

MINUTES

LOUISIANA ADVISORY COUNCIL FOR THE STATE DOCUMENTS DEPOSITORY PROGRAM

Thursday, May 10, 2001

The Louisiana Advisory Council for the State Documents Depository Program held a regular meeting on Thursday, May 10, 2001 at the Bluebonnet Branch Library, East Baton Rouge Parish Library in Baton Rouge. Council members present were: Judy Smith, Lori Smith, Stacey Hathaway-Bell, Howard L. Coy, Jr., Frances Thomas, and Margaret Lane. Others who attended the meeting were: Maureen Olle, Alison Foster, Sheila D. Floyd, Rose Herbert, and Paula Singleton.

Council Chair Judy Smith called the meeting to order at 10:05 a.m.

Minutes of the November 17, 2000 meeting were distributed and read. Judy Smith asked that the four depositories visited by the Recorder of Documents be listed in the Recorder's report. The four depositories were: LSU's Hill Memorial Library, Southern University's John B. Cade Library, Southern University's Law Center Library, and the House of Representatives' David R. Poynter Legislative Research Library. The minutes were approved as amended.

Recorder of Documents Report -

Stacey Hathaway-Bell distributed a written summary of her report. She said a revised edition of the *Louisiana State Documents Depository Program Manual* had been distributed to depositories. It's in a looseleaf format, and one update has already been sent to depositories. She reported that the format of the monthly lists has changed, and that beginning in July, the lists will no longer be distributed in paper. The lists will be available only on the web. She said the lists have been delayed a bit because subject headings are now being added. She said slight delays might continue for this reason. Hathaway-Bell said that a new selection list had been sent to depositories, and that nearly all had returned them. She reported that agencies have responded well to her request that they appoint a liaison to the depository program. She has sent a second letter to those who haven't yet made an appointment. Hathaway-Bell said that Richard Yarnall from the Library of Congress will be visiting her office in August. He is visiting the offices of all state depository programs from which LC receives publications. Hathaway-Bell reported that the Council's Government Documents Toolbox Committee, appointed at the November meeting, had met recently. She said she had agreed to create a survey and submit it to the Council. She said she had sent in submissions for the notable documents lists in both *Library Journal* and the *Journal of Government Information*.

Unfinished Business -

None.

Old Business -

Virginia Smith reported that H.B. 1319 was introduced by Sharon Weston Broome to implement some of the changes to the *Revised Statutes* recommended by the Study Committee. The bill was passed in the House and will go on to the Senate. If adopted, the changes to the law will affect the duties of the Recorder of Documents, but won't directly affect the depositories. The changes the Study Committee recommended for the *Administrative Code*, such as including "core depositories" in the "selectives" category, will be tackled later. The Recorder of Documents has already implemented many of the procedural changes suggested by the Committee. Frances Thomas asked to be notified when the process of amending the *Administrative Code* begins. Smith said she will post a notice on BAYOUDOC so that all interested parties would be made aware.

New Business -

Judy Smith reported that the terms of some Council members were ending, and other members had left the Council. She made the following recommendations and nominations:

The terms of Judy Smith (historical complete depository representative), and Lori Smith (academic library representative) will end in June 2001. The reappointment of these Council members would be recommended.

Stephen Henson's departure from the state left a vacancy for an academic library representative. Paula Singleton from Xavier University would be recommended to fill this position.

Patti Threatt, representing LSU's historical complete depository, has also left. Faye Phillips would be recommended, with the recognition that she may send a proxy after the state documents position at Hill Memorial is filled. (In the discussion about this position, Cagle reminded the Council that the purpose of having representatives from each historical complete depository is so that they can coordinate their archival storage efforts. He recommended that the establishment of a historical complete depository in north Louisiana be made a priority.)

Bob Claitor would be recommended to replace Robert Benoit as a representative of library users.

Two new agency representatives will be needed, so Nancy Underwood from the Secretary of State's Office would be recommended for one position, and either Chacko John or Tom Eubanks would be recommended for the other. John is from the Geological Survey, and Eubanks is the State Archaeologist.

Coy moved that the nominations and recommendations be forwarded to Tom Jaques as outlined, and Lori Smith seconded. The motion passed.

Judy Smith went on to say that her term as Chair and Lori Smith's term as Secretary would end on June 30, 2001. She reported that Howard Coy had said he would be willing to serve as Chair. Lori Smith moved that Coy be elected as Chair, and Margaret Lane seconded the motion. Coy was elected by acclamation. Judy Smith said that she would be willing to serve as Secretary. Lori Smith enthusiastically moved that Judy Smith be elected as Secretary, and Margaret Lane seconded the motion. Judy Smith was elected by acclamation. Since so many Council positions are currently vacant, and since Howard Coy is technically the Chair-Elect until he takes office in July, it was agreed that the selection of a Chair-Elect would be postponed until the next meeting.

In other new business, Lori Smith pointed out that a review of the implementation of the *Louisiana State Documents Depository Program Plan* is supposed to be done in years ending in 0 and 5. The Council did not do a review in 2000. Virginia Smith suggested that the work of the Study Committee served essentially the same purpose. Judy Smith appointed a committee to review the *Plan* and determine if it needs to be updated as a result of the work of the Study Committee. The members of the review committee are Judy Smith, Stacey Hathaway-Bell, Frances Thomas, and Virginia Smith.

Announcements -

Cagle asked Hathaway-Bell how the Depository Program's web site compares to similar sites maintained by other states. She responded that it's better than some, but in general it doesn't compare favorably. She said there are many changes and additions she would like to make. Coy suggested that the webmaster of a really good site, like Louisiana Tech's, could be invited to review the pages and make suggestions.

Frances Thomas announced that a bill had been introduced that would require agencies or persons submitting legislative reports to provide the Poynter Library with an electronic copy of the report in addition to the two print copies currently required. The Library could then make these reports available via their web site. Thomas asked if there were plans to do another training session for state agency employees to educate them about the Depository Program. Hathaway-Bell said that she had created and distributed an educational handbook for agency liaisons, but that there were no plans at the moment to do a training session. She agreed that it would be a good idea to do one. Thomas asked if she could get a copy of the liaison handbook, and of the list of agency liaisons. Hathaway-Bell agreed to supply these to her. She further suggested that Thomas, if she wished to do so, could include information in future editions of the handbook about the requirement for agencies to submit reports to the Poynter Library. Hathaway-Bell asked Thomas if the Library intended to permanently mount and archive legislative reports they received electronically. Thomas said that they hope to.

Next Meeting -

The next meeting was tentatively scheduled to take place in Alexandria, likely at the Rapides Public Library, in November 2001. The exact date and place will be announced on BAYOUDOC.

Adjournment -

There being no further business, the meeting was adjourned at 11:00 a.m.

Lori Smith reporting 5/14/2001.