene Clark-UND CFL
    - ACAD-Discovery – Audrey Madler-Mayville State University
    - ACAD-ACQ-SER – Jenny Grasto-NDSU Libraries
- 12) Next meeting (online) is planned for August 2020 – watch for “Save the Date”

Meeting Adjourned – 2:50 pm

**Electronic Packet** – <http://www.odin.nodak.edu/oac-meeting-docs-05282020> for links to view documents prior to the meeting (must be logged in).