

Louisiana Public Document Depository Program Advisory Council
Virtual fall meeting – Tuesday, November 15, 2022 – 10:00 a.m.

Council members present:

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

Laura Gilmore, Department of Insurance (Agencies representative)

Mark Love, Nicholls State University (Academic Libraries representative)

Sue McFadden, Louisiana Tech (Louisiana Tech representative)

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

Hans Rasmussen, Louisiana State University (LSU representative)

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

Bethany Reisch, Poynter Legislative Research Library, (GODORT representative)

Council members absent:

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

Others present:

Wendy Bourg, State Library of Louisiana

Charlotte Henderson, Southern University

Jessica Heyl, University of New Orleans

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 new Chair, Hans Rasmussen, called the meeting to order at 10:04 a.m.

II. Approval of minutes from the spring meeting on May 17, 2022

- On the motion of Bethany Reisch, and seconded by Laura Gilmore, the AC approved the minutes of the spring meeting held May 17, 2022.

III. Announcements

- Eric asked whether anyone attended LLA in Alexandria, noting he had not, but that he submitted an annual report to GODORT. No one said they had attended. Hans mentioned that there was no news at LSU in regards to state documents.

IV. Old Business

A. Legislative Calendars and Journals

- Eric summarized the distribution of these print documents, asking any depository liaisons to contact him if they still had questions. The Recorder's Office shipped the 2019 Calendars and Journals in May, just prior to the spring AC meeting. Then they shipped the 2020 items (partial distribution) in June, and the 2021 items (full distribution) in July.

V. New Business

A. Seeking a Public Libraries representative and a Secretary

- Hans noted the AC needed a Public Libraries representative as well as a Secretary, which the current AC roster must elect from among its own members. Eric added that the appointed Public Libraries member, shortly after joining the AC, accepted an academic library job in another state, and that four subsequent individual invitations from him to public librarians proved ineffective. Bethany and Shannon, having served two consecutive terms as Chair and Secretary, respectively, were ineligible to be considered as an officer this year. No other AC members volunteered to serve as Secretary, so Eric offered to compile the meeting minutes. He mentioned the AC roster had had vacancies in years prior to 2018, so this was not unprecedented.

B. Core Collection Title List update

- Eric restated what he wrote in an email to bayoudoc: the State Library recently moved to a new ILS, Polaris, so he updated the direct links to catalog records for all the Core Titles. Any libraries that post a link to the list on their website, or who share the link with patrons, should use the updated list.

C. Recorder of Documents report

Accomplishments

- Collaborated with Library Specialist Supervisor and Acquisitions Specialist to continue regular uploads and inspections of digital documents with existing catalog records
- Collected and processed Annual Publications Reports and Contact Information forms

- Reorganized and updated in-house FY22-23 Agencies spreadsheet
- Conducted an onsite depository inspection of EBRPL
- Completed a draft of a State Library digital preservation policy
- Updated the Core Collection Title List with direct links to State Library's new ILS Polaris
- Completed and submitted Recorder of Documents Report to GODORT section of LLA
- Corresponded with editor of *Louisiana Administrative Code* to establish regular digital documents of updated Titles
- Completed inventory of Margaret T. Lane Papers for the Louisiana Collection

Challenges

Unexpected:

- Significant increase in digital document deposits immediately following call for Annual Publications Reports – almost twice as many as prior year
- Significant decrease in print document deposits in past six months – less than half as many as in prior year time span

Expected:

- Lag-time during migration from Horizon to Polaris
- Onsite independent study at Department of Environmental Quality for LSU SLIS graduate program – educational leave reduces Document Specialist's workweek from five to four days

Goals

In the next six months:

- Complete independent study at the Department of Environmental Quality for the Documents Specialist to earn the Certificate in Records and Information Management for the LSU SLIS graduate program
- Conduct onsite inspections at depositories elsewhere in the state; upcoming local inspections include LSU Law Center on Nov 17th, Southern University on Nov 30th, and Southern University Law Center on Dec 1st
- Present a session about the LPDDP at LLA / SELA 2023 conference – 2023 is the 75th anniversary of the LPDDP

- Continue to locate and engage in staff development opportunities

Staff Development

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
 - Completed quarterly Safety Meeting reading requirement by reviewing General Safety Rules and Bloodborne Pathogen policy
 - Completed annual competency continuing education course – Integrity
 - Completed new three-part ePPA training: LaGov HCM Basic Navigation; LaGov HCM Basics of Time Administration; LaGov HCM Electronic Prior Period Adjust
 - Completed new ADA Compliance course
 - Reviewed PPM #4 Sexual Harassment policy and Sexual Harassment Notice of Personal Liability
- CONFERENCES
 - 2022 FDL Conference
- WEBINARS
 - Doing Digital Preservation (Amigos Library Services)
 - [Getting Things Done](#) (EBRPL)
 - Introduction to Authority Control (Amigos Library Services)
 - One-Minute Habits for Success (LinkedIn Learning)
 - Records Management for Government Agencies (Access Services)
 - [State Documents Collaborative Group](#) spring and summer 2022 meetings (Content Management Systems and workflows were the topics, respectively)

VI. Adjournment

- Hans adjourned the meeting at 10:34 a.m.