

# ODIN ADVISORY COUNCIL MEETING MINUTES

Online Bb Collaborate Ultra – September 17, 2019

Call to Order 2:03 CST

## Attendees:

Amy Carson – ND State College of Science  
Amy Reese – NDSU Libraries  
Carissa Hansen – West Fargo Public Library  
Cindy Clairmont-Schmidt – North Dakota State Library  
Ellen Kotrba - ODIN  
Jane la Plante – Minot State University  
Jennifer Jenness – Valley City State University  
Jerry Rostad – ND University System  
Kelly Kornkven – Mayville State University  
Linda Allbee - ODIN  
Lynn Wolf – ODIN  
Marlene Anderson – Bismarck State College  
Mary Soucie – North Dakota State Library  
Megan Lysford – ODIN  
Michael Jan – ND State Hospital  
Phyllis Bratton – University of Jamestown  
Phyllis Kuno – Trinity Bible College  
Rita Ennen – Dickinson Area Public Library  
Staci Green – Dickinson State University  
Stephanie Walker – UND Chester Fritz Library  
Susan Moberg – Dickinson High School  
Tammy Oltz – UND Thormodsgard Law Library  
Traci Lund – Divide County Public & Elementary School Library

1. Roll Call; Additions to Agenda
  - a. Roll call taken from participants list
  - b. No items added to agenda.
  
2. Approval of the May 15, 2018 Meeting Minutes
  - a. [http://www.odin.nodak.edu/sites/default/files/Draft 2018\\_05\\_15 ODINAdvisoryCouncil Minutes.pdf](http://www.odin.nodak.edu/sites/default/files/Draft%202018_05_15_ODINAdvisoryCouncil_Minutes.pdf)
  - b. Motion to approve by Mary Soucie; seconded by Susan Moberg; no further discussion. All in favor, none opposed – Motion Carried.
  
3. Polaris Update (Allbee)
  - a. December 11 is the anticipated go-live date for public/k12/special libraries
  - b. Initial profiling meetings were held in May 2019
  - c. Test database provided in August 2019; testing has been ongoing since then. Looking at data migration rather than functionality of system.

- d. ODIN is tracking issues via ticketing system, compiling on a webpage and sending issues to Polaris. Library staff have access to webpage.
  - e. Re-Load of data will begin Tuesday Sept 24th
  - f. ODIN has been engaging various groups for their input during the migration – the cataloging group has been having weekly meetings and has been the most active
  - g. The circulation group is beginning to be engaged, as information has gone out to gather input for required fields in the patron registration form; expect discovery/reference to become active soon, as set up issues pertaining to the PAC are beginning to come into play.
  - h. All librarians are encouraged to participate in these user groups.
  - i. Polaris in-person/on-site training has been scheduled, registration info has been sent out on listservs, 6 circ sessions in 3 towns, 4 cataloging sessions in 2 towns, and 1 acquisition & one serials session in one town; 12 participants/session.
  - j. Webinars have been arranged on various topics as well, these will happen closer to our go-live date. You must register to attend. Info will be sent out in October 2019.
  - k. Everyone is encouraged to monitor the Polaris page on the ODIN website: <https://www.odin.nodak.edu/polaris>
  - l. There are three listservs for Polaris: ODIN-PKS-OAC – for directors; ODIN-PKS-SYSLIBS – for system librarians; ODIN-PKS-LIBS - all Polaris staff.
4. Alma Update (Allbee)
- a. Go live for academic libraries is anticipated on July 27, 2020
  - b. Onboarding began June 18, 2019 and will go through November 2019
  - c. General institutional information has been turned into Ex Libris, as well as lists of 3<sup>rd</sup> party products, and just about done with authentication.
  - d. Currently talks center on consortium matters such as the network zone, which is where all shared bib records will live – how will local information be retained, various matching and merge routines, determining order that libraries will be loaded
  - e. October 2019 – will start discussing Aleph to Alma migration forms and hold a series of meetings to discuss higher level mapping documents
  - f. November 2019 – implementation phase kicks off; Ex Libris will review our migration documents and work with ODIN & libraries on any changes that may need to be made. The final decision on load order of libraries will be due at the end of November.
  - g. First test load is anticipated in January 2020
  - h. Sandbox environment is available now. Login/access information was sent to primary contacts in mid-July. All staff are encouraged to login and look around.
  - i. Everyone should monitor the Alma page on the ODIN website: <https://www.odin.nodak.edu/alma>
  - j. 3 listservs – ODIN-ACAD-OAC – for directors; ODIN-ACAD-SYSLIBS – for system librarians; ODIN-ACAD-LIBS – all Alma staff.

