

Louisiana Public Document Depository Program Advisory Council
Virtual fall meeting – Tuesday, November 14, 2023 – 10:00 a.m.

Council members present:

Nickie Blackwelder, Louisiana Tech (Louisiana Tech alternate representative)

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

Sarah Katz, Poynter Legislative Research Library (GODORT representative)

Erin LeBlanc, Board of Elementary and Secondary Education (Member at Large representative)

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

Hans Rasmussen, Louisiana State University (LSU representative)

Council members absent:

Sarah Aucoin, St. Tammany Parish Library (Public Libraries representative)

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

Andrea Trantham, Office of the State Register (Agencies representative)

Others present:

Mary Bloomquist, Frazar Memorial Library, McNeese State University

Wendy Bourg, State Library of Louisiana

Charlotte Henderson, John B. Cade Library, Southern University

Jessica Heyl, Earl K. Long Library, 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

Meeting minutes

I. Welcome

- The Chair, Hans Rasmussen, called the meeting to order at 10:05 a.m. Eric welcomed everyone who joined the Microsoft Teams room and informed them the chat box was not set up, so they would need to use their microphones if they wished to participate. Hans confirmed that quorum was established and that the meeting could proceed.

II. Review and approval of minutes from the spring meeting on May 30, 2023

- On the motion of Sarah Katz, and seconded by Hans Rasmussen, the AC approved the minutes of the spring meeting held May 30, 2023.

III. Announcements

A. LLA 2024 Conference – March 10-12 in Shreveport

- Melanie noted that late winter/early spring is a return to the usual LLA Conference time.

IV. Old Business

A. LPDDP 75th anniversary event at State Library on November 7

- Eric described the event, thanked folks for helping make it happen, and noted that Carla Pritchett's professional recognition award was a highlight of the afternoon.

B. Revised the LPDDP Advisory Council bylaws

- Hans said that the AC approved the revision to the bylaws in the spring, and Eric recalled that they were minor updates having to do with the role of the AC officers.

V. New Business

A. Seeking an Academic Libraries representative

- Hans noted that Mark Love left Nicholls State University to take a library director position at a school in Texas, so the AC needs an Academic Libraries member to serve through the end of June 2024. He invited those at the meeting to share the names of anyone who might be able to take over, or to let him or Eric know later.

B. 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.

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

Recorder of Documents report

Accomplishments

In the past six months:

- Hosted the event “Celebrating 75 Years: Louisiana Public Documents Depository Program”
- Delivered a presentation at LLA 2023 Conference – “Getting to Know the LPDDP”
- Delivered the GODORT report at LLA 2023 Conference
- Processed the Publications Report and Contact Information Forms from agency liaisons
- Processed the new 2023 Subject Selections forms from depository liaisons
- Facilitated major document acquisitions:
 - 258 digitized and born-digital issues of *The Angolite*
 - 220 digitized and born-digital issues of the Department of Agriculture and Forestry’s *Quarterly Report of Forest Products*
 - 152 meeting minutes from the Board of Ethics
 - 140 items from the Central Louisiana Human Services District
- Conducted onsite depository inspections at McNeese State University in Lake Charles and at University of Louisiana at Lafayette
- Updated in-house print and digital documents processing workflows
- Began project to process *Executive Orders* and *Proclamations* digital deposits
- Worked at the Louisiana Book Festival

Challenges

Unexpected:

- Making adjustments to distribution charts that reflect changes in depositories’ subject selections

Expected:

- The volume of document deposits associated with agencies’ return of Contact Information and Publication Report forms

Goals

In the next six months:

- Complete the *Executive Orders and Proclamations* digital upload project
- Deliver presentation about the history of the LPDDP at LLA 2024 Conference
- Produce the “State Docs 101” video and text for website
- Conduct more onsite depository inspections
- Create a workflow that consolidates logging of digital items that arrive monthly into a quarterly activity
- Update the Recorder’s manual and the *Handbook for Depository Libraries*

Staff Development

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
 - SCS CPTP Cybersecurity Awareness
- CONFERENCES
 - Federal Depository Library Conference
 - “GPO: New GovInfo Content and Congressionally Mandated Reports Preview”
 - LaSSAL Conference
 - Louisiana Library Association 2023 Conference
- HUMAN RESOURCES
 - Completed quarterly Safety Meeting reading requirements by reviewing Extension Cord Safety, FEMA’s Be Prepared for Extreme Heat, and PPM #11 Substance Abuse and Drug-Free Workplace
 - Reviewed PPM #4 Sexual Harassment Policy and Notice of Personal Liability
 - Reviewed PPM #26 Employee Interaction With Prison Inmates

- Reviewed the new Prohibited Political Activity website from Louisiana State Civil Service
- WEBINARS
 - Amigos Community Conversations: The Impact of ChatGPT on Library Services (Amigos Library Services)
 - Past and Future of NOAA Publications (FDLP Academy)
 - Promoting Your Federal Documents Collection (FDLP Academy)
 - State Documents Collaborative Group summer 2023 meeting
 - Wikidata and Libraries (Amigos Library Services)

[End of report]

VI. Adjournment

- Hans adjourned the meeting at 10:36 a.m.