

**Louisiana Public Document Depository Program Advisory Council**  
**Virtual spring meeting – Tuesday, May 30, 2023 – 10:00 a.m.**

**Council members present:**

Samuel Ayers, State Library of Louisiana (State Library representative)

Eric Cartier, State Library of Louisiana (Recorder of Documents)

Angela Dunnington, Louisiana Tech (Louisiana Tech alternate representative)

Sarah Katz, Poynter Legislative Research Library, (GODORT representative)

Fran Norton, Law Library of Louisiana (Special Libraries representative)

Hans Rasmussen, Louisiana State University (LSU representative)

**Council members absent:**

Laura Gilmore, Department of Insurance (Agencies representative)

Mark Love, Nicholls State University (Academic Libraries representative)

Shannon Rawson, Board of Elementary and Secondary Education (Member at Large representative)

**Others present:**

Wendy Bourg, State Library of Louisiana

Abigail McCoy, Noel Memorial Library, LSUS

Michele Pope, Loyola University New Orleans Law Library

Carla Pritchett, Tulane University Law Library

Melanie Sims, Paul M. Hebert Law Center, Louisiana State University

**Agenda**

**I. Welcome**

- The Chair, Hans Rasmussen, called the meeting to order at 10:06 a.m. Eric welcomed Angela Dunnington, the alternate representative for Sue McFadden at Louisiana Tech. Hans confirmed that quorum was established and that the meeting could proceed.

## II. Review and approval of minutes from the fall meeting on November 15, 2022

- On the motion of Sarah Katz, and seconded by Samuel Ayers, the AC approved the minutes of the fall meeting held November 15, 2022.

## III. Announcements

### A. LLA 2023 Conference – July 6-8 in Baton Rouge

- Eric said he will give the GODORT report as well as a presentation about the LPDDP at the GODORT breakfast meeting. Angela noted that she and Paul Kelsey of Southeastern Louisiana University will lead a program about their *Louisiana Libraries* award-winning article on developing academic presentations into papers.

### B. 75th anniversary of LPDDP – afternoon celebration at State Library in fall

- Eric plans to host an in-person event – perhaps combined with the fall AC meeting – to celebrate the 75<sup>th</sup> anniversary of the state documents program. Details will be forthcoming.

## IV. Old Business

### A. Core Collection Title List update

- Eric described why he added two more titles (*Audit Reports* and *CPRA Fiscal year ... annual plan : integrated ecosystem restoration and hurricane protection in coastal Louisiana*) to the list.

## V. New Business

### A. Review revised LPDDP Advisory Council bylaws

- Hans asked attendees to have a look at the revised bylaws shared on screen. He reminded members he had sent them a copy of the updated file more than two weeks ago. Sarah made a motion to approve the changes and Samuel seconded.

### B. Seeking a Public Libraries representative

- Hans noted the AC still needs a Public Libraries member to serve through the end of June 2024.

### C. Seeking a Secretary

- Hans noted the AC still needs a Secretary to serve through the end of June 2024, and that Eric would compile the meeting minutes in the meantime.

D. Recorder of Documents report [copied in full below]

## Recorder of Documents report

### Accomplishments

- Conducted onsite depository inspections in Baton Rouge (LSU Law, Southern, and Southern Law) and New Orleans (Law Library of Louisiana, Loyola Law, NOPL, SUNO, Tulane Law, and UNO)
- Completed the 10-week LSSC Cataloging and Classification course
- Identified and collected more than 2,914 *Executive Orders* and *Proclamations* in digital format
- Revised workflows for *Louisiana Administrative Code* collection and processing as well as the Digital Documents Pre-2018 backlog cleanup project
- Prepared workbook for *Louisiana Administrative Code* uploads to new catalog records
- Expanded and published the Core Collection Title List
- Digitized all depository libraries' LPDDP contracts
- Compiled inventory of print documents of interest to law center depositories
- Held two annual emergency preparedness meetings, one with colleagues in Louisiana Collection
- Documents Specialist completed independent study at the Department of Environmental Quality to earn the Certificate in Records and Information Management for the LSU SLIS graduate program

### Challenges

Unexpected:

- How to process *Executive Orders* and *Proclamations* digital deposits

Expected:

- Ensuring all cataloging work is completed before quarterly print shipments
- Lack of database access for tracking new courier delivery service

## Goals

In the next six months:

- Host an event to celebrate the 75<sup>th</sup> anniversary of the LPDDP
- Deliver presentation about the LPDDP at LLA 2023 Conference
- Distribute new Subject Selections form to depositories
- Conduct more onsite depository inspections
- Volunteer at the Louisiana Book Festival

## Staff Development

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
  - Completed the following required courses:
    - Louisiana Code of Governmental Ethics
    - ORM Blood-borne Pathogens
    - ORM Defensive Driving
    - SCS CPTP Preventing Sexual Harassment for All Employees
    - SCS CPTP Supervisor – Preventing Sexual Harassment 2023
- CONFERENCES
  - ALA Midwinter Virtual Conference
    - ALA GODORT State and Local Documents Interest Group: “Cataloging Toolbox for State & Local Government Information”
  - LDL Fest
- HUMAN RESOURCES
  - Completed quarterly Safety Meeting reading requirement by reviewing Combatting Workplace Safety Complacency, Fire Safety Tips, and the Transitional Return to Work policy
  - Completed the Prohibited Political Activity reading and viewed accompanying video
  - Reviewed PPM #55 Employee Dress Code policy

- WEBINARS
  - Building a Traveling Exhibit (FDLP Academy)
  - Courier: What Can Go Right/What Can Go Wrong (Amigos Library Services)
  - Digital Collections Stewardship course #1: Introduction (WebJunction)
  - LSSC Cataloging and Classification course (State Library of Louisiana)
  - Responding to User Interests with Government Information (FDLP Academy)
  - State Documents Collaborative Group winter 2023 meeting
  - To “Serve a Useful and Salutory Purpose”: A Look at 50 Years of the Depository Library Council (FDLC Spring 2023 Virtual Meeting)
  - Updates from GPO (FDLC Spring 2023 Virtual Meeting)

[End of report]

## VI. Adjournment

- Hans adjourned the meeting, with Samuel making a motion and Sarah seconding, at 10:46 a.m.