5. ODIN Director's Report (Kotrba)
  - a. Cost formula – used same formula in FY20, maybe will be used for FY21; do not expect major hits to budget, some Polaris amounts may go down. Kotrba thanked libraries for paying their FY20 bills quickly this year, that helps things out tremendously. In FY20, the Aleph bill had to be paid in its entirety, but a credit is expected from Ex Libris when Polaris goes live which then can be applied to future Ex Libris bills. Polaris bill will need to be paid for January-June 30 so costs will offset. Libraries should not expect any further bill for FY20.
    - i. FY21 bills will most likely come in August 2020 next year
    - ii. There was a 4% increase in Ex Libris billing this year
    - iii. Statewide database costs stayed the same due to extension of Minitex contract
  - b. New staff – Jason Bedsaul (1 year today) and Megan Lysford (Feb 2019) - ODIN is now fully staffed
  - c. ODIN listservs – will add/delete as needed, trying to streamline ODIN lists as much as possible
  - d. ODIN celebrated 30 years on February 2, 2019 and has been putting out articles and having celebrations – final celebration will be at NDLA, Sept 26<sup>th</sup>, in West Fargo.
  - e. Libraries must be on New User Interface for Primo before migration to Primo VE – ODIN hopes to have all up libraries up very soon.
6. State Librarian Report (Soucie)
  - a. Grant round is open – 2 competitive and 1 non-competitive due Sept 30
  - b. Annual Report for this meeting is mostly the same as the one submitted for NDLA
  - c. 99 libraries were visited in FY19, hoping to visit some academic libraries soon – had a very fun adventure to Dickinson Area Public Library
  - d. Databases – added Mango Languages, discontinued Tutor.com (usage continued to decrease, felt dollars would best be used elsewhere), added Niche Academy (no login required)
7. ODIN Governance – updated for Alma & Polaris (Ennen)
  - a. Biggest changes
    - i. Changes to meetings – schedule for OAC group to meet quarterly (face-to-face in May; online in Feb, Sept, Nov)
    - ii. Each member library has 1 vote (can send proxy, but must give 48-hour notice)
    - iii. ODIN user groups will be separate (Alma, Polaris) to allow for groups to deal with business that applies to them
    - iv. Member term limits for OSC members
  - b. ODIN office will take on logistics/meeting planning, minutes being posted, and calling for agenda items for OAC, OSC and user groups
  - c. Discussion on making a motion/voting on passing this governance document or continuing to tweak document, such as taking specific day and time out while specifying monthly meetings in OAC section.

