

**ODIN Executive Steering Committee Meeting Minutes**  
**August 16, 2019**  
**10:00-11:00 a.m. Central Time; 9:00-10:00 a.m. Mountain**

Bb Collaborate Ultra Session Link PARTICIPANT LINK:

<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

1) Roll call of members and Introductions:

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

Other Attendees:

Amy Reese – NDSU Libraries

Linda Allbee – ODIN

Megan Lysford – ODIN

Jason Bedsaul – ODIN

Cheryl Hoffmann – ODIN

Absent –

Joe Mocnik - Dean of Libraries - NDSU

Susan Moberg- Dickinson High School – representing School Libraries

Addition to agenda – none

- 2) Approval of May 31, 2018 and July 16, 2019 Minutes - motion to approve both sets of minutes by Mary Soucie & seconded by Wendy Wendt – vote passed – 0 opposed – 0 abstain – Motion carried
- 3) Establish ODIN Advisory Council September meeting date – Sept 17 or 18 – Bratton asked if meeting would be face-to-face or online – Ennen responded that it would be an online meeting. Library reports would be included in an electronic packet before meeting with just highlights during meeting to save meeting time. Ennen also felt a 2-hour meeting should be sufficient. It was decided that September 17, 2019 from 2:00 – 4:00 pm CST would be the meeting date. Kotrba to coordinate meeting logistics.

- 4) POLARIS Update (Allbee) – A test database was released to ODIN on August 5, 2019 and usernames/passwords have been sent to all testing contacts at public/k12/special libraries. Most libraries will use the LEAP online client with a remote application/client for cataloging/acquisitions workstations. With the pc Polaris client, one will need to connect first using remote app and then log in to connect to the pc Polaris client. Data migration meetings were held on August 5 & 6, they were recorded and are on the Polaris section of the ODIN website. Librarians and ODIN staff have found several issues and have been reporting them to Polaris Staff. Polaris staff have been very responsive and are resolving issues. Allbee stated that the more testing that can be done before training the better. The training schedule is on the Polaris section of the ODIN website. Allbee is encouraging sign up for onsite training starting September 1. This will be in-person training – 12 participants for each session – only one person from each library. Sites are either in Grand Forks, Bismarck, Dickinson or West Fargo. If spots open after each library has a representative registered, then registration will be re-opened for others. A webinar schedule is also up on the Polaris section. Soucie questioned if the North Dakota State Library may have their cataloger as well as their statewide cataloger attend the cataloging sessions. Allbee said both may attend.
- 5) ALMA Update (Allbee) – ODIN is currently in the onboarding phase by preparing data to migrate data and watching training webinars that allow all to get to know ALMA. Each primary contact at each library has been requested to complete the “Getting To Know Alma training, known as GTKA”. This training will allow staff to become familiar with how screens look, get a feel for Alma terminology and how the network zone will work. Soon, ODIN will be asked about which order to load the libraries into the network zone and librarian input will be necessary. On August 27, Ex Libris staff will explain the network zone and steps that will need to happen in order to determine the load order, which field to retain on the network zone record as well as how will this all work as we catalog into ALMA.
- 6) Governance for ALMA/POLARIS  
Changes already made:
  - 1) OSC members originally voted on by OAC
  - 2) Added 1 vote/library to Elections and Meetings sections of OAC & OSC sections
  - 3) Removed all ampersands (&) and inserted ‘and’
  - 4) Spelled out Sept to September
  - 5) In OSC Elections section – updated to ‘member’ instead of ‘members’
  - 6) Page 2 – Organization section – changed to ‘a state legislative appropriation’
  - 7) Page 3 – Purpose section – spelled out ‘ODIN Steering Committee (OSC)’
  - 8) Page 5 – each OSC member has one vote when a vote is needed
  - 9) Page 6 & 7 – Each User group member has one vote when a vote is needed
  - 10) Throughout document, there is mention of “leads from each member library”. Wendt suggested “representative from each member library”.

Walker suggested “Director or equivalent”. All OESC members seemed to like the last suggestion.

Some OESC members asked about documents that would provide information and/or steps for libraries to join ODIN. Also, documents outlining steps to exit ODIN. Kotrba expressed that those types of documents are forthcoming. Walker thanked Rostad and Kotrba for all their work on the billing process and ODIN organizational structure. Soucie & Wendt agreed. Kotrba believes the cost formula should be looked at annually and updated as necessary.

Motion to submit revised governance document to OAC for approval by Mary Soucie & seconded by Stephanie Walker – vote passed – 0 opposed – 0 abstain – Motion carried

7) Polaris PAC “all libraries” search – public/K12/special libraries – what to label it?

currently:  ODIN - PKS

Wendt felt the PKS was not user friendly and makes no sense to users. Ennen questioned if there is a reason it can’t just be called ODIN? It was felt that this would confuse users since the academic libraries aren’t included in Polaris. Walker questioned if it was just the online catalog or whole system? This is just for the online catalog. Reese suggested ODINsearch. Soucie suggested to have OESC members throw things out to their staff and see what suggestions come up. Bratton suggested that we pick something that it isn’t tied to software and can continue years forward with any software changes/upgrades.

8) Open Education Resources (OER) Summit (Walker) – Walker stated that since UND did not get a Federal Grant for OER there has been talk about creating a portal for open education resources. There have been no discussions since October 2016 and Nicole/ Sparks was the keynote speaker. Many people have many great ideas. Some faculty members at UND are doing research on OER and it appears that less students are dropping classes in the first three weeks due to OER. Rostad, Mocnik and Walker had a conversation about holding an OER Summit in October. Details to come. Bratton expressed concern that the Manager of the University of Jamestown Bookstore was opposed to OER because of their possible loss of income. Bratton would like to have bookstores & other textbook sellers included in the summit/discussions. Walker mentioned to the group that if they have any suggestions for site or sessions to let her know.

9) Other Business- none

10) Next OESC Meeting Friday September 20, 2019

Rita adjourned at 11:04 am.