

## **SDLN EXECUTIVE COMMITTEE MINUTES**

March 2, 2006  
9:30 a.m. - 4:00 p.m.

**Members Present:** Patty Andersen, Ethelle Bean, Elvita Landau, Beverly Lewis, Dorothy Liegl, Steve Marquardt, Gary Johnson, and Warren Wilson

**Members Absent:** none

### **Minutes**

Ethelle Bean moved that the minutes of the February 15, 2006 meeting be approved as amended. Patty Andersen seconded. The motion carried with one abstention.

### **Topics from Operations Director**

The ELUNA (formerly NAUG) Conference will be held in Knoxville June 4-7. There are no restrictions on the number of attendees. Individual libraries can be members and vote. The membership fee is \$240. Registration fee for the conference is \$250 per individual.

An Ex Libris Seminar for technical staff follows ELUNA on June 7-8.

Version 18 was discussed. It has been delayed to March. At that time, an install at Five Colleges in the Amherst, MA area will occur for testing. Migration of University of Iowa, University of Michigan, and University of California/Davis, is scheduled for August. Oracle version 10 will be required. The ILL module for version 18 will be delayed an additional two months after the initial release. SDLN may not be able to move to Version 18 this summer if the delays continue.

At ALA, Gary viewed Primo is Ex Libris's new discovery tool, which he characterized as "Amazoogle", being simple to use like Amazon and Google. A discussion about issues and changes in the ILS area also occurred.

The backlog of MARCive records will be loaded for the four documents libraries, beginning with the oldest. This process has begun. The "permanent" records will not overlay "temp" records that were originally loaded on PALS. Overlays should work properly with those "temp" records loaded on Aleph. Gary reviewed the procedures for loading.

The "instance" of SFX and Metalib to support the state-wide databases has been installed. In addition, "instances" have been installed for the test libraries, SDS, SDB, and RCP. Patrick Weber has created a Webex introduction which has been made available to members on the SDLN Training website (<http://www.sdln.net/?mode=support&page=training.php>). In-person workshops will be held March 14-16 in Rapid City and Sioux Falls and will be a combination of general information (AM) and technical settings (PM) to create a library's instance. Only libraries with additional external databases may want to create their own "instance."

The two FTEs for SDLN were approved by the Legislature. However the Board of Regents spending authority was reduced. Warren is monitoring in case this may impact SDLN.

### **Proposed Changes in the Memorandum of Understanding**

- 1) The Executive Committee chair will be elected annually from within the Executive Committee. Nominees must have at least one year's experience on the Executive Committee. The election will be held during the 1<sup>st</sup> meeting following the election of Executive Committee members.
- 2) The State Librarian will be a permanent member of the Executive Committee.
- 3) Billing will be handled by SDLN, not the State Library.
- 4) Requests for additional FTE authorization and expenditure authority will be advanced by BOR with support of DOE and the State Library Board. This suggestion reflects what is actually being done.
- 5) Term limits will not be applied to Executive Committee members.
- 6) User Groups may be created by the Advisory Council and will be required to do a quarterly report to the EC.

We will continue to have an elected remote member representative to the Advisory Council.

Steve and Dorothy will review the MOU language, make suggestions and send it to the EC.

### **Member Structure**

A discussion was held regarding small libraries and SDLN. Some options include

- 1) Load existing automation catalogs as per Montana and Pennsylvania models
- 2) Provide an ILS software package made for small libraries
- 3) Use X.50 connection from existing automation systems per Minnesota model
- 4) Use K-12 connections at state level (BIT)
- 5) Encourage automation using the seven Education Service Agencies in state with a shared system within each ESA and a link to a larger system

The Executive Committee suggested that the State Library contact the smaller libraries to determine interest.

The Department of Education has requested information on what it would cost for all school libraries to be remote members of SDLN. In addition to the databases, the following cost areas were determined: Personnel (2.5 FTE) (1 trainer, 1 help desk, .5 authentication technician); travel for training; equipment -- added telecommunication; new authority server, impact on current membership fees. The ballpark estimate to cover these costs was approximately \$260,000.

Elvita Landau moved that this amount be requested from the Dept of Education for remote membership of school libraries. Beverly Lewis seconded. Motion carried.

## **Voting Structure**

After lengthy discussion and review, Beverly Lewis moved to retain the voting structure as is with one vote per full member library. Ethelle Bean seconded. Motion carried.

## **Standards for SDLN membership**

The following criteria for membership will be presented to the Advisory Council for approval:

### **Full member – K-12**

- Certified school librarian (full-time assignment to library)
- Open to students/teachers throughout school day
- Will load collection online
- Actively participate in ILL (Lending as well as borrowing)
- Technical support available on call

### **Full member – Academic/Post Secondary**

- Hold current accreditation from the Higher Learning Commission (formerly North Central Association)
- Library staff available all open hours
- Will load collection online
- Actively participate in ILL (Lending as well as borrowing)
- Technical support available on call

### **Full Member – Public Library**

- Library staff available all open hours
- Will load collection online
- Actively participate in ILL (Lending as well as borrowing)
- Technical support available on call

### **Full Member – Special Library**

- Library staff available all open hours
- Will load collection online
- Actively participate in ILL (Lending as well as borrowing)
- Technical support available on call

A site visit by SDLN staff will occur during the application process.

Dorothy will develop an application form based on criteria

## **SDLN Staff**

Duties for a possible new administrative assistant position at the SDLN office were discussed. These duties may include maintaining spreadsheets for annual fees, billing member libraries, budget monitoring via state government, handling routine correspondence, and making and meeting travel arrangements. This position would benefit both SDLN and the State Library. Gary Johnson is to draft a position description for review by the Executive Committee.

Making effective use of the two FTEs approved by recent legislative action was discussed.

**Other**

The Advisory Council meeting date will be set soon.

Ethelle Bean moved that whenever minutes are posted on the SDLN website, a link sent be sent to sdn-1 to notify members of their posting. Steve Marquardt seconded. Motion carried.

The meeting adjourned at 3:45.

Respectfully submitted

Elvita Landau  
Meeting Secretary