- d. User groups are called upon to help ODIN out by discussing decisions, formulating policies, helping libraries by having an avenue to discuss issues and policies.
  - e. Other changes suggested for governance document – dropping “Executive” from Steering Committee name, removing specific time/date information for meetings, changing time limit to assign proxies.
  - f. Motion to change governance document to “allow for a proxy to be assigned in advance of the meeting with no particular time frame listed” – discussion ensued about how far in advance of meeting by Jane la Plante; seconded by Stephanie Walker; no further discussion; vote occurred in Chat option of Bb Collaborate Ultra: Aye – 9 Nay – 5; motion carried.
  - g. Revised document will be sent out via email for review, motion to approve/adopt will occur via listserv email.
8. Old Business
- a. No old business
9. New Business
- a. ODIN Strategic Plan 2019-2022 (Kotrba)
    - (1) Motion to approve plan as presented by Mary Soucie; seconded by Traci Lund; During discussion, Bratton asked about an action plan and assessment. Ellen will try to have some of the action plan in place for next meeting. OSC will assist in identifying areas/ways to complete plan ideas. The plan will adjust as necessary.
    - (2) Everyone was asked to vote in chat option of Bb Collaborate Ultra: Aye – 14 Nay – 0; motion carried.
  - b. Shared Electronic Resources Taskforce/Minitex (Soucie)
    - (1) Joint Taskforce (SER – Shared E-Resources) has been activated in MN/ND/SD; the ND members selected to committee – David Gray/University of Mary, Ben Dauber/Fargo Public Library, Amy Soma/Fargo Public Schools, Eric Strohane/ND State Library
    - (2) This process is designed to help decide what databases ND will have for the next five years
    - (3) ND doesn’t have to subscribe to everything that Minitex subscribes to, but ND does subscribe to a good amount of them
    - (4) Trials of these databases is coming, please participate!
    - (5) If every library subscribed separately to our current statewide databases it would cost over \$13 million, currently paying \$280K
    - (6) The process was explained as Minitex issues RFP on behalf of three states, the committee spends a week in MN doing in depth with vendors, once they decide which of the packages to accept, then negotiation begins (Minitex does the negotiation) but lots of discussion goes on at state level
  - c. Copy Cataloging outside OCLC (Kotrba)
    - (1) Project status – there are a handful of smaller libraries that were facing budget cuts and were wondering about the processes they were using to copy catalog. Loading without OCLC CatExpress is possible and a process was born allowing librarian to find a matching record from a trusted source and assigning a call number, ODIN checks the quality of records. Librarian must go through MN web

junction cataloging course before they can do copy cataloging on their own. Those libraries participating in the project are: Bowman Regional Public Library, Carrington City Library, ND School for the Deaf Library, Carnegie Regional Public-Grafton, Lakota City Library, McVille Community Library and Harvey Public Library. The process helps libraries get items out on the shelves and to their patrons quicker.

- (2) Some discussion was held about OCLC and the Full Cataloging subscription
- d. Statewide Open Education Resources (OER) Summit (Walker)
  - (1) A planning committee met in the state and decided to host an OER summit sometime during OER week (March 2-6, 2020) rather than in October 2019 due to lack of time to prepare summit logistics (especially availability of hotels).
  - (2) Rostad mentioned that it's a good group of people and should be a good conference
  - (3) Location to be determined
- e. ODIN Advisory Council Chair – candidates for election (Ennen)
  - (1) Ennen opened the floor for nominations; Kuno asked if Ennen may be elected again and Ennen indicated now is her second term, so she cannot. Kelly Kornkven says she would be willing to serve. Soucie suggests putting a call out to the director's list for nominations as well.

10. ODIN Member Highlights (some have submitted reports) – see:

- [http://www.odin.nodak.edu/OAC Meeting Docs 2019/](http://www.odin.nodak.edu/OAC_Meeting_Docs_2019/) (must be logged in)
  - a. Raugust Library, University of Jamestown is hiring a reference and instruction librarian
  - b. UND is hiring two non-librarians and one librarian

11. Other Business

- a. Chester Fritz Library Archives & Special Collections – 8-week closure beginning October 4, 2019 (Walker)
- b. Celebrating 30 years of ODIN began Feb 2, 2019  
<http://www.odin.nodak.edu/30-years-odin> (Kotrba)
- c. New ODIN website coming, any information needed on site should be sent to Jason. New logo/New branding

12. Next meeting will be in November 2019

- a. Watch your emails for an updated governance document and asking for ODIN Advisory Council Chair candidates

Rita closed the meeting at 3:56pm CST.