

**Louisiana Public Document
Depository Program Advisory Council**

Virtual Meeting Friday May 29, 2020 (10:00 a.m. – 11:00 a.m.)

Council Members present:

Bethany Reisch, Librarian at the Poynter Legislative Research Library (GODORT Representative)
Eric Cartier, State Library of Louisiana (Recorder of Documents)
Michele Pope, Loyola University New Orleans Law Library (Chair)
Abigail DeSoto, Prescott Memorial Library, Louisiana Tech University (LaTech Representative)=Samuel Ayers, State Library of Louisiana (State Library Representative)
Carla Pritchett, Tulane University Law Library (Academic Libraries Representative)
Melanie Sims, Paul M. Hebert Law Center, Louisiana State University (Special Libraries)
Shannon Rawson, Board of Elementary and Secondary Education (Member at Large)

Council Members absent:

Hans Rasmussen, Louisiana State University (LSU Representative)
Sonnet Ireland, St. Tammany Parish Library (Public Libraries, Secretary)
Laura Nola, Department of Insurance (Agencies)

Others present:

Charlotte Henderson, Southern University
Francis Norton, Law Library of Louisiana
Jeannie Brock, McNeese State Library
Lynette Tamplain, Nicholls State
Mark Love, Nicholls State
Sarah
Mary Jane Bloomquist, McNeese State
Jessica Heyl, UNO
Lora Amsberryaugier, UNO
Wendy Bourg, State Library of Louisiana
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Agenda

- I. Welcome by Chair Michele Pope at 10:00 am.
- II. Approval of minutes from Fall meeting on Nov. 15, 2019.
Motioned by Melanie Sims. Seconded by Abigail DeSoto. Motion was approved.
- III. Announcements

A. Conferences

B. Library News and reopening updates.

Eric reminded everyone about the email he sent to the Bayoudoc listserv about updating him about libraries opening status, and ability to receive deliveries. So far he said that the consensus is that most public libraries are open to receiving shipments of state documents, but academic libraries tend to have more restrictions or are not yet open at this time.

Reopening updates from Chat:

- Wendy Bourg: SLOL not open to the public though.
- Bethany: Poynter is open, but our services tend to be online as we typically receive emails for requests and reply through email as well.
- Charlotte Henderson - SUBR: Southern is open on 1st floor only with limited services
- Abigail DeSoto, LA Tech: La Tech is open, just our main floor with minimal staff working in the building.
- Francis Norton: Law Library of Louisiana is doing phone and email reference
- Mark Love: Staff at the Nicholls library is back at work. We will reopen to the public on June 8th.
- Shannon Rawson: The BESE office is on a reverse telecommute schedule.
- Shannon Rawson: We typically have a schedule for who will be telecommuting...now it's more of a schedule of who will be in the office.
- Jessica Heyl: UNO library still closed at this time
- Mary Jane Bloomquist: McNeese open for staff only, accepting email & phone requests.

IV. Old Business

V. New Business

A. Recorder of Documents Report

- Wendy Bourg joined the State Library as the Documents Specialist.
- Eric Cartier managed operations in the Recorder of Documents office solo from October-December 2019
- Reviewed applications, interviewed candidates, and selected our new Documents Specialist
- Determined number of currently active agencies depositing documents in calendar year 2019
 - 2018 Listed Active Agencies 753 with 39% complying
 - 2019 Listed Active Agencies 790 with 36% complying
 - This coming year, the Recorder's office hopes to work on more active outreach to agencies with Wendy.
- Fielded inquiry from University of Colorado Boulder, bringing previously unavailable historical Louisiana state documents (1870s-1960s, bulk 1930s-1940s) to the Louisiana Collection
- Developed and enacted contingency plans:
 - To send combined January/February 2020 print documents shipment

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- To collect and process incoming digital documents when server was unavailable
- To suspend print document shipments and deliveries
- To work from home following Governor's Executive Orders and State Librarian's directive during COVID-19 crisis
- Communicated in timely manner with key LPDDP stakeholders (agency liaisons and depository librarians) when catalog was down and server was unavailable in winter 2019/2020, and in spring 2020 as the COVID-19 crisis evolved
- Solicited details about the Library of Congress web harvesting plan for state government websites and documents
- Organized all Recorder's office digital archives folders
- Facilitated appointment of new permanent representative from LSU on LPDDPAC
- Unexpected Challenges:
 - Ransomware attack disrupted State Library operations (no internet or server access) for two months from mid-December to mid-February
 - Global pandemic closed all libraries in Louisiana Public Document Depository Program, initiating immediate work-from-home era for State Library staff beginning at end of March
 - Courier service went out of business.
 - The state has contracted with a new company, Letter Ride.
- Expected Challenges:
 - Solo operations during job search
 - Cataloging backlog
 - Wintertime absences and holidays
- Goals for the next six months:
 - Distribute the 2020 Subject Selection Form to depository libraries
 - Resume shipments of print documents to depository libraries
 - Complete training on CONTENTdm Project Client
 - Continue to update digital archive by uploading and inspecting backlogged documents
 - Compile the third Recently Added Digital Documents shipping list to post to the Depository Libraries webpage
 - Standardize naming/labeling convention of depository libraries across forms, charts, and bins
 - Continue to locate and engage in staff development opportunities
 - Continue contributing and participating in State Documents Collaborative Group: <https://godort.libguides.com/State-Docs-Collaborative-Group>

B. Five Council positions to fill by July 1:

Academic Libraries Representative-Mark Love volunteered
Public Libraries Representative-Still vacant

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Special Libraries Representative- Melanie Sims volunteered to continue in position.

Council Chair-still vacant

Secretary –Shannon Rawson.

VI. Adjournment at 10:51 am.