CONNECTICUT DIGITAL LIBRARY ADVISORY BOARD
MIDDLETOWN LIBRARY SERVICE CENTER
Minutes of the Meeting on October 5, 2011

Present: Sylvia Boyd, Franklin Edrich, Sarah Gager, Joy Hansen, Diane Klare, Michelle Luhtala, Deborah Sanford (by phone), Kate Sheehan, Mara Whitman, Kendall Wiggin

Absent: Karen Fecko, Carol Kubala

Others: Lynette Baisden, Sharon Brettschneider, Stephen Cauffman, Eric Hansen, Bill Sullivan

1. Call to Order
Sarah Gager called the meeting to order at 1:06 p.m.

2. Approval of Minutes
Deborah Sanford MOVED (2nd Michelle Luhtala) to approve the minutes of August 3, 2011. VOTED unanimously. All in favor.

3. Approval of Agenda
Michelle Luhtala MOVED (2nd Diane Klare) to approve the agenda of October 5, 2011. VOTED unanimously. All in favor.

4. Public Comment
There was none.

5. Old Business
a. FY 2011 Usage Statistics (final) – CDLAB DOC 11-05 – Steve Cauffman
   Steve conducted a demonstration on how to get statewide pageview statistics for iCONN, which are at: http://www.cslib.org/iconnsitemap/staff/Statistics.aspx Using the Excel document works better to enable sorting. The report for FY 2011 shows an increase in page views for the academic library category and decreases for the K-12 and public library categories.

Ken reported that the State Library had significant cuts after the budget was finalized. The State Library lost its fiscal and human resources units, which will now be handled through the SMART (Small Agency Resource Team). Three of our staff were transferred to other agencies, two retired and one staff member found another job in lieu of being laid off. Connecticard has a reduction, which was not as severe as the Governor had initially proposed. There was an increase in the iCONN, not from last year’s appropriated amount but the amount after holdbacks were taken. The same is true for reQuest and CLC. The Ccar budget is also fine. The State Library had a 64% cut in its book budget. Ken met with the secretary of OPM and requested savings from staffing reductions in human resources and fiscal be used toward the book budget.

Sharon Brettschneider distributed a document, Connecticut Libraries on the Front Line of Helping the Unemployed and Small Businesses that she prepared on Ken’s request for the Governor’s job creation summit. Sharon also stated that the federal government is starting out the fiscal year without a budget but it is not uncommon for the federal budget to be passed as late as January or February. The next round of LSTA grant categories will be presented for approval to the Advisory Council for Library Planning and Development in a couple weeks.
The State Library is sponsoring the *Connecticut Forum on Digital Initiatives* on Friday, October 28 from 9 a.m. - 4 p.m. The forum will provide an opportunity to discuss digital projects happening in Connecticut, best practices and forming collaborations.

### 7. New Business

**a. Nominations Committee – CDLAB DOC 11-06**

Bill distributed the names and terms for the Connecticut Digital Library Advisory Board. There are 5 members whose first or second year terms will expire this year. Sylvia Boyd, Diane Klare and Mara Whitman volunteered to serve on the Nominations Committee.

**b. LSTA 5-Year Evaluation – CDLAB DOC 11-07 – Sharon Brettschneider**

Sharon reported that a 5-year evaluation is required in order to receive Library Service and Technology Act funds which support the work of the service centers, iCONN, C-car, reQuest, and the Library for the Blind and Physically Handicapped. The State Library’s 5-year evaluation covers the period through 2012. An RFP was issued and awarded to library consultants, Himmel & Wilson of Wisconsin. A focus group session for the CDLAB will be held on Wednesday, November 2 at 1:00 p.m. at the Middletown Library Service Center. This session will allow board members to give their input on the goals and objectives they see for libraries and how it intersects with the LSTA program. Sharon distributed an invitation to the focus group and said she hopes that CDLAB members will attend this meeting that should last for about an hour.

**c. Statewide E-book Task Force – CDLAB DOC 11-08 – Sharon Brettschneider**

The Advisory Council for Library Planning and Development (ACLPD) formed a statewide Downloadable Audio Book Task Force in 2008. At that time the charge of the Task Force was to explore any issues with compliance to Connecticard regulations. Since then, the issue of non-resident use of downloadable content is more significant due to the growth of E-books. ACLPD has formed a new E-Book Task force to explore library practices and license agreements, Connecticard regulations, possibilities for statewide cooperative collections and investigate best practice recommendations for libraries purchasing E-book content. The Task Force had its first meeting on October 3. Kate Sheehan (CDLAB) and Eric Hansen (iCONN) are members.

