

**Fall Advisory Council Meeting
Virtual Meeting, 10:00 -11:10 am
December 9, 2014
Minutes of the Meeting**

In Attendance:

Michael Sartori
Karen Cook
Abigal De Soto – La Tech
Jean Kiesel
JoAnne Palermo – LSU
Lisa – UNO
Megan Bell
Melanie Sims-LSU Law
Michele Pope
Stephen Kuehling

Amanda Owen
Jacquie – Southern
Lynette Tamplain
Hayley Johnson
Carla Pritchett
Elisa Naquin – Poynor
Tasha McClain
Howard Coy
Jeannie Brock – McNeese

1. Approval of minutes from last meeting

Unable to locate minutes from previous meeting.

2. Open Issues

None to discuss.

3. New Business

a. Core title List

Karen gave an update on the core title list. Only thirteen core titles are available in multiple formats. She is aggressively following up w/agencies on publications. She suggested changes to be made including requiring all depositories to provide access to digital versions of core titles when available. This helps when print copies are not available, or not enough copies are available, to send to depository libraries. It also helps to provide better public service when a print copy is unavailable. A date to implement this requirement needs to be determined.

Karen also mentioned that she has added CPRA reports (annual and state plans) to the core titles since this is an important topic for the state.

b. New Selection Plan Committee

JoAnn gave a brief update on committee. Eight libraries volunteered to test making depository selections based on BISACSH subject headings instead of making selections by agency. Karen developed instructions and sent them to volunteer sites. One issue recently discovered is the non-selection of academic institutions (no one selected to receive LSU pubs in the breakdown). Most all wanted items covered in subject selections. Karen plans to have Q & A sessions in February and March to assist depositories in making their selections. Then actually have depositories complete selections by the end of March so that she has plenty of time to plan for July letters to agencies. Additional explanation of “university” vs “subject headings” followed.

c. Bylaws Committee Report

Karen discussed some revisions to the Bylaws, including a new process to elect members to the Council. It was determined that the old way makes it more difficult for new members to become involved, so it was decided that a new process which will allow every depository library a vote on whom the council members will be. Each depository will need to decide on a primary contact and update Karen in time for spring voting. A copy of the bylaws that show the new way and one that shows the changes is available to download.

d. Recorder's Report

Karen actually forgot to bring a copy with her, but will send a copy out to everyone. She did discuss some of the items on the report. 5 year rotation: Each depository would be inspected every 5 years, except for LOC. Due to budget cuts, limit on inspections for remainder of the year. She will reschedule others for next year, depending on budget constraints. Karen mentioned some goals for next year: 1. Implement new selection method, 2. complete inspections (needs updating due to budget), 3. Trying to come up with new tickler (?) system to determine serial pubs, 4. Establish an online webinar series and training sessions for both depository libraries and agencies. Also mentioned that the Advisory Council is looking for a site to host an Advisory Council webpage. Also, the problem of agencies posting raw data to databases and then changing addresses, etc. is making it difficult to keep the data accessible. Need a list to be able to update easier, but do not want to make these core titles. Both of these topics will be in depth later in meeting.

e. Meeting Reports

- i. Virtual Advisory Council Meeting (July 2014): set up a few committees.
- ii. Face-to-Face Meetings: Met at LUC, great interest, little attendance, but nice. Discussed meeting at LLA in spring. Value in face-to-face meeting, allows each one to actually meet other depository people.

f. State Plan Review:

Lori unable to attend, feeling under the weather. In a meeting on December 8, 2014 it was discussed/determined that we need to set some core values along with measureable goals in order to provide guidance.

It was suggested that we look at what other states have in their state plan, if they have one, and use as a base/model for our plan. Michele added that she was having difficulty finding Advisory Councils for other states. She contacted GODORT and they suggested posting to GOVDOC-L seeking input from other states. It was also suggested we ask depository libraries for their input on their needs and/or wants.

g. Form Committee/Task Force...Advisory Council Web Page:

As mentioned earlier by Karen, the need to have someone host a web page for council to make it easier to update information. Loyola would be able to host, and Michele agreed to serve as task force chair. Carla and Michael volunteered to serve on the committee. Decided that the committee needed to find a hosting site; determine organization; what will be on page, choose administrator, and determine who has access to edit. Michael asked if it would be possible to have recommendations for council by May meeting. Michele agreed to this.

h. and i. Form Committee/Task Force...Outreach and Create List of Essential Databases/Electronic Resources

After some discussion, it was decided to combine both these committee's into one to discuss developing ways to promote depositories better and to develop a list of essential databases and other important websites to better promote depositories as well as aid Reference departments. Michael and Michele will co-chair this committee. Committee members are Carla P. and Jeannie Brock. Something was mentioned about putting a suggestion box on the Advisory Council web page where people could recommend useful resources for the Core Titles List or the List of Essential Databases/Electronic Resources.

Jeannie Brock reporting.