CONNECTICUT DIGITAL LIBRARY ADVISORY BOARD
MIDDLETOWN LIBRARY SERVICE CENTER
Minutes of the Meeting on October 3, 2012

Present: Sylvia Boyd, Galadriel Chilton, Debbie Herman, Roger Kemp, Carol Kubala, Mara Whitman, Kendall Wiggin
Absent: Franklin Edrich, Joy Hansen, Michelle Luhtala, Sarah Ludwig

Others: Lynette Baisden, Stephen Cauffman, Eric Hansen, Gail Hurley, Dawn La Valle, Bill Sullivan

1. Call to Order
The meeting was called to order by Carol Kubala at 1:07 p.m.

2. Introductions
Dawn La Valle was welcomed and introduced to the Board. The Board introduced themselves as well.

3. Approval of Minutes
Sylvia Boyd MOVED (2nd Galadriel Chilton) to approve the minutes of August 1, 2012. VOTED in favor with one abstention (Debbie Herman).

4. Approval of Agenda
Roger Kemp MOVED (2nd Carol Kubala) to approve the agenda as presented. VOTED unanimously.

5. Public Comment
There was none.

6. Old Business
   a. Election of Chairperson and Vice Chairperson – CDLAB DOC 12-06 Carol Kubala
       Galadriel Chilton MOVED (2nd Carol Kubala) that the Connecticut Digital Library Advisory Board approve the appointments of Debbie Herman as Chairperson and Sylvia Boyd as Vice Chairperson for terms of January 1, 2013 to December 31, 2013. VOTED unanimously.

       b. Approval of Appointments to CDLAB – CDLAB DOC 12-07 Galadriel Chilton
       Carol Kubala MOVED (2nd Galadriel Chilton) that the Connecticut Digital Library Board approves the appointments of Cathy Ahern, Kathie Popadin, Christina Russo and Marie Shaw to the Connecticut Digital Library Advisory Board in the categories of Public Librarian, School Librarian, School Librarian, and Teacher (School or College), respectively, for first terms of January 1, 2013 to December 31, 2014. That the Connecticut Digital Library Board continue soliciting candidates for the positions of (1) Parent of K-12 Student and (2) Student, School or College until these positions are filled.

7. Old Business
   a. High-Priority Resources Requested for iCONN (update) – Kendall Wiggin
      Ken reported that the document is very useful in his meetings with legislators. The State Library submitted its 5% reduction plan. Some money had to be taken out of iCONN. There was no cut to the Personnel line.

8. State Library Report – Kendall Wiggin
The State Library is working with Greg Colati at the Dodd Center to partner with establishing Digital Archives. Ken submitted a proposal on a way to fund it. He addressed electronic government information, and ways to preserve it and be aware that we have it. The State Library launched its new Drupal site. The Advisory Council for Library Planning and Development decided to continue the works of the E-Book Task Force. The group will work on establishing what role the State Library has in the larger scheme of things. Ken stated that California passed laws to preserve library privacy. Ken crafted another version of it to incorporate into the public library privacy of people using e-books from within the libraries and then later statewide.

9. Reports

a. Commission for Educational Technology – Kendall Wiggin
The commission had its first meeting in September and then met again in October. The group had stopped meeting and it looked as though it would be done away with, but the legislation didn’t pass to do this. Ken worked with the Department of Administrative Services and the Chief Administrative Officer to resolve the membership. A formation of Regents was created which changed the members that were on board. Scott Taylor is the director of the Connecticut Education Network. There is not an executive director for the CET, however Ken is the Chair. A new service entitled, the Nutmeg Network, made up of the public safety data network, the CEN and the Ct Open Network Access Network, will work to refresh and put fiber into every town and link to public service agencies. The funding for this will be provided through the federal BTOP grant. It will also be open to municipalities. There is no longer limited use, because we do not use E-Rate funds.

b. Digital Library Progress - William Sullivan
Bill reported that he provided a 45-page draft of the RFP for the statewide library catalog to the Department of Administrative Services (DAS) procurement office following a meeting with DAS staff in the State Librarian’s office. The RFP had been vetted through three committees of librarians with subject expertise in discovery, cataloging and ILL. The meeting was productive as it outlined a process by which the current contract with Auto-Graphics could be extended in order to allow time for an RFP process to be completed. According to this plan, we will issue an RFP in April 2013 so that an award can be made and system implementation begun by July 2013 with an operational date of July 2014. iCONN staff met with Miranda Creative to discuss the development of a new, non-authenticated landing page for iCONN but Maria Miranda asked whether we had sufficiently weighed possible push-back from users accustomed to the convenience of a single sign-on authentication system, and we agreed to explore the possibility of the State Library developing and hosting this capability. The consensus of the Board was that it would be desirable to preserve single sign-on for the convenience of the user. The Database Committee is continuing to work with iCONN staff on tweaking the requirements and developing the scoring system for the forthcoming bid of electronic resources. iCONN staff got its first look at Auto-Graphics’ new interface for the statewide library catalog. While it is much more visually appealing than our current system, it does not yet adequately address the major concern we have with the current system, namely the relevancy of search results. Auto-Graphics committed to continue to work on this. We have requested direct access to a test system for hands-on evaluation.

c. Database Committee – Eric Hansen
Eric reported that the Database Committee met on September 20 and discussed content and technical specifications in the forthcoming FY 2013 database package bid. Evaluation of database proposals will be equally weighted between content and functionality. The discovery system portion of the package will be removed. Subcommittees will be formed to discuss how the proposals will be scored and to prescreen for mandatory requirements. The downloadable
audio book contract is up for renewal, but there is discussion with Recorded Books regarding
the annual platform fee.
d. iCONN Usage Stats for FY 2012 – CDLAB DOC 12-08 – Stephen Cauffman
Stephen Cauffman noted that the issue with ProQuest Newspaper statistics has not been fixed,
so iCONN’s FY2012 statewide page view statistics document remains in draft status. Steve
presented a demonstration on the iCONN usage stats, highlighting reQuest ILL. He showed
trends in reQuest ILL of filled lending requests and then charted those as a percentage of total
filled lending requests in the state. While there has generally been a yearly increase in the
number of filled lending request over the past 10 years, there were 134,731 filled requests in FY
2011, compared to the 128,470 in FY 2012, which represents a 5% decrease. reQuest ILL was
responsible for 22% of total filled lending requests in the state on average from FY 2001 to FY
2011, with a high of 29% in FY 2004 and a low of 18% in FY 2011.

e. Statewide Library Catalog Frequency Report for FY 2012 – CDLAB DOC 12-09 – Gail Hurley
Gail Hurley presented a FY 2012 reQuest Frequency Report. The goal is for libraries to send us
monthly updates to be current with accurate information. The report gives a comparison of the
frequency of updates by libraries in FY 11 & FY12.

10. Adjourn
Debbie Herman MOVED (2nd Roger Kemp) to adjourn the meeting at 2:20 p.m. The next
scheduled meeting will be held on December 5, 2012 at the Middletown Library Service Center.

Respectfully submitted,

Lynette Baisden
Connecticut State Library