**d. Disseminating iCONN usage statistics of individual libraries – Mara Whitman**

Mara Whitman noted a decrease in iCONN database usage at the Prosser Library in Bloomfield. She asked if the usage statistics of surrounding libraries could be posted to determine if it was the same elsewhere. Steve noted the trend of decreased iCONN page views on a statewide basis. Ken stated that public awareness of iCONN may have suffered because we have not been able to do any paid advertising due to lack of funding.

**e. 2011 Meeting Dates**

Bill Sullivan distributed the CDLAB meeting dates for 2012. The dates are February 1 (snow date February 8), April 4, June 6, August 1, October 3 and December 3. All meetings will be held at the Middletown Library Service Center at 1 p.m. unless otherwise stated.

### 8. Reports

**a. Commission on Educational Technology – Kendall Wiggin**

The Commission discussed the impact of the elimination of the State Department of Higher Education and merger of the community colleges, Charter Oak College, and the CSU. The state is moving along well with the BTOP grant and bringing fiber to every community in the state. As more libraries are hooked onto a fiber line, the e-rate application for discounts will be eliminated. The Department of Information Technology (DOIT) has been merged with the...
Department of Administrative Services. It is now the Bureau of Enterprise Systems and Technology (BEST). Rates to participate in CEN may go up for academic institutions who have always paid to use CEN. The commission may meet again in November.

b. Database Committee – Eric Hansen
Eric reported that the database committee met on September 15. The group had a lengthy discussion on iCONN resources. Some of the free healthcare resources may be more useful than the ones we license. Access to CINAHL Full Text has been restored for all academic library users and ProQuest National Newspapers has been restored to public, school and academic libraries. The committee is also reviewing its Business Resources and discussed the need for improved search relevance from Gale. There are changes to iCONN’s audio books platform. Ingram transferred responsibility for hosting the audio books platform to Recorded Books. iCONN provided a transition page to assist users accessing the service via iconn.org. Users will now need to download OneClickDigital (from Recorded Books) to use with their valid library card number. Sharon reported that our previous license with Ingram gave us ownership rights to the titles we purchased, and that if Ingram went out of business, we would get copies of our purchased titles, but these ownership rights were not recognized in the license agreement that Recorded Books asked us to sign. There is currently negotiation to resolve the differences between the two agreements, at least as they relate to the titles we purchased from Ingram. In the meantime, Recorded Books is hosting iCONN’s downloadable audio books, and is furnishing iCONN free access for one year to the Recorded Books Classics collection.

c. Digital Library Progress – William Sullivan
Bill distributed the October 2011 issue of the iCONN Times. There is a need to form a bylaws committee to update the bylaws. The current bylaws prominently reference the Department of Higher Education, which no longer exists due to a change in state government. While its purview encompassed all public and private higher education institutions in CT, its successor, the Board of Regents, oversees only the Connecticut State University and the Community Colleges. Sylvia Boyd, Sarah Gager, Joy Hansen and Deborah Sanford volunteered to serve on the committee. The budgets for iCONN and reQuest were restored. There is now a projected surplus in both budgets, but the surplus for databases is expected to be fully absorbed by vendor rate increases in FY 2013. An improved algorithm for sorting search results by relevance (which is the default setting) will soon be implemented in reQuest. It is mainly focused on improving search results for title searches. Gail Hurley requested that comments on the change be sent to her. Auto-Graphics has committed to implementing a comprehensive solution to the issue of e-resource records in our statewide catalog by Spring 2012, and has further agreed to implement a short term solution for reQuest in the form of disclaimer text embedded in the appropriate records, if we can provide the text and the record selection criteria.

9. Adjourn
Kate Sheehan MOVED (2nd Michelle Luhtala) to adjourn the meeting at 2:33 p.m. The next scheduled meeting will be held on December 7, 2011 at the Middletown Library Service Center.

Respectfully submitted,

Lynette Baisden
Connecticut State Library