

ODIN Executive Steering Committee Meeting Minutes
July 19, 2019
10:00 - 11:15 am Central Time; 9:00 - 10:15 am Mountain
Online via Blackboard Collaborative Ultra

1) Roll call of members and Introductions:

- a) Josip Mocnik – NDSU Libraries – representing Academic Libraries
- b) Stephanie Walker - UND/Chester Fritz Library – representing Academic Libraries
- c) Wendy Wendt – Grand Forks Public Library – representing Public Libraries
- d) Phyllis Bratton - University of Jamestown/Raugust Library – representing Member-at-Large
- e) Mary Soucie - State Librarian
- f) Rita Ennen - Dickinson Area Public Library – ODIN Advisory Council Chair
- g) Ellen Kotrba – ex-officio, Director of ODIN
- h) Jerry Rostad - ex-officio, Ass't CIO/NDUS Office of the CIO

Other Attendees:

Amy Reese – NDSU Libraries
Linda Allbee – ODIN
Megan Lysford – ODIN
Cheryl Hoffmann – ODIN

Additions to agenda – none

Note: Online vote was 7 Yes to approve 3/27/2018 minutes

2) Approval of May 31, 2019 minutes – these changes were identified for the minutes:

Mary Soucie – page 2 – second paragraph – Amy Reese overview of PRIMO and PRIMO VE – Transition from PRIMO to PRIMO VE went smoothly. (didn't make sense – Amy offered changes)

Mary will email Ellen minor typo changes to minutes.

Approval of May 31, 2019 draft minutes will occur with an online vote.

3) POLARIS Update (Allbee) – The project is rolling along with an aggressive schedule. Profile meetings were held onsite and mapping documents were provided in June & July. The extract of data occurred in mid-June and a test database is expected by August 1. Testing data meetings are scheduled to occur in August. Testing will help determine if changes need to be made to profiles or mapping documents. Actual training on how to use various areas of Polaris will occur October - December. In-person sessions will be held October/November in these cities: Grand Forks, West Fargo, Bismarck and Dickinson. Various webinars will be scheduled October-December as well. The ODIN website will be updated to show these training topics including dates & cities. GO Live is still expected on December 11, 2019. Things are progressing at a good pace and without a lot of issues. Webinar training will be recorded for those who can't attend a scheduled session.

4) ALMA Update (Allbee) – Onboarding officially began June 18 which will prepare ODIN for migrations by training migration team members on how Alma works and uses data, as well as introducing various migration tasks. ODIN will have 2 Sandbox environments for libraries to work with Ex Libris test data. After the extract of ODIN data, then the 2 Sandbox environments will have ODIN data. Basecamp will be revamped to ensure consortium issues are addressed. GO Live is still expected on July 27, 2020.

5) Shared E-Resources Task Force (Soucie) - The name has changed, and process has been outlined. About 12 applicants applied to represent North Dakota. Chosen were Amy Soma/Fargo Schools; David Gray/University of Mary; Ben Daeuber/Fargo Public Library and Eric Stroshane/ND State Library. It's also been suggested that there be a statewide committee that would include some of those that applied for the Task Force. This committee could initiate & ask for feedback on vendor trials. It's also important to establish if North Dakota libraries have other needs the Task Force is not looking at since Minitex is requesting suggestions of what vendors to look at.

6) Governance for ALMA/POLARIS – An updated Governance document and Strategic Plan were sent out to the group prior to the meeting for comments. There is a typo in NDUS – Vice Chancellor of Technology. Update to Purpose – The lead of each library at the end should be incorporated further up so all library lead stuff is together. Kotrba updated the document to include information that meetings for the OESC are scheduled for the third Friday of each month 10-11am. Under ODIN User Group, add a description for what they are responsible for. Remove the listserv names from the Membership area. It was noted that under OAC, it should list quarterly meetings with at least one meeting face to face. Wendt asked for clarification on the responsibilities of OESC and OAC. She also inquired about the hierarchy. Soucie is unclear of why User Groups and Work Groups need to be two separate groups. Kotrba suggested that the ODIN Office take on the responsibility for convening each User Group. They would set the date, assemble the agenda and ask a library staff member to run the meeting thus keeping the meeting library driven not ODIN Office driven. Soucie commented that the way things are written is that ODIN Office will convene the meetings – which means ODIN Office would be running the meeting – Kotrba disagreed. Ennen commented that it was hard to get individuals to chair the meetings in the past and sounds like a good idea that ODIN office staff take the reins to get the User Groups up & running. Soucie questioned that if individuals don't volunteer for User Groups then is there really a need for that User Group. Kotrba suggested until we know how these two systems work there will just be one User Group until issues arise that need to be dealt with outside the main group. Emails to main User Group would include bracketed information in the subject line (e.g. [Cataloging], [Acquisitions], etc.). Collectively the OESC decided that Work Groups were not necessary. It should be clarified in the document that the Chairperson is there to run the meeting and is not responsible for any administrative/logistical duties of a meeting. Allbee added that it is important to get User Groups involved in the implementation of the two new systems and then keep the groups active going forward. Kotrba will update the document with these comments and redistribute via email. User Groups submit meeting minutes/reports after each meeting for general perusal. Since the OESC has monthly meetings and the OAC has quarterly meetings, it's important the whole picture is always presented. It's envisioned that the OAC and OESC are on close levels – each is beneficial to the other. Wendt expressed her confusion regarding the OAC and OESC – maybe acronyms need to be changed. Discussion was held regarding this. The OESC can be convened in a shorter time frame to review/prepare recommendations to OAC which may be emailed to OAC membership for discussion and quicker decision. Ennen commended that when the OESC was originally proposed, the OESC would work on things and make recommendations back to OAC and OAC would have final vote on things. Soucie commented that she thought that the OESC had the authority to make decisions that couldn't wait for quarterly OAC meeting. It was suggested that the OESC drop the "Executive" part and become the ODIN Steering Committee (OSC). Soucie suggested that we propose the changes recommended to the OAC and if approved, to try it out and if we need to make changes in the future it can be proposed. Mocnik proposed that the steering committee advises and keeps the ship on track with the OAC finalizing the decisions. Ultimately the ODIN Director (Kotrba) and ASSIST CIO (Rostad) have the final decision considering recommendations and eventual implementation.

7) ODIN Strategic Plan 2019-2022 – Soucie stated she likes the clear and simple format. She also likes that it is just one page. Bratton had emailed a change for the “Engage libraries in experiences which support growth and learning” section – that the 2nd bullet should be “Develop library technology to minimize cost & maximize value”. Kotrba asked if anyone else has anything to add or change. Ennen commented that it will be nice to have this type of document posted for member libraries to reference on ODIN’s web page. Soucie commented that she likes that Professional Development for ODIN Staff is included. Kotrba thought that the Strategic Plan should be reviewed on an annual basis.

8) ODIN new web page (Bedsaul) – Bedsaul presented how the new ODIN web page is progressing. The goal is to make items more discoverable, provide portals for both the Academic and Public/K12/Special libraries transitions. Access must be user friendly and allow for librarians to make changes to library or profile information. A committee will be formed to assist Bedsaul in finalizing its look/feel before GO LIVE. It is hoped to be released in September, with December 6th as an alternate date. Please send in suggestions regarding things that you would like to see on or added.

Other Business – none

Next Meeting scheduled for Friday August 16, 2019

Meeting adjourned at 11:15 am. Soucie motioned to adjourn meeting. Walker seconded – all in favor. Mocnik was not present for vote.